



GRACE  
CHRISTIAN SCHOOL

*Equipping Students for Life*

2018-2019  
Parent-Student  
Handbook

[www.GRACEChristian.net](http://www.GRACEChristian.net)

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# Introduction to GRACE Christian School

## Mission Statement

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

## 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.

## Statement of Faith Affirmation

Each Board, faculty and staff member of GRACE, having accepted Jesus Christ as personal Savior, shall affirm publicly and have a lifestyle consistent with this statement of faith and the GRACE Mission, Vision and Core Values. This affirmation shall be subscribed to annually in writing.

Final Authority for Matters of Belief and Conduct: The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of GRACE's faith, doctrine, practice, policy, and discipline, our Head of School and Board of Trustees is GRACE's final interpretive authority on the Bible's meaning and application.

## Statement of Faith

### The Scriptures

We believe that the Bible was written by men divinely inspired by the Holy Spirit and is the record of God's revelation of Himself to man. It is the perfect treasure for divine instruction. It has God for its author, salvation for its end, and its contents are without error. It will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions are tried.

### God

We believe that there is only one living and true God – immortal and invisible. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite, holy and perfect. The eternal God reveals Himself to His people as God the Father, God the Son, and God the Holy Spirit, with distinct personal attributes, but without divisions of nature, essence or being.

### Man

We believe that man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning, man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice, man sinned against God and brought sin into the human race. Through the temptation of Satan, man transgressed the command of God and fell from his original innocence; whereby his descendants inherit a nature and an environment inclined toward sin; and as soon as they are capable

of moral choice, become transgressors and are under condemnation. Only the grace of God brings man into His holy fellowship and enables man to fulfill the creative purpose of God – “to glorify God and enjoy Him forever”.

## **Statement on Marriage, Gender & Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of GRACE Christian School as the local Body of Christ, and to provide a biblical role model to the [the organization] members and the community, it is imperative that all persons employed by GRACE Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of GRACE Christian School.

Salvation: We believe that salvation includes every divine action on behalf of the believer, from deliverance out of his lost estate to his final presentation in glory, conformed to the image of Christ. The believer was saved when he, by grace through faith in Jesus Christ, died to sin and was spiritually born again as a child of God.

## **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

For details on GRACE's philosophy of education including our position on key issues, please see the section titled Philosophy of Education in this handbook in the Academic Policies and Procedures.

## 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, establishing tuition and fees, promoting Christian education in the community, employing the Head of School, 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.
- ◆ **Head of School:** The Head of School is responsible for the overall operations of GRACE Christian School.
- ◆ **GRACE Administration:** Curriculum and faculty issues, student behavioral management, and policies and procedures are the responsibility of the respective administrator.

- ◆ **Lower Campus Principal:** The principal is responsible for the daily management and direct leadership for transitional kindergarten - sixth grades.
- ◆ **Lower Campus Assistant Principal:** The Assistant Principal is responsible to assist in the management and leadership of the lower campus.
- ◆ **Upper Campus Principal:** The Principal is responsible for the daily management and direct leadership for seventh – twelfth grades and for high school planning, college/career planning, and graduation.
- ◆ **Upper Campus Dean of Students:** The Dean of Students assist in the management and leadership of their respective campuses and are responsible for overseeing student conduct.
- ◆ **Academic Dean:** The Academic Dean oversees the implementation and review of the academic program for grades TK-12.
- ◆ **Director of Christian Life:** The Director of Christian Life oversees the implementation and review of the spiritual programs for grades TK-12.
- ◆ **Director of College Counseling:** The Director of College Counseling educates students and their families about post-secondary opportunities and the college admissions process.
- ◆ **Guidance Counselor:** The Guidance Counselor is responsible for assisting students in their emotional and social well-being.
- ◆ **Director of Information Technology:** The Director of Information Technology is responsible for overseeing the technology infrastructure at GRACE.
- ◆ **LEAP Director:** The LEAP Director is responsible for the development and oversight of the Learning Enrichment and Achievement Program (LEAP).
- ◆ **Athletic Director:** The athletic director is responsible for the oversight of the entire athletic program including coaches, teams and scheduling.
- ◆ **Chief Financial Officer:** The Chief Financial Officer leads the Finance Department.
- ◆ **Director of Resources:** The Director of Resources is responsible for the support functions of GRACE, including Purchasing, Human Resources and functional processes. This position also serves as Corporate Secretary and holds the corporate seal.
- ◆ **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), the North Carolina Association of Independent Schools (NCAIS), AdvancED, the Association of Secondary Principals, North Carolina Independent Schools Athletic Association (NCISAA), the National Association for College Admissions Counselors (NACAC), the Southern Association for College Admissions Counselors (SACAC), and the Triangle Independent Secondary School Counseling Association (TISSCA).

GRACE is accredited by:

- ◆ Association of Christian Schools International (ACSI)
- ◆ AdvancEd (Southern Association of Colleges and Schools)



## Code of Ethics & Behavior

Standard of Behavior – With the Bible setting the standard, all board members, faculty/staff members and volunteers of GRACE agree to exhibit a lifestyle which is consistent with biblical teachings illustrated by the GRACE Statement of Faith, Mission, Vision and Core Values of GRACE.

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, addresses and social media context may not be used by faculty/ staff for non-school related purposes.

## Non-Discrimination Policy

GRACE Christian School admits students of any race, color, male or female 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

GRACE Christian School challenges, equips, and inspires young people to impact their world for Jesus Christ. We are training world changers. We employ great teachers, administrators, coaches, and staff who are passionate about investing their time, talent, and resources into the lives of others on behalf of Jesus Christ. The work is challenging. The responsibility is great. The reward is immeasurable.

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, obtain, and stay current with their ACSI certification, which includes state licensing standards, teaching methods classes, and the philosophy of Christian education. Many of our faculty members have advanced degrees in their subject areas.

## 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 Board of Trustees, 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.

## **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.

# General Policies and Guidelines

GRACE strives to have reasonable and logical guidelines governing all aspects of school operations. The following categories are listed in alphabetical order and may refer you to another section of this handbook for comprehensive details.

## Absences (Attendance)

Guidelines for attendance are listed in the *Attendance* section of this handbook under the heading Absences and Attendance Requirements.

## Activity Fee (Lower Campus)

A one-time activity fee is assessed via your FACTS account in September for each lower campus student to cover the cost of single-day local field trips (both in-house and off-site) for the academic year. Overnight or full-day field trips (examples: fourth-grade Outer Banks trip, fifth-grade Wilmington trip, and the sixth-grade Spiritual Life Retreat) are not included in this fee.

## Admissions

Detailed information for admissions are listed in the *Admissions, Re-Enrollment & Financial Policies* section of this handbook under the heading Admissions.

## After Care

After Care is provided from 3:00 p.m. until 6:00 p.m. for grades TK-6, and from 3:15 p.m. until 6:00 p.m. for grades 7–12. Parents interested in this program should register their students in advance. Please contact the Administrative Assistant on the TK-6 Campus or the Student Information Manager on the Upper Campus for registration. A fee is charged for this service and an additional charge is levied for students picked up late. Drop-ins are allowed on the Upper Campus and parents are charged for this service. The After Care registration forms are found on the GRACE website in the SCHOOL LIFE section under the heading [Handbook & Forms](#).

## After Care Closings

After Care is closed for all students on the following holidays: Labor Day, Veterans Day, Thanksgiving Holiday, Christmas Holiday, Martin Luther King Jr. Day, Presidents Day, and Easter Holiday.

## After Care Sick Policy

Our After Care policy is the same as the regular school day. If your child becomes ill, you will be contacted by the After Care staff to arrange immediate pick-up.

## After Care Snacks

After Care does not provide snacks on a daily basis. Please provide an appropriate snack and extra water bottle for each regular school day and a lunch and snack on early dismissal days.

## 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.

### Lower Campus Allergy Table

The lower campus lunchroom has a table designated as an "Allergy Table" for students with severe nut allergies. This table is a nut-free zone and cleaned prior to use each day. An allergy child may pick a friend to eat with them at the Allergy Table provided there are no nut products in the friend's lunch.

## Athletics

General guidelines for participating in athletics are listed in the Student Activities - Policies and Guidelines section of this handbook under the heading Athletics. Detailed information about the GRACE Athletics program can be found in the Athletics Handbook located in the SCHOOL LIFE Section of the GRACE website under the heading [Handbook & Forms](#).

## Auxiliary Educational Services

GRACE Christian School is a college preparatory institution which has a selective admissions process. As a school, we support our students with disabilities and recognize their varying needs for assistance. Accommodations for students with disabilities are incorporated into GRACE's LEAP Program. Specific requirements for accommodations are found in the LEAP Handbook on the GRACE website in the SCHOOL LIFE section under the heading [Handbook & Forms](#).

## Before Care

For the convenience of working parents who need to drop off students early, Before Care will be provided on both campuses for student beginning at 7:30 a.m. Lower campus students should report to the gym. Upper campus students should report to the Student Center.

## Cell Phone / Electronics Policy

In the interest of minimizing classroom distractions, cell phones, iPods, smart watches, and other electronic devices should remain out of sight and turned off during school hours, unless specifically approved by the classroom teacher or administration. Devices will be confiscated if used for non-instructional purposes or heard during school hours and sent to the office.

The progression for discipline in this area is:

- ◆ First offense: The phone will be sent to the office where it will be held until the end of the school day.
- ◆ Second offense: The phone will be kept in the office during school hours for 3 days.
- ◆ Third offense: The phone will be kept in the office during school hours for 7 days.
- ◆ Fourth offense: The student will serve an In-School Suspension, and the phone will be kept in the office during school hours until the end of the current semester.

During tests, quizzes and other assessment activities, all electronic devices (including smart watches) will be collected by the teacher and placed in a bin for the duration of the assessment.

Technology and social media may be incorporated into classroom instruction. Teachers will monitor appropriate use of the media channel throughout the assignment.

## Cheating

Consequences for cheating are listed in the *Academic Policies and Procedures* section of this handbook under the heading Cheating / Plagiarism.

## Communication

GRACE uses a variety of communications methods to keep parents, staff and students aware of important events (see Email & Weekly Newsletter, and RenWeb in this section). Open, honest, biblically based communication is strongly encouraged. All communication should be respectful and in the spirit of cooperation. 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.

When seeking to communicate on a particular subject, communication should begin 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 Head of School.
- ◆ A parent conference may be requested as needed.
- ◆ Email communication is preferred. Please do not text teachers concerning school-related issues/questions.

### Faculty to Parents

- ◆ Faculty should respond to parent telephone calls or email messages within 36 hours.
- ◆ A formal parent-teacher conference is offered during the first quarter.
- ◆ Conferences will be arranged as needed for any student 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.

## Conceal Carry Law

North Carolina General Statute § 14-269.2 provides that it is a Class I felony for any person to knowingly possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property [any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated the school] or to a curricular or extracurricular activity sponsored by a school.

## Discipline

Guidelines for discipline are listed in the Discipline Policy section of this handbook.

## 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:

- ◆ Drivers need to be alert and cooperate with school personnel in traffic control procedures.
- ◆ Drivers should not be on their cell phones while driving on school property.
- ◆ 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.

## Lower Campus (TK-6th)

The traffic pattern maps distributed should be followed.

- ◆ Carpool signs must be displayed in the front passenger window every day throughout the year until the child is in the car. Please use car pool signs. Failure to display the car pool sign may result in delays in picking up your student.
- ◆ Students not picked up by 3:15 p.m. will be signed in to After Care. Parents will be charged for this service.
- ◆ 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.

## Upper Campus (7th-12th)

Middle (7<sup>th</sup>-8<sup>th</sup> grade) and high school students are dismissed at 3:15 p.m. They will leave the building using the designated doors.

- ◆ Athletes dismiss out the back door
- ◆ Activity building students may be picked up at the activity building
- ◆ All other students exit at the front door for carpool
- ◆ Any students remaining on campus after 3:30 p.m. must report to After Care. Students going to help classes should report directly to the teacher's room and be picked up by 4:00 p.m. or go to After Care.

- ◆ Students driving to school must complete a 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 Parking Registration Form.

## Checking out a Student

Guidelines for checking out your student in the in the middle of the school day are listed in the *Attendance* section of this handbook under the heading Release of Students.

## Early Dismissal

Early Dismissal times are 11:45am for the lower campus (TK-6<sup>th</sup>) and 11:55am for the upper campus (7<sup>th</sup>-12<sup>th</sup>).

## Email & Weekly Newsletter

Email and, the GRACE weekly e-newsletter (#WhatsUpAtGRACE) are utilized to put information directly into the inbox of your e-mail account. It is the parents' responsibility to utilize these communication channels and acquaint themselves with pertinent information. You can subscribe to GRACE News at <https://www.gracechristian.net/about/blog/subscribe-blog/> and receive an update in your email whenever news is posted.

## 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. Emergency drills are practiced each month.

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.

## First Aid

All GRACE faculty and staff members are required to attend CPR/EpiPen/First Aid training classes taught by The American Red Cross. Defibrillators are strategically placed on each campus at locations easily accessible in the event of an emergency.

## General

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

## Graduation Requirements

Graduation requirements are listed in the *Academic Policies and Procedures* section of this handbook under the heading High School Graduation Course Requirements.

## Homework

Guidelines for homework are listed in the *Academic Policies and Procedures* section of this handbook under the heading Homework Philosophy and Guidelines.

## Hope Community 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.

## Illness

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. Some illnesses may require a re-check before students are allowed to return to class.

Students may remain in the office only if there are symptoms of illness and parents are en route for pickup. In consideration of the health of others, it is our policy that a student must stay home with:

- ◆ Fever (24-hours free) A fever is considered a temperature of 100° or more.
- ◆ Vomiting (24-hours free)
- ◆ Colored nasal discharge
- ◆ Persistent cough
- ◆ Pinkeye (24 hours on medication)
- ◆ Strep throat (24 hours on medication)
- ◆ 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 (Head treated and no nits/eggs/lice)
- ◆ Other contagious illnesses

## Inclement Weather

On days of snowfall, emergencies or other hazardous weather conditions, GRACE will notify families, faculty and staff of closings and re-openings as soon as decisions are made. This notification will initially be sent via our Parent Alert system and will also be posted on the GRACE website (in [GRACE News](#)), on the GRACE Facebook page, on the GRACE twitter account and on WRAL (TV Channel 5).

- ◆ Snow days will be made up if the administration feels that the instructional time has been compromised due to excessive missed days of school.
- ◆ Upper campus students will be responsible for all pre-assigned work and for online turn-ins.
- ◆ AP® students will communicate with and may meet for online classes with teachers.



## LEAP (Learning Enrichment & Achievement Program)

The Learning Enrichment and Achievement Program provides services to students based on their specific needs. Detailed information about this program and its requirements/fees can be found in the LEAP Handbook located in the ACADEMIC section of the GRACE under the heading [LEAP](#).

## Library / Media Center

Students should care for all borrowed materials. If a book is lost or damaged, the student and/or parent is 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. School locks must be used and the administration retains the right of access to all lockers at any time for any reason.

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

Computers should be locked in the locker during PE classes and any time they will not be with the student.

## Lost and Found

Found items will be kept for retrieval. Unclaimed items will be donated to charity on a regular basis.

## Lunch and Snacks

A hot lunch will be available on all full school days, five days a week, at the most reasonable cost possible. Hot lunches must be ordered online as instructed by the Hot Lunch Coordinators each month. 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 to school
- ◆ Students are not allowed to have food and drink when using their school-issued computer
- ◆ Food delivered to an upper campus student (by a parent or pre-paid vendor) will be left in the reception area for the student to pick up.

## Medication

If a student is to take either over-the-counter or prescription medication, the parent must complete a Request for Medication Administration form. All forms are found on the GRACE website in the SCHOOL LIFE section under the heading [Handbook & Forms](#).

- ◆ All medications and forms must be submitted to the office by the parent or guardian. Over-the-counter medication must be in its original bottle and clearly marked with the student's name.
- ◆ Prescription medication must be in its original bottle and clearly labeled with the name of the student, name of the medication, dosage, duration of treatment, and physician's name.
- ◆ Medication is not to be kept with the student, in a locker, in the classroom, nor is it to be administered by a teacher.
- ◆ 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.

### EpiPens

Students who are prescribed EpiPens for allergies are required to have two (in date) EpiPens. One will be kept in the office. Lower campus students should have an EpiPen in their classroom; upper campus students should carry their own EpiPen.

In the event of a severe reaction or anaphylactic shock when an EpiPen has not been provided and a need for one has not been indicated or documented in the past, in an apparent life-threatening situation, such as anaphylactic shock, the school nurse may administer an EpiPen.

## North Carolina Driving Eligibility Certificate

Students are required by the state of North Carolina to have their school affirm their good academic standing in order to receive their learner's permit. A student with two or more failing grades in a quarter will not receive this certificate from the school office until passing grades are confirmed by the administration.

## Parental Involvement

### Classroom Involvement

GRACE encourages and supports parental involvement in classroom activities and field trips. Parents are 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.

### Adding an Event to the GRACE Calendar or Requesting Meeting Space

GRACE relies on the gifts and talents of our many volunteer parents and grandparents to help plan, coordinate, and assist with many events during the school year. In the role of volunteer, you may be

required to communicate with the GRACE office to add an event to the school calendar and/or request meeting space.

All events (classroom parties, fellowship events, meetings, etc.) must be approved by the appropriate campus principal. Please fill out the [Calendar/Event Request Form](#) on the GRACE website in the SCHOOL LIFE section under the heading of [Handbook & Forms](#). Please be as thorough as possible when filling out this form so that the GRACE staff can effectively support your event or meeting.

### **Parent Teacher Fellowship (PTF)**

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 the care team, Christmas Store, family fellowship events, fundraising, hospitality, Men of GRACE, new family welcome, room parents & room parent coordinators, parent education/programs, prayer committee, special events, and teacher appreciation. For more details see [Parent Teacher Fellowship](#) in the SCHOOL LIFE / GRACE Communities section of the GRACE website.

### **Eagles Club (Athletic Boosters)**

The Eagles Club purpose is to promote and enhance the athletic programs at GRACE Christian School. We are GRACE parents that work together with school administration to accomplish this purpose. Funding support is made possible through Eagles Club memberships, concessions, admissions, and spirit wear sales. The Eagles Club meets regularly and supports our 25 sports teams through committed volunteerism. All members are invited and encouraged to attend. For more details see [Eagles Club](#) in the SCHOOL LIFE / GRACE Communities section of the GRACE website.

### **Fine Arts Boosters (FAB)**

Students at GRACE are encouraged and invited to participate in a wide variety of artistic disciplines. Students in all grades have the opportunity to explore music and art. Students in middle and high school have the further opportunity to participate in dance and drama elective classes and productions. Artistic communities provide support for students to identify and cultivate their God-given gifts and talents. The Fine Arts Boosters (FAB) support the artistic endeavors of GRACE teachers and students in a variety of ways. For more details see [Fine Arts Boosters](#) in the SCHOOL LIFE / GRACE Communities section of the GRACE website.

### **Golden Eagles (Grandparents Club)**

GRACE is proud of our Golden Eagles, a Grandparents' Association for our grandparents who would like to get more involved at GRACE. This group is perfect for all of our local grandparents. Our grandparents meet every couple of months to plan events, collaborate on a newsletter, and to seek ways in which grandparents can become more involved within the GRACE community. Being a part of this group continues to be most rewarding. Many grandparents have already benefited from sharing their talents in making scarves, multiple sewing projects, and cutting coupons for the Military. We look forward to having you be a part of this friendly and JOY-ful (Just Older Youths) group of caring people! For more details see [Golden Eagles](#) in the SCHOOL LIFE / GRACE Communities section of the GRACE website.

## Business Partner Program

GRACE appreciates the support of local businesses who have partnered with us and contribute to the success of many of our special events. We encourage the GRACE family to choose our business partners when you have a need for their products/services. Additionally, we encourage you to consult the GRACE Business Directory, a listing of companies owned by members of the GRACE community. For a listing of our business partners and information on how you can become a business partner see [www.GRACEChristian.net/giving/business-partnership](http://www.GRACEChristian.net/giving/business-partnership)

## 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.

## Re-Enrollment

The timeline for re-enrollment is listed in the *Admissions, Re-Enrollment & Financial Policies* section of this handbook under the heading Re-enrollment .

## RenWeb

RenWeb ([www.RenWeb.com](http://www.RenWeb.com)) is used by the office to record contact information for each family. Emails sent from the school will utilize the email addresses input by each family into RenWeb. Please make sure that you update RenWeb if you move or change phone numbers so that, in case of emergency, we will be able to reach you as quickly as possible.

For reasons that we cannot fix, RenWeb does not work well with if you are using Google Chrome as your web browser. For the best experience with RenWeb, please use Internet Explorer, Safari, or Firefox.

## ParentsWeb

Renweb is accessible to all parents under the brand name, ParentsWeb, for the purpose of viewing their student's attendance, grades, ordering hot lunch, paying school fees and updating personal contact information and preferences.

When logging into RenWeb, our school's district code is **GRACE-NC**

## Parent Alert Permissions

The Parent Alert is a notification module within RenWeb that is used for emergency notification to parents. GRACE will use Parent Alert in the case of a change in normal operations (including, but not

limited to, snow days, delayed starts, unplanned early dismissals). Select YES to receive phone call alerts and select NO to allow text message alerts.

### RenWeb Directory

RenWeb contains a directory listing of all GRACE families. The use of the RenWeb directory is limited to personal communication between members of the GRACE community and may not be used for solicitation purposes.

### Safety (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 for the remainder of the day. The one exception to this rule is that seniors will be permitted to walk to one of four local restaurants for lunch, at which time they must sign out and back in. Any student arriving late or leaving early during the day always needs to sign in and out at the office.

All visitors will be required to provide their driver's license to the receptionist for a security screening prior to receiving their visitor's badge. If there is a safety concern, the administration may deny entry to any visitor.

### Security (Police Partnership)

Cary Police offers a service to the schools in the area (including private schools) to have a presence on campus. An officer has been assigned to GRACE and will make suggestions about safety and security and will also be watching some of our drills and advising us on protocol and how to handle different situations that might emerge in our day to day administration.

As part of their continuing ongoing safety initiative, Cary police may have canine units that will sweep Cary based facilities at different times during the school year. Students should not be alarmed as this is part of a public and private school effort to keep our school safe.

### Signing Day Procedures (Athletics)

GRACE provides opportunities for high school senior athletes continuing on to collegiate athletics to participate in a "signing day" event on campus. Specific instructions for how to schedule a signing day event are in the *Athletic Handbook*.

### Social Media

Posts from students, parents and teachers on social media sites reflect on GRACE. Therefore, while there may be legitimate disagreement about an issue, students, parents and teachers should never post material that is defamatory toward GRACE, its students, staff, or our core values. All parties are encouraged to seek face-to-face dialog with GRACE administrators to resolve grievances.

### 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. Early Dismissal times are 11:45am for the lower campus (TK-6<sup>th</sup>) and 11:55am for the upper campus (7<sup>th</sup>-12<sup>th</sup>). Office hours are from 7:30 a.m. until 4:00 p.m.

- ◆ TK - 6th Grade classes are from 8:15 a.m. – 3:00 p.m.
- ◆ TK - 6th Grade students may enter the building at 7:30 a.m.
- ◆ TK - 6th Grade students may enter the classroom at 7:55 a.m.
- ◆ 7th - 12th Grade classes are from 8:00 a.m. - 3:15 p.m. There is a 7:55 warning bell.
- ◆ 7th - 12th Grade students may enter the building at 7:30 a.m.

## School Visits

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. 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. If there is a safety concern, the administration may deny entry to any visitor.

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 students.

## Shadowing

We welcome prospective students in our classrooms. Potential students wishing to shadow/attend classes must receive 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 student/class until signing out to leave.

## Staff Workrooms

The faculty/staff workrooms 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.

## Tardies

The definition of and consequences for tardies are listed in the *Attendance* section of this handbook under the heading Tardies.

## Textbooks

The care of books is extremely important. All hard-covered textbooks for students in grades TK-6th must have appropriate-sized book covers. These covers should be placed on books the first week of class and should remain all year. Students in grades 7-12 may choose to use book covers. Self-adhesive covers damage books and should not be used for any student. When a book is returned, the teacher will check its condition and note any damage. Parents will be charged accordingly.

## Toys

It is the policy of GRACE that elementary 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.

## Transportation

All school guidelines and policies apply to passengers on GRACE buses. Additionally, passengers using the GRACE Activity Bus as transportation must obey the following guidelines:

### Students

- ◆ Students must remain seated using seat belts at all times when bus is in motion.
- ◆ Students will be courteous to classmates and the bus driver.
- ◆ Students are not to interfere with anyone passing to or from a seat.
- ◆ There will be no throwing of objects on the bus.
- ◆ Students must talk quietly.
- ◆ No food or drink is allowed on the bus unless coach or teacher gives permission.
- ◆ No gum is allowed on the bus.
- ◆ No illegal substances are allowed on the bus (eCigarettes, drugs, alcohol, vapes, tobacco products, etc.).
- ◆ No flash cameras are to be used on the bus.
- ◆ The bus aisles must be kept clear at all times.
- ◆ Passengers will be responsible for their belongings. The school will not be liable for lost or stolen items.
- ◆ The bus driver must be obeyed at all times.
- ◆ The bus driver makes final decisions regarding the bus and bus safety.
- ◆ Students may not enter the bus with dirty clothes or shoes.
- ◆ High School and Middle School students of opposite gender may not sit side-by-side unless directed to do so by the teacher or coach.

### Parents

- ◆ Parents must sign a permission form at the start of the year in order for their students to ride on school buses.
- ◆ Parents and chaperones may ride school buses for field trips if room is available.
- ◆ Parents and chaperones riding the bus must comply with the school's background check policy.
- ◆ Parents are responsible for any damage done to the buses by their children.

## Website ([www.GRACEChristian.net](http://www.GRACEChristian.net))

The GRACE website ([www.GRACEChristian.net](http://www.GRACEChristian.net)) is a great source of information for both unchanging policy questions as well as current events. The site can be searched for specific topics and the "NEWS" section can be searched by key words to provide you with all the posted information on any particular topic.

# Admissions, Re-Enrollment & Financial Policies

## Admissions

All student applications will be reviewed by an admissions committee. As part of the admissions process, students will be required to take an admissions test 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.

## Waiting Pool Process

If a grade is full at the time of application a waiting pool will be created. When the interview process is complete and it is determined that the applicant is a qualified candidate for admission to GRACE, the applicant will be placed in a wait pool for their particular grade. When an opening becomes available, all students in the wait pool for that grade will be considered. Once a decision is reached, the parents of the applicant selected will be notified of an offer for acceptance. Applicants are not assigned a number in the wait pool process. Each time an opening becomes available, all candidates for that grade are considered equally. Applicants in the wait pool must reapply for each new admission year.

## New Student Probation

At the end of the first grading period, each new student will be evaluated by the faculty and administration. This evaluation is to ensure that the student is properly adjusting and assimilating into the GRACE culture and expectations.

To remain enrolled at GRACE Christian School, all new students must:

- ◆ All new families are expected to attend the Parent/Teacher Conferences at the end of the first grading period in order to discuss their student's adjustment to GRACE.
- ◆ Earn a 2.0 GPA ("C" average) at the end of the first grading period.
- ◆ Earn a passing grade in all courses/subjects.
- ◆ Demonstrate a pattern of acceptance and compliance to the social, spiritual, and procedural expectations of the school.
- ◆ Not receive any suspensions within the first grading period.



## Withdrawal Procedures

**Withdrawal prior to the start of school:** Families who enroll or re-enroll and pay the nonrefundable fees, but withdraw their student between April 1st and the first day of school will be responsible for a late withdrawal penalty equal to 10% of each student's annual tuition.

**Withdrawal during the first semester:** Families who withdraw their student during the first semester will be responsible for 50% of each student's annual tuition.

**Withdrawal during the second semester:** Families who withdraw their student during the second semester will be responsible for 100% of each student's annual tuition.

In addition, all tuition prepayments (made as part of the re-enrollment process) will be forfeited if student is withdrawn prior to October 1st.

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 Responsibility

In order to submit an application for consideration, each family must pay the non-refundable application fee.

### Tuition & Fees

Once accepted, tuition and all fees become a financial obligation and are due and payable according to the agreed payment schedule for the entire school year.

- ◆ The tuition is amortized over 12 months from 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 via the RenWeb Parent Portal.
- ◆ The school requires that any delinquent account be brought up to date or other arrangements be made in order for a student to remain in school. For any accounts that reach 90 days past due, the student will become ineligible to attend classes at the beginning of the following month. Delinquent accounts will be turned over to credit agencies after the school makes reasonable collection attempts.
- ◆ Tuition is prorated for students enrolling after the first day of school.

- ◆ LEAP fees are billed via FACTS pursuant to the signed LEAP contract. Athletic fees are billed via FACTS at the start of each athletic season. Other incidental fees will also be billed via FACTS as incurred.
- ◆ 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.

## Tuition Assistance

Those interested in Tuition Assistance at GRACE Christian School are strongly encouraged to apply. GRACE Christian School uses the FACTS Grant and Aid Assessment for processing applications for Tuition Assistance. Applying online is the fastest and most direct method of submitting your application, as it allows your application to be viewed electronically within minutes of submission.

Supporting documentation for application for Tuition Assistance includes:

- ◆ Copies of the most recent IRS Form 1040, 1040A or 1040EZ and all supporting tax schedules.
- ◆ Families must also submit all W-2 forms.
- ◆ Without exception, all required documentation must be submitted for an application to be considered complete and ready for review.

A non-refundable fee of \$30.00 per family will be required for processing the financial information and applications (payable directly to the FACTS Company).

- ◆ The First Consideration deadline for Tuition Assistance each school year will be April 1st of the preceding year (and GRACE will strive to notify families in writing no later than the end of May).
- ◆ After the First Consideration deadline, additional applications will be accepted and reviewed on a rolling basis. However, it is anticipated that the bulk of tuition assistance resources will be committed to families whose applications are completed and submitted as of the First Consideration deadline.

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

- ◆ The Tuition Assistance Committee alone will make the decision of whether or not to grant Tuition Assistance and the amount of assistance, generally not exceeding 50% of tuition.
- ◆ The Committee, Administrators and the business office staff will make every effort to protect and respect family privacy and the confidential nature of their work.
- ◆ Any Tuition Assistance awarded must be used solely for tuition reduction. Families are still financially responsible for all other school fees (athletic, lunch, LEAP, field trips, After Care, etc.)
- ◆ Tuition Assistance decisions shall be based upon financial need as demonstrated by (a) total family income, (b) family assets, (c) total amount of tuition due, (d) account history, (e) number of dependents, and (f) any unusual financial factors. In addition, other non-financial criteria considered includes (a) student's academic record, (b) attendance record, (c) discipline record, (d) years at GRACE, (e) any unique family circumstances or contributions, and (f) space availability.
- ◆ In cases where the applicant is divorced, the income and assets of both parents will be reviewed and considered by the FACTS Company and the Committee if parents have joint custody. If the custodial parent has remarried, the income and assets of the step-parent will also be reviewed and considered.

- ◆ Athletic capabilities are never considered in the awarding of tuition assistance.

Tuition Assistance applications will only be processed from families who have completed the regular enrollment process and paid the appropriate fees. If an application for Tuition Assistance is denied, that family may request that their enrollment and other fees be refunded based upon hardship.

- ◆ Any school balances owed by the applicant must be paid current in order for a Tuition Assistance application to be considered.

Once Tuition Assistance is granted, such assistance continues only as long as the family receiving Tuition Assistance remains current with its monthly payments.

Continuing good behavior by the student both in and out of school is required (based upon the Parent/Student Handbook guidelines), or the remainder of the Tuition Assistance award may be withdrawn upon written notice by the Tuition Assistance Committee.

- ◆ Students are required to maintain a minimum 2.0 GPA average (with no F's) and to maintain reasonably good attendance records for continuation of the Tuition Assistance from one semester to the next.
- ◆ If a student withdraws from school during the year, or is expelled, all unused portions of Tuition Assistance shall be retained by GRACE Christian School.

Although Tuition Assistance is granted for a school year, the continuation of assistance may be reviewed by the Tuition Assistance Committee at its discretion each semester.

- ◆ Parents are expected to pay more toward their children's tuition if their financial situation significantly improves during the year so that additional applicants may be considered, and agree to timely notify the Tuition Assistance Committee if financial improvement is made during the school year.

Tuition Assistance is not automatically renewable for a new school year. Families must reapply for Annual Tuition Assistance for each school year. GRACE offers no promise of continued Tuition Assistance for future years.

Once awarded Tuition Assistance, families are not required to make the Enrollment Confirmation/Tuition Pre-Payment for the year they are receiving assistance. Correspondingly, because the pre-payment will not be paid, there will be no credit applied in the next year.

GRACE employees are not eligible for tuition assistance unless expressly stated by the Head of School for unusual circumstances.

## Re-enrollment

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

A re-enrollment confirmation (Tuition Pre-Payment) will be assessed for all re-enrolled students as pre-payment toward the following year's tuition.

Families who re-enroll but withdraw their student between April 1st and the first day of school will be responsible for a late withdrawal penalty equal to 10% of each student's annual tuition. In addition, all tuition prepayments (made as part of the re-enrollment process) will be forfeited if student is withdrawn prior to October 1st.

# Attendance Policies & Guidelines

## Attendance Requirements

### Attendance Policy

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. When planning family trips, parents should consider utilizing the planned teacher in-service or workdays already on the school's Academic Calendar to avoid students missing critical instructional time. 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 hours of school (11:30 am for most days) 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.

Parents should e-mail the appropriate campus ([tk6attendance@GRACEChristian.net](mailto:tk6attendance@GRACEChristian.net) or [712attendance@GRACEChristian.net](mailto:712attendance@GRACEChristian.net)) the day of the absence. If this is not done, students should give absence notes to the receptionist upon their return. 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.

### Excused Absences

When a student is absent, parents should e-mail the school by 8:00 a.m. For lower campus students (TK-6<sup>th</sup> grade), e-mail [tk6attendance@GRACEChristian.net](mailto:tk6attendance@GRACEChristian.net). For upper campus students (7<sup>th</sup>-12<sup>th</sup> grade), e-mail [712attendance@GRACEChristian.net](mailto:712attendance@GRACEChristian.net). The parent or student should check Talon for missed homework assignments.

- ◆ Verified doctor or dental appointment. Appointments should be arranged after school hours whenever possible.
- ◆ Verified illness of a student: Please note, being tired or sleepy does not constitute an excused absence.

- ◆ Extended Illness: (such as mono, concussion, chronic health issues, etc.): Students must provide official documentation that they are unable to attend school.
- ◆ 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.
- ◆ For middle and high school students: Projects, papers, etc. assigned more than a week in advance of the absence are expected to be submitted on time (electronically) if due during the planned absence. Students should discuss their planned absence with their teachers prior to missing class and make arrangements to complete all missing assignments.
- ◆ Juniors and seniors are allowed two extra planned absence days to be used for college visits.
- ◆ After five absences, subsequent planned absences will be coded as unexcused and students 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.

### Excessive Absences

The state of North Carolina and the school's accrediting bodies require students to be in class a minimum number of seat hours to receive credit for that class toward graduation.

Absences of over 20 days in any one subject (without a doctor's note to verify illness) may result in failure to pass that class and may jeopardize a student's future enrollment at GRACE.

Absences (excused PLUS unexcused) totaling more than 10 class periods in any subject per semester are cause for concern and may jeopardize a student's ability to successfully complete the class. Excessive absences may result in a student having to make up seat hours for that class after school, on Saturdays, or during exam week.

GRACE administration will work with the student and family, but since we do not offer any homebound services, there may be times when a student is not able to complete the work for a class because of their inability to physically be in the classroom. No assignment can fully replace the live, experienced interaction that comes from a teacher conducting a lesson or introducing a skill. The nature of the absences, the circumstances involving the student, and the course itself all combine to determine the percentage of time that may be missed and still allow students to complete a subject. Medical documentation supplied by the student's doctor must be provided to the administrator.

The administration will take into consideration exceptional circumstances when considering the best solution for each student, which may include withdrawing from the GRACE course and replacing the credit with an online course.

## Tardies

Punctuality is essential for successful student performance. Students will be marked tardy if they are not in their seats when the bell rings. General traffic tie-ups are not considered excused tardies.

As elementary students depend on their parents to ensure that they arrive to school on time and ready for class, if there are excessive tardies, a meeting with the parents will be required.

For middle and high school students, the consequences for excessive unexcused tardies are as follows:

- ◆ Every third unexcused tardy in a particular class will count as an unexcused absence
- ◆ At the sixth unexcused tardy per quarter in all classes, the student will serve a Saturday detention
- ◆ At the twelfth unexcused tardy per quarter in all classes, the student will serve a one day in-school suspension
- ◆ At the fifteenth unexcused tardy for the quarter, the student will serve a two or three day in-school suspension and a meeting will be required with parents
- ◆ A tardy longer than 15 minutes will also be determined an absence.

## 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 [tk6attendance@gracechristian.net](mailto:tk6attendance@gracechristian.net) (for TK-6th grade) or [712attendance@gracechristian.net](mailto:712attendance@gracechristian.net) (for 7th–12th grade) 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 current custody document, which will be kept on file with the student record.
- ◆ 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 one of four local restaurants. 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 must email [712attendance@gracechristian.net](mailto:712attendance@gracechristian.net) to give permission. A telephone call is not sufficient.

## Early Dismissal for Seniors

Students who wish to leave school early for work must meet the following criteria:

1. Seniors are eligible to be dismissed early for career focused work or internship.
2. The student must maintain at least a 3.0 GPA.
3. The student must have the written permission of their parent or guardian.

4. On a quarterly basis, the student must show proof of ongoing career focused employment or internship during school hours

# Academic Policies and Procedures

## 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

## Creationism / Biblical Integration Non-Negotiables for Instruction

### Founding Principle

God created the world out of nothing, by the power of His word, and all very good.



## Guiding Commitment

GRACE acknowledges there are multiple evangelical theories as to the process and time span of the creation work. We encourage respectful discussion and disagreement regarding these theories within parameters drawn from the above foundational principle.

## Resulting Practice

The temporal factors of the creation work are the most conspicuous elements of evangelical diversity, in large part because they intersect with the claims of naturalistic science about the history of the universe and what beliefs about the natural world are legitimate.

Evolution as a theory of all existence is comprehensively at odds with God's revelation. It will be accurately presented and criticized in GRACE's science instruction.

Because evangelicals offer various views regarding God's creation work, GRACE will participate in that diversity as part of the unity given in the gospel of Jesus Christ.

Evangelical views are denoted by various key terms, and these distinctive concepts appear in various combinations. While recognizing these positions cannot all be true, the science curriculum will not endorse one particular position but allow teachers to explain these views as worthy of examination and affirmation.

## Non-Negotiable Parameters for Biblical Integration in Science Instruction

Rather than adopting an assessment of the various positions offered by evangelicals, GRACE is committed to the following parameters for teaching the history of creation:

1. The Bible is authoritative in both fundamental principles and historical particulars. It is necessary to acknowledge that submission to the authority of Scripture can entail disagreement regarding how to delineate some of the historical claims of Scripture about the creation events. All science instruction will be determined by a humble recognition that Scripture is God's Word, even when that involves recognition that our understanding remains unfinished.
2. The world had a definite beginning. Before God's creation work, nothing existed other than God himself. God made use of no pre-existing resource, but brought all things into being. His formation and crafting of the world was not constrained by any factors other than His own character and wisdom.
3. By the power of His word, God created all that exists -- with all the structure, particularity and malleability that inhere in the created world. The processes and qualities of the world are expressions of God's purposes and decisions. Furthermore, creation by God's Word formed the world as determinate and understandable rather than random.
4. God created all things "good" and the creation of humankind brought the entire created cosmos to the status of being "very good." An account of the creation history can include neither disharmony between man and his environment, nor any necessity of sinful action by man, nor any unkind action by God toward man.
5. Adam and Eve were created as the crowning goodness of the world. Any account of creation history must cohere with and support the historical narrative of Adam and Eve as made in God's image, morally upright, and engaged as participants in historical events as expressed in Genesis 1-2.

6. The world at present is not normal but subjected to frustration. Any account of creation history must cohere with and support the historical transition of humanity's fall into sin, the introduction of death and futility as the consequence of human rebellion, and the extension of that curse to the entire created order over which man was given the original task of exercising dominion. With these parameters, discussion of creation history can be meaningfully pursued with recognition of Scripture's authority and nature's complexity. GRACE is thankful to rely on and support godly teachers in this important work. In cooperation with parents, GRACE will confidently prepare students to glorify the Lord in a world that is the theatre of His glory and the wide landscape of His generosity.

## Literary Selection Policy

The goal of educators at GRACE Christian School, both as Christians and as college preparatory instructors, is to equip students for life. Reading texts together allows for collective discussion of issues that are spiritual, moral, social, political, and philosophical. Our desire is for the reading, activities, and discussions to draw students closer to a relationship with Jesus Christ even though the stories and characters studied may reflect flaws in that relationship. We believe the texts selected for instruction at GRACE Christian School should accomplish these goals.

Our guiding principle is to apply a Christian worldview while we examine the features of literature that may include 'broken' characters facing conflicts. Works are selected for literary merit, student interest, cultural awareness, appropriate lexile range, and cross-curricular connections. Books are among our best teachers of compassion and historical context and are instrumental in developing intellectual, emotional, and spiritual maturity. We read to understand experiences that relate to our status as both image-bearers of God and humans born with a sin nature, and allow us to mature into informed and effective global citizens. Please consult the [Philosophy for Selection of Literary Materials](#) for a comprehensive discussion of our selection considerations.

## Statement on Common Core

The GRACE Christian School Administration has closely evaluated changes in education with the new Common Core Standards for Math and Language Arts adopted in 2012 by most of the country, including North Carolina. Rather than the variance of individual state standards, the Common Core were designed with input from colleges to create a national standard for college and career readiness. The standards have been adopted by most of the country, and many schools have already adjusted their programs to reflect the new standards. For many schools, particularly those in the public sector, this means a need to raise the bar for instructional standards and learning goals. In contrast, GRACE has always strived to maintain high academic standards that exceed state expectations and the new national standards will not reflect great changes in our instructional program. The level of the GRACE program is already set to a high level of excellence and we will only implement standards that will increase this rigor.

As a college-preparatory school, we ensure our program at minimum meets the state graduation requirements and the admission requirements for entrance to the University of North Carolina system and other colleges. While we are not required to adopt the core standards or change our program to reflect them, we don't want to be deficient in areas, either. We will continue to review the new standards carefully to determine those that may be of benefit to our program, such as increased rigor in mathematics reasoning and probability and statistics, and additional non-fiction informational text readings across content areas and grade levels, and make adjustments as necessary. We will reject any standards that would weaken our academic program or that misalign with our biblical worldview. We continue to work

diligently to maintain the high standard of academic excellence and biblical integrity associated with our school.

While Common Core adopts an integrated math approach, GRACE has kept the traditional sequence of Algebra I, Geometry, and Algebra II. In addition, we have kept two years of World History rather than two years of U.S. History as dictated by Common Core.

## Homework 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 (including homework) should obviously be the work of the student. Outside help, including parents and tutors, should be limited to providing materials, resources, or typing.

### 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. Lost agendas for first through fourth grade students must be replaced. Replacement costs will be charged to the parents' account. Students in fifth grade and up will record assignments in a designated manner on their school-issued computer. Parents are encouraged to check students' assignments as needed. Individual homework contracts may be assigned for students having difficulty and will require parent involvement.

In grades 7-12, homework should not be assigned in any single subject (with the exception of math) more than 3 times per week (including quizzes and tests). Late homework will receive a 15% deduction in grade for each day it is late for the first three days. After 3 days, late homework will be assessed a zero. 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 math & AP<sup>®</sup> 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. No homework should be due on the first day after Thanksgiving, Christmas or Easter break.

### Daily Approximate Time (Grade/Minutes)

- ◆ Kindergarten -- 10 minutes
- ◆ 1<sup>st</sup> and 2<sup>nd</sup> -- 20 minutes
- ◆ 3<sup>rd</sup> and 4<sup>th</sup> -- 30 minutes
- ◆ 5<sup>th</sup> and 6<sup>th</sup> -- 40 minutes
- ◆ 7<sup>th</sup> and 8<sup>th</sup> -- 60 minutes
- ◆ High School -- 90 minutes
- ◆ AP<sup>®</sup> Classes -- Each AP<sup>®</sup> class will require additional time

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

### Cheating / Plagiarism

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, internet research, or another student’s work). A student sharing their work is as much at fault as the one receiving it, and will receive the same consequence. Students should not e-mail or share their work with other students as this is considered cheating. The use of online translators and Heritage Speakers for foreign language work is prohibited.

### Bad Paraphrasing

The student loses 10 percentages points

### Plagiarism/Cheating/Copying

- ◆ 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

### 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 60% 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

To be promoted to the next grade, students must pass English and have no more than two failing grades. Any grade below a 60% is a failure. To receive a passing grade and earn credit in a year-long course, students must earn a two-semester average of 60% or above. High 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.

## Testing

GRACE administers ERB (Educational Records Bureau) achievement tests each fall for all students in grades K–8. A cognitive skills test is administered in selected grades. The PSAT will be administered to students in 9<sup>th</sup>-11<sup>th</sup> grades. SAT and ACT testing deadlines will be provided to students each year.

Each content area in middle school and 9th grade will coordinate test days to prevent too many tests and/or projects 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.

Grades are based on daily assignments, class participation, tests and exams. Seventh and eighth graders take semester exams that count 10% of the semester average. High school course exams count 20%. For middle school students enrolled in high school courses, the exams count 20%. The average of the semester grades creates a final grade for the course.

Report cards may also 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 half point and Advanced Placement<sup>®</sup> classes receive one extra point.

Percentages and Grade Equivalents				
A+ 97 - 100	B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	F 0 - 59
A 94 - 96	B 84 - 86	C 74 - 76	D 64 - 66	
A- 90 - 93	B- 80 - 83	C- 70 - 73	D- 60 - 63	

## Home School and Transfer Student Transcripts:

Homeschool students receive a Pass/Fail for their classes unless they were taken through an accredited educational institution. While they do receive credit for these courses, any course designated Pass/Fail will not be used to calculate student's grade point average.

The grades for transfer students who were previously enrolled in a United States high school are included in the calculation of a student's grade point average.

The grade point average for international transfer students will be based only on classes taken while enrolled at GRACE.

## 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, National Honor Society (NHS), and other awards as appropriate.

## National Honor Society

At GRACE Christian School, students will be assessed for NHS eligibility after the third quarter of their Sophomore, Junior and Senior years. To become a member of NHS, you must be selected as a candidate by GRACE's faculty. Eligible students must be enrolled in an accredited school in 10th-12th grades.

- ◆ Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- ◆ To be eligible for selection for membership in this chapter, the candidate must have been enrolled for a period equivalent to one year at GRACE Christian School.
- ◆ Candidates eligible for election to the chapter shall have a weighted minimum cumulative grade point average of 3.7.
- ◆ Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character (*note: students with disciplinary infractions may be excluded from membership*), and the recommendation of the GRACE faculty.
- ◆ In order to be a candidate for NHS, all community service hours must be up to date.
- ◆ After being notified of their eligibility, students may decide to complete and submit the candidate application to be considered for induction.

In addition to maintaining the standards that earn membership, NHS members attend chapter meetings, perform service projects that benefit their school and communities, and fulfill other responsibilities as required by GRACE Christian School including the following:

***Chapter community service project.*** All chapters of the National Honor Society are required to complete a chapter service project each year. At GRACE, we have created the tutoring program to meet this requirement. NHS students are required to tutor other GRACE students a minimum of 10 hours per year. Tutoring must be with a GRACE student, because this service project is *specifically for this community*. Tutoring siblings will be permitted only if the sibling's teacher has signed and returned the Sibling Tutoring Confirmation Form. Students must log all hours on the NHS Tutoring Form and have a supervising adult sign off that they witnessed the tutoring being completed.

**Individual service hours.** Students must also complete 10 hours of community service of their choice. This can be additional tutoring if they would like, or they can seek out and fulfill other community service needs. Students log all completed hours on the NHS Individual Service Hour form, and submit to the chapter adviser by the required date. These individual service hours are in addition to the 20 community service hours required of all GRACE students as a graduation requirement.

Students who consistently fulfill all of these requirements will be allowed to wear the NHS cords at GRACE Christian School's graduation ceremony.

## Honor Roll

At the end of each quarter, qualifying middle and high school 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. Students in modified classes are not eligible for honor roll recognition.

## 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 and meet state attendance requirements (no more than 20 absences). The determination of academic honors for the senior class is calculated through the end of the third quarter of the senior year.

## Upper Campus Academic Policies

A list of middle school / high school courses by grade is available for students and their parents and can be accessed on the GRACE website in the ACADEMICS section under the heading [Middle School](#) and [High School](#).

The Upper Campus principal and the college counselors are 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<sup>®</sup> course to be offered. Honors courses are available in several subjects.

## Drop/Add Policy

Any Upper Campus student (7<sup>th</sup>-12<sup>th</sup>) may drop/add a class during the first 5 school days of any new subject. Students may drop/ add for an additional 5 school days with faculty/ administrative approval. The Drop/Add forms are found on the GRACE website in the SCHOOL LIFE section under the heading [Handbook & Forms](#).

After the initial 10 school day window, students may not drop classes except at the end of a grading period. At that time, students will receive a Withdraw Passing (WP) or Withdraw Failing (WF) grade for that grading period. These designations will stay on the student's transcript but the student's grade will not be calculated into their GPA. Students should meet with administration to discuss options if the dropped class is a graduation requirement.

## Dual Enrollment and Online Class Policy

Dual enrollment and online classes are allowed for the purpose of making up credits, accelerating to the next level of a subject, or for offerings beyond the scope of GRACE. Students may not take courses that are offered by GRACE, except when given explicit administrative permission. Students may use a study hall to work on such courses, but must remain in the study hall classroom. Only seniors may take dual enrollment courses off campus.

## High School Honors Courses

Honors students have additional requirements such as additional homework assignments, quizzes, tests, or projects. Note: Students in honors classes that are taught separately (i.e. all students in the class are taking honors-level) may have different honors requirements than students that are taught in classes that combine honors and regular students.

Honors assignments may include:

- ◆ Extra higher level questions on tests
- ◆ Extra written assignments
- ◆ Research papers
- ◆ Current event applications
- ◆ Extra reading with analytical questions
- ◆ Assignments to prepare students for the rigor of AP and college level classes
- ◆ Online and technology based assignments

A class will be designated honors only when there is a regular course in the same subject area at the same grade level. All honors courses will have a comprehensive written final exam. One half extra point is awarded on the student's GPA for completed honors classes.

Requirements for taking honors-level courses:

1. Students should have an A or B in the prerequisite class.
2. Students must have 3.0 GPA or higher.
3. Students must have teacher recommendation (Administration will get these from teachers).

Enrolling in an Honors Class

1. If student's cumulative grades drop to a C in an honors level class, they will no longer be eligible for honors in that class since they should be focusing on the regular work to get their grade back up.
2. Students may only enter the honors program during the first two weeks of the school year.
3. Students may drop the honors component at any time, but all grades earned to date will stand. (This includes any project, test or assignment for which the due date has passed.) Students must meet with the Principal to complete the "drop" process. Parent signatures will be required to drop out of the honors component.

## High School Advanced Placement® Courses

Advanced Placement® courses provide students the possibility to earn college credit while in high school.



### 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 \$94.00). 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. If a student does not take the AP® exam, they will receive a zero for the exam in the AP® course. 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 (90 or above) in a class for the second semester and 6 or less absences in their senior year will be exempt from their final exam in that subject. Three tardies equal one absence.

### High School Community Service Requirements

As a result of the value placed on developing a heart for service, GRACE requires all high school students to complete a minimum of 20 hours of community service each year they attend GRACE. Students are encouraged to exceed this minimum threshold and GRACE will record all community service hours submitted to the office. Cumulative service hours are listed on each student's official high school transcript to be submitted with college and/or scholarship applications.

GRACE encourages students to complete 10 service hours each year outside of our school and the student's local church. To assist students in achieving this goal and to expose them to a variety of ministries in our local community, GRACE organizes a Community Service Day each school year. Students will earn, on average, 4-5 hours on this day. Additionally, the site <http://activategood.org/> is a hub for organizations needing volunteers and a great resource for GRACE families to find service opportunities in our community.

The Community Service forms are found on the GRACE website in the SCHOOL LIFE section under the heading [Handbook & Forms](#). *Note: Parents should not sign off as the student's supervisor for community service.*

### Service Guidelines

- ◆ **NHS Service:** NHS students may not double count their required service and tutoring hours to satisfy the NHS requirement of service and the GRACE graduation requirement at the same time.
- ◆ **Mission Trips:** GRACE encourages students to experience the unique blessings and benefits that come with being part of a mission trip. Students who participate in a mission trip (with GRACE or another organization) may report 8 hours of community service per day of their trip excluding travel days.
- ◆ **Receipt of Compensation:** For a task to count as service, no monetary compensation may be received for the completion of that task.

- ◆ **Serving in the Home:** Service inside the home is a wonderful expression of family commitment, however household chores, babysitting, and similar family activities do not count toward the graduation requirement for community service.
- ◆ **GRACE Athletics / Team Managers:** Team Managers are recognized as a part of the team they are affiliated with and cannot submit service hours for this role.
- ◆ **GRACE Athletics / Volunteering:** Students who volunteer to work concessions at games, staff the admissions table, announce, live stream, or run the game clock may receive service hour credit.
- ◆ **GRACE Events:** Throughout the year, students may have opportunities to earn community service credit by serving at a GRACE event. These opportunities will be communicated to the students as they arise.
- ◆ **GRACE Electives:** Some fine arts elective classes involve committing to performances/events outside of normal school hours. These events are considered part of the instruction of the class and should not be submitted as service hours.

### Documenting Service Hours

To receive credit for hours served, students must submit a Community Service Form to the office for each organization they are serving. *Note: a form does not need to be submitted for the school-organized Community Service Day.* Repetitive service for the same organization (weekly volunteering) may be listed on one form with appropriate dates and hours noted and should be submitted in a timely manner.

To check on the number of hours your student has accumulated, access ParentsWeb, click on Family Information, the student's name and then Service Hours to see the list of hours recorded for both school-sponsored community service days, and additional service hours submitted to the office. For record keeping purposes, community service hours for a given year begins June 1 and runs through end of May each year.

### High School Graduation Course Requirements

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

\*Students will take Art and Music Appreciation during their sophomore year unless the Fine Arts requirement has already been satisfied.

### Graduation Ceremony Guidelines

The GRACE Commencement Ceremony is held the Friday before Memorial Day each year, usually in the Auditorium at Hope Community Church. If the venue is different, seniors and their parents will be notified.

Students will purchase their cap and gown from the school vendor. Information will be sent home to seniors when this happens.

In addition to their cap and gown,

- ◆ Red, White and Blue military cords (not stoles) may be worn at graduation if the student is **Active Duty** military.
- ◆ Athletic medals may be worn if received as **All State Individual Recognition**. Team championship medals may **not** be worn at graduation.
- ◆ NO DECORATIONS ARE ALLOWED ON THE CAPS OR GOWNS.
- ◆ Girls should wear dress shoes and modest attire (dress, skirt, dress pants are all acceptable). Boys should wear dark pants, dark dress shoes, dark socks, a white shirt, and a conservative tie. Boys should be clean shaven and hair should be neat.

***College Preparatory Track Graduation Requirements:***

A minimum 800-point SAT (combined Critical Reading and Math sections) is required to graduate on the college preparatory track.

***Non-College Preparatory Track Graduation Requirements:***

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)

# Student Activities - Policies and Guidelines

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, and co-curricular 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. Students in the audience should not use cell phones and other electronic devices during events taking place during instructional hours unless granted permission by the GRACE staff to do so.

Parents, no food or drink is allowed in assemblies. Cell phones and other electronic communication devices should be turned to silent during programs and special activities.

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

## Field Trips

All field trips are under the direct supervision of teachers. Trips will be well organized and well managed to provide enrichment and safety for students. Teachers will set the guidelines for all trips and will manage chaperones and their responsibilities with students.

- ◆ All parents are encouraged to participate in field trips as their schedules allow. Chaperones must stay with their assigned group and, in order to be fully engaged for the duration of the field trip, must "unplug" from their cell phones so that our students are appropriately supervised. Security Background Checks are required for every adult chaperoning a field trip. Based on the trip, the number of parents serving as chaperones may be limited.
- ◆ An up-to-date Emergency Information Form 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.
- ◆ A signed parental consent form must be received no later than two days prior to the event or when designated by the teacher. If parental consent has not been received, the child must remain on school property.
- ◆ 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.
- ◆ If not otherwise specified, assume that school dress code is appropriate.

## Activity Fee (Lower Campus)

A one-time activity fee is assessed via your FACTS account in September for each lower campus student to cover the cost of single-day local field trips (both in-house and off-site) for the academic year. Overnight or full-day field trips (examples: fourth-grade Outer Banks trip, fifth-grade Wilmington trip, and the sixth-grade Spiritual Life Retreat) are not included in this fee.

## Overnight Field Trips

GRACE conducts several overnight field trips, international enrichment trips (HS), and mission trips (MS/HS). All adults and students participating must attend a meeting where expectations for each particular trip are explained.

## Chaperone Responsibilities

Parents are welcome to serve as chaperones for school field trips. Chaperones for field trips are required to be screened through our visitor management security system (Raptor) and may be required to have driving history check. The administration reserves the right to decline a chaperone.

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 and school policies (for instance, no consumption of alcohol or use of tobacco products). 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 a schedule of the day's 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 unless specifically invited.

Rules for the busses are listed in the General Policies section of this handbook under the heading Transportation.

## Social Events

### Lower Campus In-Class Celebrations

#### *Birthdays*

Student birthdays are celebrated monthly. Students are recognized at chapel and receive a free ice cream or frozen treat.

#### *Parties*

Teachers should ensure parents are aware of any food allergies or diet restrictions as parties are planned. Holiday parties may be given for Thanksgiving, Christmas, Valentine's Day, and Easter. Room parents are responsible for coordinating these with teachers.

Lower campus 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.

## School Sponsored Parties/Activities

GRACE students are expected to represent our school well wherever they go. We expect them to make good choices whether they are on campus socializing or representing our school at an outside venue.

Note: THESE GUIDELINES APPLY TO ALL GRACE STUDENTS AND THEIR GUESTS.

### *Basic guidelines for school sponsored activities are as follows:*

- ◆ No drugs or alcohol allowed
- ◆ No smoking or vaping
- ◆ No weapons of any kind

### *School Sponsored Dances (High School)*

- ◆ No inappropriate dancing.
- ◆ Chaperones have the authority to ask dancers to sit out if dancing is found inappropriate.
- ◆ Guests are required to submit a Dance Guest Form at least two days prior to the dance. This form is found on the GRACE website in the SCHOOL LIFE section under the heading [Handbook & Forms](#).
- ◆ All girls (GRACE students and guests) must have their dresses checked at least three days prior to the dance.
- ◆ Students must arrive no more than 45 minutes after start time.
- ◆ Students must stay until the end.
- ◆ No outside food or beverages allowed.

Violations of these guidelines will result in being asked to leave the event and may include further consequences.

## PTF and Non-Academic Events

PTF and Non-Academic Events are considered community building events and should not be planned to take place during instructional hours. These events should be planned across all grades and groups (elementary, middle school, high school).

Non-Academic Events are subject to the same level of review as a field trip and an [Event Request Form](https://www.gracechristian.net/internal/event-request/) (<https://www.gracechristian.net/internal/event-request/>) should be submitted to the appropriate campus principal for approval. Upon principal approval, the event will be added to the GRACE master calendar and appropriate facilities will be reserved.

PTF and Non-Academic Event organizers are welcome to use, as available GRACE facilities and resources (tables, chairs, tent for outdoor events, etc.). Note, GRACE busses are not available for these events. Event organizers are responsible for pick-up, set-up, clean-up and return of any school items. Organizers should plan to have volunteers within their group help with set-up and clean-up activities so that all GRACE facilities are restored to the condition they were in prior to the event.

## Off-Campus Parties/Activities/Socials

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 (both campuses), sergeant-at-arms (Upper Campus), and club coordinator, and event coordinator. A class representative is elected in each third through twelfth grade homeroom. Lower Campus Chaplains are elected by their peers; Upper Campus Chaplains will be selected by the Director of Christian Life.

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.

## Community Service

### Lower Campus (TK-6<sup>th</sup> Grade)

Time is set aside for elementary students to demonstrate their faith by service to their community. Transitional kindergarten through sixth grade students are given various opportunities to reach their local and global communities. The Lower Campus Student Council leads campus-wide projects and the annual GRACE March Missions focus.

### Upper Campus (7<sup>th</sup>-12<sup>th</sup> Grade)

The Upper Campus organizes a Community Service Day each school year. Middle School students typically have an on-campus event while high school students serve outside of school with a local organization. As a result of the value placed on developing a heart for service, GRACE requires all high school students to complete a minimum of 20 hours of community service each year they attend GRACE. Additional details on the high school community service requirement are listed in the *Academic Policy* section of this handbook under the heading High School Community Service Requirements.

## Athletics

### Spectators (Students and Parents)

#### *Code of Conduct*

GRACE student athletes, coaches, fans, and parents must realize that our athletic teams and athletic events are the only impression many people will have of GRACE Christian School. We want to have an excellent reputation amongst other student athletes, coaches, fans, parents and officials as being a competitive and honorable organization. Demonstrating and coaching sportsmanship at all levels of participation is paramount in achieving this reputation. Guidelines will be set and enforced to make sure GRACE has this type of reputation.

#### *Guidelines for Student Cheering Section*

#### **Acceptable Behavior:**

- ◆ Face paint

- ◆ Applauding and cheering for your team during introductions, the contest and post-game handshakes
- ◆ Waving of towels and flags
- ◆ Respecting the decisions of the officials
- ◆ Showing respect to the facilities of opposing teams
- ◆ Showing respect to opposing team during warm-up, introductions, course of play, and post-game. Conduct should reflect values of our school and be respectful - we are here to cheer for our team not against the other team

### Unacceptable Behavior

- ◆ Derogatory cheers, chants, songs, actions, or gestures (including turning your back on other team during introductions) directed toward opposing teams, their fans or the officials, including during pre-game and introductions
- ◆ Signs that taunt or run down opponents
- ◆ Booing or heckling an official's decision
- ◆ Noisemakers (for indoor events) – cowbells, aerosol horns, sirens, and whistles are not acceptable. Both the presence and use of balloons, sirens, whistles, vuvuzelas, sticks, bricks, and portable listening devices (without earphones) are prohibited
- ◆ Any behavior that draws attention away from the players and the contest

### Athletes

The mission of GRACE Christian School athletics is to provide an atmosphere where student-athletes can develop their physical, mental, social, emotional and spiritual gifts through the avenue of athletic competition. GRACE athletics desires to be a catalyst that helps develop a lifestyle of character, integrity, discipline, hard work and leadership. Athletics provide a wonderful opportunity to develop and practice skills and lessons that are learned in the classroom. GRACE athletics is another way to help educate and develop our student-athletes as they mature. All of the functions of GRACE athletics will be done with excellence and conducted under the principles of doing all things for the glory of Christ. (Colossians 3:17)

GRACE offers a variety of middle school and high school athletic teams for our student-athletes. While GRACE athletics are committed to competing and winning at the highest level there are different expectations at the middle school and high school levels. Every level will put a heavy emphasis on sportsmanship. GRACE athletes will learn how to win and lose with dignity and humility. All student athletes must sign the Pursuing Victory With Honor contract before they may participate in any GRACE athletic programs.

For more comprehensive information on the guidelines for participating in sports at GRACE, please refer to the Athletic Handbook. This document may be downloaded from the SCHOOL LIFE section of the GRACE website under the heading [Handbook & Forms](#).

### Physicals and Medical Waivers

All athletes must submit annual Athletic Forms ([Medical Release & Code of Conduct](#)) 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.** Any team member who requires a visit to the Emergency Room or to a physician for an injury may not participate or practice until the physician provides a written medical release. All athletic forms may be downloaded from [www.GRACEAthletics.net](http://www.GRACEAthletics.net) under the heading of [Forms/Handbooks](#).



## Academic Eligibility Requirements

The GRACE Athletic Department has a program designed to support our student athletes in academics by helping them be successful in the classroom as well as in the athletic arena. The program is in place for all athletes and is a supportive system.

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 on Fridays to assess eligibility for the following week.

Student-Athletes failing one or more classes will be placed on *Academic Probation*, but may still compete in scheduled practices and competitions. Student-Athletes that are classified as *Ineligible* may not participate in practice, travel, or athletic competitions until the grade check reveals no failing grades.

A student-athlete that is ineligible is required to attend help classes to receive the required assistance they need to improve their grades. A student-athlete will not be penalized for being late or missing practice if they are in an academic help session.

For more comprehensive information on the academic eligibility guidelines, please refer to the Athletic Handbook which may be downloaded from [www.GRACEAthletics.net](http://www.GRACEAthletics.net) under the heading of [Forms/Handbooks](#).

## Athletic Fee

Each student-athlete is assessed a non-refundable \$125 athletic fee (football \$150) per sport played to offset the expenses GRACE incurs to fund individual sports. Families will be billed once rosters are completed.

### 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 student-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

- ◆ Student-athletes are expected to attend all classes, practices and games regularly unless otherwise cleared by the coach and athletic director.
- ◆ Student-athletes must attend school the same day of practice or game in order to be eligible to participate. Students must be at school no later than 11:30 a.m. or may not leave before 11:30 a.m. to be eligible for that day's athletic activity (excused tardiness or dismissal is an exception).
- ◆ A late home or away contest is not an excuse to be tardy on the next school day.
- ◆ Excessive attendance or tardy infractions will lead to suspension from athletic competition.

## Coach Authority

The coach's authority to lead the team, as they deem appropriate, is in keeping with the philosophies and policies of GRACE Christian School. The head coach is charged with conducting tryouts, determining the team roster, defining player expectations, implementing team rules, deciding student-athletes' playing time, and taking disciplinary actions whenever necessary.

Student-athletes are expected to completely and respectfully abide by the leadership and authority of the head coach and their 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 or

other issues should be taken directly to that coach first. Wisdom is advised in choosing what issues a parent should take to the coach.

Please keep in mind that most parents believe that their child should be getting a majority of the playing time and that expectation is not possible or realistic when dealing with a group of athletes. When approaching a coach, please do so in a respectful way and in a manner consistent with Galatians 6:1-3 and Matthew 7:3-5. If the matter is not resolved, then the athletic director should be contacted and if further actions need to be taken please send a written complaint to the principal.

### **Team Uniforms**

Team uniforms are issued to players for most sports. School issued uniforms should be worn at games ONLY. It is the responsibility of the player to take proper care of that uniform and return it to the head coach, washed and in good condition immediately following the season. Each team will be assigned a uniform return date and time at the end of their respective season. If the uniform is not returned, the student/family will be billed for the item(s) missing, as well as having the student's grades/records withheld.

### **Transportation Responsibility**

GRACE busses are used to shuttle athletes from the Upper Campus to the gymnasium and the GRACE Athletic Field for after-school practices. Parents are expected to pick student athletes up at the end of practice. The GRACE busses are used as much as possible to transport athletes to and from competitions. In the event the busses are unavailable, it is the parents' responsibility to provide 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 check their e-mail and check the website ([www.GRACEChristian.net](http://www.GRACEChristian.net)) to verify the cancellation status when weather appears to be an issue. A RenWeb Parent Alert may be used for this notification.

# Student Dress Code Policy

The GRACE dress code is designed to serve as a guide to students and their parents on the proper attire for our student body. Knowing how to present oneself properly within the school community prepares students for future professional environments. Our desire is to partner with families to instill this important life skill.

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*

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 trends and styles.

If a dress code infraction pertains to modesty, the student will be required to change their attire or have a parent bring appropriate clothing to school. Students will remain in the office until dressed appropriately and any absences from class during this time will be considered unexcused absences. **Each infraction will be handled as a disciplinary matter and formally documented in Renweb. Repeated infractions will be considered as defiance; therefore, three documented infractions will result in administrative detention.**

## Guidelines for All GRACE Students

A young lady or gentleman should be dressed in such a way to respect and honor God, themselves and others. Clothing should be neat, modest, and appropriate.

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 exam days and while on campus before and after school.

Every **Friday** shall be set aside as a “*GRACE Day*” and the first **Monday** of each month shall be set aside as a “*Senior Dress Down Day*”, unless otherwise designated by the administration. Guidelines for these special dress days are outlined in the following GRACE Dress Code.

## Dress Code Standards for both Ladies and Gentlemen:

- ◆ Students are to be neat and well-groomed. All attire must be clean, modest, and appropriately sized - not too small or tight and not too large.

- ◆ Tops must be long enough to cover midriff and bottoms must fit appropriately at the waistline.
- ◆ Tops such as collared shirts or plain sweatshirts may have small pocket-sized logos. Brand names, logos, or graphics bigger than the palm of one's hand are not proper classroom attire.
- ◆ GRACE t-shirts may be worn on any day - These include GCS spirit wear, GCS sports teams & conference championship shirts, GCS worship team shirts, GCS missions trip shirts, GCS theater shirts, GCS club shirts and GCS chapel shirts.
- ◆ Excludes non-GRACE t-shirts
- ◆ Excludes undershirts and tank tops.
- ◆ Sweatshirts (plain sweatshirts, GRACE sweatshirts, collegiate sweatshirts, appropriate military sweatshirts) may be worn on any day.
- ◆ Professional sports team sweatshirts and sweatshirts from other high schools are not proper classroom attire.
- ◆ Inappropriate writing and large logos are not proper classroom attire.
- ◆ Sweatpants, athletic pants, yoga pants, spandex leggings, flannel pajamas, jeans or athletic shorts are not appropriate classroom attire with the following exception: Jeans may be worn on GRACE days. Frayed and torn jeans are not proper classroom attire.
- ◆ Shoes should be worn at all times
- ◆ Plastic shoes such as athletic slides and flip flops are not appropriate
- ◆ Shoes should have less than a 3" heel
- ◆ Middle and high school students may wear sandals and leather flip-flops
- ◆ Elementary school students must have heel straps or closed backs
- ◆ Visible tattoos are not appropriate in the school environment
- ◆ Head coverings such as hats, scarves, and hoods (sweatshirts with hoods may be worn, but the hood may not be worn in the building), are not appropriate in the school environment
- ◆ Sunglasses may only be worn in the case of a medical need
- ◆ No cross-gender dressing is permitted within the GRACE Christian School community
- ◆ GRACE DAYS: On GRACE Days, students may wear jeans (not frayed or torn) and a GRACE t-shirt or sweatshirt. Students not in GRACE wear should be in regular dress code attire.
- ◆ KINDERGARTEN: The change of clothes kept at school must be dress code appropriate.
- ◆ SENIORS: Senior Dress Down days consist of GRACE approved jeans, and appropriate collegiate tops (t-shirts or sweatshirts).

## Dress Code for Ladies

In addition to the Dress Code Standards for Ladies and Gentlemen above, ladies should follow the following guidelines.

### Tops

- ◆ Necklines on dress code tops (including dresses) cannot be more than 3" below the collarbone
- ◆ Tops must have at least short sleeves and cannot show undergarments or come off the shoulder. Tank tops and cropped tops are not appropriate classroom attire.
- ◆ Tops must be opaque (no sheer or ultra-thin fabrics), may be plain or patterned, and may have small logos, graphics or monograms

### **Bottoms**

- ◆ Pants must be loose fitting. Acceptable pants can be straight, boot cut, flare, trouser cut, as well as loose fitting dress pants.
- ◆ Shorts, skirts, and dresses must be no more than 4” above the crease at back of the knee. Leggings may only be worn under a dress code length skirt/dress.
- ◆ Note: Long shirts are not dresses.
- ◆ For uneven hemlines, the shortest part of the hemline may be no more than 4” above the middle of the knee. Fabrics may not be sheer unless an appropriate slip is worn underneath, no undergarments or outline may show.

### **Grooming**

- ◆ Makeup and hair color should look natural
- ◆ Only pierced ear jewelry is appropriate for the classroom environment

## **Dress Code for Gentlemen**

In addition to the Dress Code Standards for Ladies and Gentlemen above, gentlemen should follow the following guidelines.

### **Tops**

- ◆ Tops (collared or non-collared) must be neat, appropriate sized, and have at least short sleeves. Tank tops and cropped tops are not appropriate classroom attire.
- ◆ Elementary Students: non-collared shirts may be plain, patterned or GRACE spirit wear.
- ◆ Middle & High School Students: non-collared shirts may be GRACE spirit wear only.
- ◆ Collared shirts must be appropriately sized so that they remain tucked in at all times. Non-collared shirts do not need to be tucked in.

### **Bottoms**

- ◆ Casual pants such as khaki and cargo style, or dress slacks must be appropriately sized and sit securely at the waist. Belts should be used if needed to satisfy this requirement.
- ◆ Belts should always be worn when wearing a collared shirt.
- ◆ Note: TK-2<sup>nd</sup> grade are not required to wear a belt.
- ◆ Shorts must be no more than 4” above the crease at back of the knee.

### **Grooming**

- ◆ No body piercings
- ◆ Appropriately sized necklaces are permitted in the school environment
- ◆ Face must be clean shaven (sideburns no longer than the bottom of the ear)
- ◆ Hair should not cover eyes and at its longest point hair must be above the collar

# GRACE Devices Acceptable Use Policy

All students and parents are required to watch the Technology At GRACE (TAG) Online Orientation videos and submit the Technology At GRACE (TAG) Statement of Agreement Google Form provided via hyperlink at the end of the video training. By submitting this Google Form agreement, students and parents are consenting to abide by the conditions listed below.

All technology resources are the property of GRACE including information stored on school devices and cloud-based accounts. 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 devices and other technology resources.

## Parental Responsibility

- ◆ Parents are responsible for completing the Technology At GRACE Online Orientation tutorial and reviewing this GRACE Devices Acceptable Use 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 media that their child may install onto the device to ensure it meets family guidelines.
- ◆ It is strongly suggested that parents allow students to only use devices in a common area where activities can be monitored.
- ◆ Parents have the right to inspect and review a student's device at any time, and should have full access to the device including student's passwords.
- ◆ Parents are expected to pay for any repair or replacement costs due to negligence or abuse of the device that is not covered by the warranty.

## Student Responsibility

GRACE Christian School provides students access to technology as a means to promote achievement and provide diverse educational opportunities. However, the use of these resources is a privilege, not a right. Specifically, the student will adhere to the following guidelines for device use. These guidelines include device safety and security, digital citizenship, classroom rules of conduct, and the care and handling of school owned devices. Each subsection is detailed below.

### Student Classroom Guidelines

- ◆ The student should arrive at school each day with a fully charged device. Failure to charge the device 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 device without teacher permission.
- ◆ The student should close the device when it 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 or she does not have internet access at home. The assignments can be completed at home and uploaded 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.

- ◆ Laptop use in study halls is for instructional purposes unless permission is granted by a faculty member.
- ◆ Headphones are prohibited in class unless permission is granted by a faculty member.

## Student Digital Citizenship

- ◆ Students' online conduct should always be responsible, ethical, and polite. Cyber Bullying, such as personal attacks or threats made by or against our students, are to be reported to responsible school personnel immediately.
- ◆ Students should use appropriate language in all communications and avoid profanity, obscenity, and offensive or inflammatory speech in chat and within social media posts.
- ◆ Consuming or seeking out obscene and explicit materials, including graphic and violent images, pornography, vulgar media (music, TV, movies, games, podcasts, or books), are prohibited and subject to disciplinary action. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.
- ◆ Inappropriate use of the device camera is prohibited.
- ◆ Inappropriate sites will be filtered and blocked. A student should always report an inappropriate website accessed accidentally so that the IT Department can correct the problem and the student will not incur an internet violation.
- ◆ Copyright: Illegal use or transfer of copyrighted materials is prohibited. The student will follow copyright laws and should only download files to that he or she is authorized and legally permitted to reproduce. Students should seek permission from the IT director prior to downloading any files.
- ◆ The student should not attempt to access networks beyond their authorized access. This is hacking, and highly prohibited.
- ◆ The student may only use his or her own device and charger.
- ◆ Account security: The student may not use another person's password or account. The student 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. The student must not reveal identifying information, files, or communications through the internet.
- ◆ The student will not connect any personal technologies such as devices 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.

## Student Device Care and Handling

- ◆ The student is responsible for the device at all times and may not leave it unattended.
- ◆ The device must remain in the approved case when being transported outside the classroom. The device will be taken if student fails to use the case, and returned once the case is brought in.
- ◆ Unsupervised devices must be locked in the student's assigned locker during P.E., recess, after-school activities, athletic events, and lunch unless instructed otherwise.
- ◆ The student is responsible for regularly backing up school documents in a physical location (flash drive, external hard drive, device folder) as well as in the Cloud (Google Drive). This is so that if a

device is damaged, students always are able to retrieve their work. Failure to back up documents does not constitute an excuse for not turning work in on time.

- ◆ Do not eat or drink near the device.
- ◆ Do not allow pets near the device.
- ◆ Do not use the device near water.
- ◆ Do not use the device near flames, candles, or fire.
- ◆ Do not leave the device near table or desk edges, on the floor, or in sitting areas.
- ◆ Do not stack items on top of the device.
- ◆ Do not check the device as luggage at the airport.
- ◆ Do not tamper with hardware or software.
- ◆ Do not damage or vandalize technology tools.
- ◆ Do not remove school identification or name tags from the device.
- ◆ Do not mark the device in any way. Students may use a hard shell cover on their device if they wish.
- ◆ Do not use water or other cleaning solutions on the device. Wipes that are designed for cleaning electronic screens may be used on screens.

## Offenses and Consequences

Misuse of technology results in the discipline, legal, and/or monetary consequences listed below. 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. All offenses/warnings are cumulative. In cases where the consequence is “To Be Determined”, the consequence will be assessed on the individual situation.

Offense	Consequence
Not following school rules in regards to device policies, including inappropriate websites.	To be determined by administration
Misusing the device as per teacher instruction	1st Offense: Verbal warning  2nd Offense: Taken for class period and parent contacted  3rd Offense: To be determined by administration



Transporting device without the appropriate case	1st Offense: Verbal warning  2nd Offense: Taken for class period and parent contacted  3rd Offense: To be determined by administration
Physically damaging or sabotaging any school-owned device	To be determined by administration Appropriate fees will apply
Leaving device at home, not having device charged, or having no power supply	Alternative assignment and class work must be completed at home

### Further Consequences May Include:

- ◆ The device 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.
- ◆ The device 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 device may be necessary.

### Terms of Device Loan

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

**Acceptable Use:** The student should comply at all times with all information communicated within this GRACE Device Acceptable Use Policy. 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 device is lost because of negligence (as determined by the IT Department), the student is responsible for the full replacement cost of the device. Any device 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, GRACE has the right to retrieve the device at any time.

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

**Device Security:** Each device has two kinds of security installed and configured on it.

1. *Software and Configuration Security* is in place to prevent downloading or installing software, removing software, and changing system settings.
2. *Internet Filtering Security* 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 at school and at home are available for review with this filter package.

## Device Difficulties or Damages

The student is responsible for reporting any technical issues affecting the performance of the device to the teacher in the classroom or to a member of the technical staff or administration. This needs to occur in a timely manner.

All physical damage must be reported immediately to a responsible adult. It then must be reported to the IT Department as soon as possible. The IT Department will arrange for repair and a loaner device as needed.

## Maintenance & Repair Information

If a device is deemed intentionally damaged, or if damages are not covered by the manufacturer's warranty, the student is responsible for the full cost of the repair. If a student damages a device continually, the incident will be thoroughly reviewed to determine if additional consequences or restrictions will be needed.

### All GRACE devices covered by a vendor's warranty which includes:

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

### Several Restrictions Apply:

- ◆ **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 negligence: Will not pay if damage occurs in conjunction with not following the guidelines outlined within this document.
- ◆ Loss: The student who loses his or her device will be responsible for the full replacement cost.
- ◆ Payment and Repair Fees: All repair fees must be paid in full before a device will be returned or reissued.

## Loaner Devices

GRACE is committed to students continuing work when encountering technology problems. The GRACE IT Department will attempt to repair the malfunctioning device as quickly as possible. If available, a loaner device will be issued for the student to use while the affected device is repaired and returned.

# 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, discipleship 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.

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 and discipleship, 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 discipline of us because of His great love for us, and more importantly in order that He is duly honored in and by our lives. The Scriptures reinforce that grace is extended to us when we humble ourselves (Prov. 3:34; James 4:6; I Peter 5:5). Repentance is the conduit through which we receive grace for forgiveness of sin and enabling us to live in His ways.

## 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. GRACE students will be held accountable for their actions at all

times, 24/7, on or off campus. As it relates to social media, student online profiles and posts should be in alignment with the GRACE Code of Conduct and should be consistent with the GRACE standard and lifestyle. Posts by GRACE students that are deemed inappropriate or degrading of others may result in disciplinary action. 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, students must promise to uphold the following standards of behavior whether on or off campus at all times:

### **Reverence /Respect**

Display respect for school rules, those in authority, and others, including peers & classmates. 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.

## Investigation and Confidentiality

Administration will investigate violations of the school discipline policy and will take appropriate and prayerful 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.

## 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 technology violations may range from Level I to Level V, depending on the severity of the offense.

### Level I:

#### *All Grades: Classroom Discipline*

Minor First Offenses: reprimand or detention.

### Level II:

#### *TK-6<sup>th</sup> Grade – Administrative Discipline*

The Lower Campus Administration supports discipline policies established by classroom teachers. At times a student may reach the level on the classroom management plan that requires a visit to the office. For some students, this may be a conversation with an administrator to correct the behavior or address the classroom discipline issue. For some offenses, additional administrative discipline is required.

#### *7<sup>th</sup>-12<sup>th</sup> Grade – Administrative Detention*

Administrative 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.
- ◆ Inappropriate behavior
- ◆ Inappropriate language
- ◆ Leaving class without permission
- ◆ Repetitive school offenses, including technology and dress code 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:

#### *TK-6<sup>th</sup> – Detention*

Administration may determine that the next level of discipline is detention. Some offenses that may result in detention include:

- ◆ Repetitive classroom issues or school offenses such as: disruption of class, technology violations
- ◆ Bullying: either physical, cyber or verbal
- ◆ Inappropriate behavior
- ◆ Inappropriate language
- ◆ Destruction of school property
- ◆ Repeated dress code violations
- ◆ Disrespect to a faculty or staff member

- ◆ Profane, obscene or vulgar language
- ◆ Lying
- ◆ Stealing
- ◆ Excessive tardies

Administration will notify parents of the detention and it will be served the following day. Students are to be on time for their detention, or they will face additional discipline.

Repeated misbehavior may result in a student being placed on probation.

### **7<sup>th</sup>-12<sup>th</sup> Grade - Saturday School**

Saturday school will run on selected Saturdays from 7:45-9:45 am. The \$25.00 fee will be billed through FACTS. The student should come dressed in clothes appropriate for working in. Issues leading to Saturday school can include, but are not limited to:

- ◆ Six tardies in a quarter (If tardies reach twelve, student will receive a second Saturday school)
- ◆ Destruction of school property
- ◆ Violation of standardized testing guidelines
- ◆ Three dress code violations in a semester
- ◆ Annoying/Disruptive Behavior
- ◆ Repeated level 2 infractions
- ◆ 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. Although work may be made up, suspensions count as unexcused absences. Students serving an ISS will be required to pay a \$50 administrative fee per day of suspension. The fee will be billed through FACTS. During the duration of a suspension, students may not participate in or attend any school activities, including athletics (games and practices), dances, theater productions, etc. Issues leading to a suspension can include, but are not limited to:

- ◆ Cheating, plagiarism, and copying homework (subsequent offenses)
- ◆ Bullying: either physical, cyber or verbal
- ◆ Fighting



- ◆ Eighteen tardies in a quarter
- ◆ Not attending an assigned Saturday School
- ◆ 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
- ◆ Defiance
- ◆ 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
- ◆ Immoral or illegal activities
- ◆ Obstruction of an investigation concerning a violation of school discipline policy
- ◆ Vandalism
- ◆ Theft
- ◆ Racist behavior

### **Level V: Expulsion**

At the discretion of the administration, students may be given the opportunity to withdraw from GRACE rather than face expulsion. Students who are asked to withdraw under these circumstances may not be present on campus for any activities without the express permission of the administration.

Expulsion is the last resort of disciplinary action. Expulsion of a student will be determined by a division-level principal and the Head of School. Grounds for expulsion include any serious misconduct or pattern of behavior in violation of the Code of Conduct as described previously. Expelled students are to leave the campus immediately and are not to return without permission of the administration. Expelled students forfeit the tuition for the remainder of the semester in which the action takes place.

### **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.

### **Bullying Prevention and Intervention Plan**

At GRACE Christian School we believe that each student is a unique and special creation of God and should be treated as image bearers of God - Gen 1:26, 27.

GRACE uses specific bullying prevention approaches which emphasize the following:

- ◆ using scripts and role plays to develop skills;
- ◆ students are encouraged to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance and not remaining a silent bystander;
- ◆ helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- ◆ emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
- ◆ enhancing students' skills for engaging in healthy relationships and respectful communications; and engaging students in a safe, supportive school environment that is respectful of diversity and difference.

### **Reporting Bullying Situations by Students, Parents/Guardians and Others**

GRACE Christian School expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe,

private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

### **Teacher and Administration Responses to Bullying**

Teacher and administration responses to a bullying situation will include some of the following:

1. Safety of the target
2. Investigation of the situation
3. Determination of appropriate action/s:
  - a. Teaching appropriate behavior through skills-building
  - b. Taking disciplinary actions
  - c. Promoting safety for the target and others
  - d. Prohibiting retaliatory action