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Welcome to Grace Christian School

Welcome! On behalf of the leadership and staff, I would like to welcome you to a new year at Grace Christian School. This will be an exciting year to be a part of this school and we are proud that you have chosen to allow us the opportunity to provide your child with excellent education. For more than three decades, GCS has been dedicated to providing quality, Christ-centered education to families like yours. We believe in the work God is doing in our school, and we are excited to partner with you to provide your children with excellent, godly education.

This handbook has been assembled by the administration to give parents and students general guidelines and information concerning the organization and administration of our school. Please read the information carefully with your student and keep it for future reference and information as needed. **As with most things in life, this Handbook is not all inclusive nor will it go without changes as the administration sees the need and as the school and staff continue to grow.**

As we enter the new school year, my greatest hope is to see every child grow in his or her relationship with Christ. I pray that as we walk through this year, your family is drawn into an ever-deepening love of Christ. Grace Christian School is committed to partnering with your family for the benefit of your children. I am excited to see the work that God is going to do through each and every person connected to GCS throughout this year. May you and your family be blessed in the 2015-2016 school year!

Please feel free to call 503-655-3074 or email me at ehunt@gladstoneaog.org if you have any further questions. Additional information is also available on our website at gcs.gladstoneaog.org. Thank you for this opportunity to serve you and your children.

In Christ,
Emily Hunt
School Principal

School Information Quick Reference

School Address: 6460 Glen Echo Ave.
Gladstone, OR. 97027

Email Address: gcs@gladstoneaog.org

Principal: Emily Hunt

Phone: 503-655-3074

Fax: 503-655-1702

Website: gcs.gladstoneaog.org

School Hours: Preschool: 8:30am-11:30am
 KDG/Elementary 8:30am-3:10pm
 Jr. High/High 8:15am-3:15pm

School Office Hours: 7:45AM - 4:00 PM (when classes in session)

NOTE: Routine and emergency messages for your child(ren) are strongly encouraged to be routed through the school office.

History

Grace Christian School began as the result of Pastor and Mardel Watterud's vision as they were elected to the position of Senior Pastor at Gladstone Assembly of God church in the fall of 1977. At that time there was an existing preschool known as Kiddie Kampus. Their vision soon grew to a full elementary and Jr. High program. With the addition of two modular buildings, the school was able to complete the vision and expand the educational program through the high school grades.

Mission Statement

The mission of Grace Christian School is to develop students into men and women whose lives glorify our Lord and Savior through their commitment to righteousness, their knowledge of truth, and their heart for service of God and their fellow man. Matthew 5:16 states, "Let your light so shine before men, that they may see your good works and glorify your father which is in heaven." This verse is the heart of the purpose and mission of Grace Christian School. The goal of each of the staff members at GCS is to prepare our children to be shining lights in the darkness, to equip each student to live in a non-biblical world with a biblical worldview. We will achieve this goal through excellence in academics, in personal example, and in faith.

Whether it be giving an answer to the scientific community on the case for a Creator or understanding the importance of the primary documents to our national history, Christians, young and old, need to be prepared to give a defense of the Gospel of Christ.

The Apostle Peter addressed this need to the Christians when he said in 1 Peter 3:15, to "be ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear." We want each of our students to not only know **how** to live as a Christian but **choose** to live as a Christian and to understand **why** living a Christian life is important to the choices he makes daily.

What does this look like in practice?

- I. Students will know what they believe. It is no longer "okay" to know the Bible as a variety of stories. The Bible needs to be viewed as the ultimate Truth and as such should be considered a necessary companion to any Christian life.
- II. Students will know what others believe. They need to know how to address the questions of the time and to give a reasonable answer based on God's Truth.
- III. Students will know why they believe what they believe. They must be able to answer the hard questions about God, Jesus, the Bible, truth, etc.

PURPOSE

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

Grace Christian seeks:

1. To direct each student toward spiritual growth in academic and personal excellence

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

PHILOSOPHY

Proverbs 29:18 says, “Where there is no vision, the people perish...” Our vision for Grace Christian School can be found in the three-fold statement of Luke 11:9 “Ask and it shall be given you, seek, and ye shall find; knock and it shall be opened unto you.” The philosophy/ vision of GCS is to produce Christians who are:

1. Askers - Students and staff who truly desire to know who God is in His fullness;
2. Seekers - Students and staff who seek after biblical TRUTH;
3. Knockers - Students and staff who are persistent in actions that glorify God; that “whatsoever ye do in word or deed, *do* all in the name of the Lord Jesus,....” Colossians 3:17

To fulfill this philosophy, we have a vision for excellence; excellence in moral values, excellence in time management, excellence in classroom procedures, in teaching skills, in passion for ministry.

Administrative excellence requires:

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

Instructional excellence requires:

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

Personal Example

We seek to nurture the development of the following essential character traits in the lives of our students by **personal example and daily instruction**:

- ★ **Integrity** - Maintaining a lifestyle that is above reproach
- ★ **Respect** - An attitude that highly esteems those in properly placed authority and a healthy respect for the development of students
- ★ **Obedience** - The outworking of the attitude of respect.
- ★ **Self-Discipline** - The ability to control one's thoughts and actions.
- ★ **Godly Living** - A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.
- ★ **Wisdom** - Understanding what is true from God's perspective and doing what is right.
- ★ **Responsibility** - Being dependable and accountable in all relationships and tasks.
- ★ **Thankfulness** - Developing an attitude of gratefulness.
- ★ **Service** - Demonstrating a spirit of humility in focusing on the needs of others.

COLLECTIVE RESPONSIBILITY

Deuteronomy 6:1-7 explains the biblical mandate given to parents in training their children. Grace Christian School is not a replacement for Christian parenting, but we partner with parents, along with the Church, to provide the best environment for Christian character development.

STATEMENT OF FAITH

1. We believe the Bible is inspired, the only infallible, authoritative Word of God. We believe the Bible is the final Word on all matters moral and theological. (II Timothy 3:16, 17; John 17:17)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Colossians 1:17)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Acts 4:12; John 1:1-3, 14)
4. We believe in the sinfulness of all men, that every individual is fallen and in need of salvation. We believe that for salvation of the lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (Romans 3:23; Ephesians 2: 8,9)

5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 1:13)
6. We believe in the resurrection of all men, the saved to eternal life and the unsaved to eternal damnation. We believe that heaven and hell are definite places. (Acts 1:11; Revelation 20:1-6)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, that we are many members but one body, united together in Christ. (Romans 12:4-6; 1 Corinthians 1:10)

EDUCATIONAL OBJECTIVES

Our philosophy is the foundation of the following objectives, which determine our policies and programs.

Biblical Objectives

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

Academic Objectives

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

Personal Objectives

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

AFFILIATIONS

Grace Christian School is a ministry of Cornerstone of Faith church in Gladstone, Oregon. It is our position that as a church ministry the school is free to operate without federal or state government entanglement.

NONDISCRIMINATION POLICY

Grace Christian School will continue the Christian practice of admitting students of any race, color, gender, national origin or disability status to all the rights, privileges, programs, and activities generally accorded or made available to students at school. The school will not discriminate on the basis of race, color, gender, national origin or disability in administration of its educational policies, financial assistance, or other school-administered programs.

Grace Christian reserves the right to administer the school's policies and programs in accordance with the mission to teach and model evangelical biblical beliefs, ethics, and standards.

SCHOOL SCRIPTURE VERSE

"In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven." Matthew 5:16

SCHOOL THEME SONG: SHINE (LOVE IS AN ACTION) LYRICS - LUMINATE

I want to strike a match
 Let it burn 'til the world's on fire
 I want to see a chain reaction
 And see the flames burn higher
 I want to see Your Word alive
 I want to see the orphans laughing
 Want to see the sinners cry
 Surrounded by the hands of mercy
 The hands of mercy, so

Shine, love is an action
 Shine, oh, it starts with a passion
 'Cause we want to be a heart that's pure
 So all will see that we are Yours
 Shine

And though it starts with one
 There will be a million candles
 There will be millions more
 Singing with the tongues of angels
 The light of Heaven falling down

Spreading love to the darkest places

I want to strike a match

And watch it bring salvation

I'm gonna lift my light up high

II. ADMISSIONS POLICIES

ADMISSIONS CRITERIA¹

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

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

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

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

Requirements for admission

Selection of students for admissions is based on evaluation of the following criteria:

1. Acceptance of Jesus Christ as personal Savior on the part of the student and at least one parent/guardian with whom the student resides is preferred.
2. Active involvement in an evangelical church. This applies to the student and at least one parent/guardian.
3. Minimum age requirement on or before the first day of school:
 - a. Prekindergarten: 4 years of age

¹ Any exceptions to these requirements would be based on the Administration's approval.

- b. Kindergarten: 5 years of age
- 4. Satisfactory academic achievement (2.0 GPA/C average) .
- 5. Satisfactory record of behavioral conduct at previous school(s).
- 6. A willingness to attend the school and to abide by the school's rules and lifestyle expectations.
- 7. A completed application packet. (See Admissions Process.)
- 8. Parents/guardians must have a completed/signed form of support for the philosophy, objectives, and policies of the school on file.

ADMISSIONS PROCESS²

1. Secure a Student Application packet (front office or website).
2. Complete all forms and submit to the school office for review:
 - a. Completed application
 - b. Completed Student Questionnaire (for each student applying)
 - c. A copy of the student's most recent report card (K-8) or transcript (9-12)]
 - d. An Educator's Reference Form (completed by an educator who worked with the student in the most recent school year.
 - e. A Pastor's Reference for each student. (Pastor, youth pastor, or Sunday school teacher.)
 - f. Disclosure of any special needs services provided to the student from previous school.
 - g. A completed Record of Immunization (Preschool and Kindergarten only)
 - h. A Financial Record Release form completed by previous school.
 - i. A completed Authorization to Release Records form for each student.
 - j. Parent/Student Handbook and Policies forms signed.
3. Application/Registration Fee paid (this is not refundable).
4. An interview requested with the principal (for grades 6-12)

The Administrator's Office will:

1. Review the completed application
2. Interview the student and the parents/guardians.
3. Communicate the Administrator's decision to the parents/guardians in a letter.
4. Full disclosure of any student's specialized needs is required. While nearly all students are within the school's capability to provide instruction and care, the school does not offer special education.

²Any exceptions to these requirements would be based on the Administration's approval.

ENROLLMENT PRIORITIES

Enrollment in Grace Christian School is dependent on available space, the academic level of the student, the recommendation of the individuals acquainted with the student, and the student and parent's willingness to cooperate with and support the school's policies and procedures and is considered in the following order:

1. Returning students, until the close of the returning student registration period
2. Dependent children of staff hired for upcoming/current school year.
3. Brothers and sisters of returning students.
4. New full-time student applicants
5. Part-time students, whether returning or new.

PART-TIME STUDENT POLICY

Part-time students are welcome at GCS, particularly in grades 9-12. However, all part-time students must:

1. Apply for admission using the same application process, fees, and forms as full-time students.
2. Meet the standards for admission to GCS.
3. Meet any pre-requisites for classes.
4. Attend chapel weekly.
5. Abide by the terms, conditions, and expectations of the Parent/Student Handbook, including the behavior expectations.
6. Part-time tuition details will be dependent upon the requirements of the student and will be determined according to standard tuition in the given school year.

WITHDRAWAL

Parents who desire to withdraw student(s) from the school are asked to notify the Administration **at least one week before** student's last day of attendance at GCS. The administrative assistant will prepare the necessary withdrawal forms for the parents. The student is considered a full-time student whether in attendance or not until the formal withdrawal process has been completed.

No student records or official transcripts will be forwarded to another school until the withdrawal process is completed and all books and school property are returned.

CONFLICT RESOLUTION

Conflict occurs in any organization, both for the good and harm of that entity. If you as a parent/guardian have reason to be concerned or question some policy or action taken by the school personnel or if your student should come home complaining about a policy, discipline, or a staff member's behavior, please follow this procedure:

- ◆ Understand rules and policies are there for a reason.
- ◆ Get all sides of the story. This can be accomplished by talking with the person concerned (i.e. the teacher involved) and with that person only. Parents/guardians can easily solve most school problems at this level.

In all grievances follow the Matthew 18 principle:

1. Keep the matter **confidential** (Proverbs 11:9).
2. If you have an issue with someone, go to that person, sit down, and talk with him for the sole purpose of coming to a Godly resolution. The issue or matter at hand should not be shared with anyone other than the individual with whom the issue or circumstance has been created. In other words, no gossiping.
3. If that doesn't work and a Godly resolution is not reached, the next step is to get a mediator to be present while meeting a second time. The mediator (principal if it is a staff member) should be a neutral party with no emotional or relational attachment to the situation at hand. The mediator should be a party both persons involved in the dispute will trust to mediate.
4. If a Godly resolution is still not reached, then the matter should be brought to the principal/school board. At this level, the decision to be made would be based on whether the governing body feels the necessity to dismiss the party (parties) involved in the disputed issue or circumstance.
5. The PTF may not be the governing body or platform necessary to conduct matters of dismissing parents or students of Grace Christian School due to disciplinary actions.
6. Be forgiving (Galatians 6:1).

III. GENERAL INFORMATION

SCHOOL HOURS

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

Normal school day hours:

- 7:45 - Staff Planning and Devotions (employees not available to parents/guardians or students)
- 8:00 - Jr. high/high school students may arrive on campus
- 8:15 - Jr. high/high school classes begin; elementary students may arrive on campus
- 8:30 - Classes begin for Prekindergarten - 6th grade
- 11:30 - Prekindergarten dismissal
- 3:10 - Kindergarten - 6th grade dismissal
- 3:15 - Jr. high/high school dismissal

Please plan to pick up your child(ren) on time. Parents of children in Kindergarten-6th grade who are not picked up on time will be billed — \$1 per minute late per student. Students should not arrive more than 15 minutes before their class begins, nor should they remain on campus more than 15 minutes after their school day ends. The school is not responsible for supervision of students who remain on campus during these times unless they are involved with scheduled activities. Unsupervised students are the responsibility of the child's parent/guardian.

Written permission

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

FINANCIAL INFORMATION

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

Re-enrollment/Registration Fee:

To secure a place on the class list for the next school year a **non-refundable** payment of the family registration fee is due when a Pre-registration form is submitted. A discounted Family Registration Fee is given on or before the last day of the scheduled returning student registration period. The registration fee is **non-refundable**.

Tuition

Tuition is a **yearly** cost with three payment options as follows:

1. Full year's tuition by September 1st (*5% discount)
2. Twelve month payment plan, begins on **July 1st** and continues through June 1st.
3. Ten month payment plan, begins on **August 1st** and continues through May 1st.
4. For those on a payment plan, tuition payments are due on the **1st** of each month by 3pm.

Late Payment Service Charges

1. A \$35 service charge will be assessed to all accounts past due after the 10th of any month.
2. After 30 days, a **Formal Notice** will be sent indicating default status. Financial arrangements must be made with the Principal/Administration for student(s) to continue attendance.
3. After 45 days, default must be cured or your student(s) will be **suspended** from classes and all related school activities until the account is brought current. or until a financial review has been determined by the school board. The decision of the school board will be final.

Payment reminders will generally be sent prior to the due date; however, it is your responsibility to ensure that payments are made on time in accordance with your payment schedule.

LATE PICK UP FEES! Classes are dismissed at 3:10 for grades K-6th. A late pick up fee of \$1.00 per minute will be charged for late pickups.

Mandatory Fees

Fees will be assessed for the following:

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

Other fees

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

Financial Aid Program

GCS contracts with FAST - Financial Aid for School Tuition powered by ISM - to process your financial aid application. FAST is an online program. The GCS website has the link for the FAST application under Financial Aid.¹ Financial aid is only available for students in Kindergarten-12th grade and is awarded based on demonstrated actual family need for financial assistance.

For a schedule of Tuition and Fees, refer to Appendix A.

NEW STUDENT RECRUITMENT AND REFERRAL PROGRAM

Grace Christian School offers tuition credit for current families of GCS who recommend our school to parents/students who do not currently attend as follows:

1. A parent/guardian who refers a new family to GCS will receive a tuition credit per new full-time student in grades K-12.
2. The referral must be for a **new** student, not having attended GCS.
3. The referral family may receive credit for as many children as recruited.
4. Should the new student be expelled or withdrawn before the end of the first year, the credit will be forfeited.
5. Should a GCS referral family leave before the end of the year, the credit is nullified.
6. The new family must disclose the referral family at the time of student application for the referral to be valid.

VISITOR POLICY

A. Adult Visitors/Volunteers:

1. Check in at the Front Office when arriving on campus during school hours.
2. Please enter campus through the main entrance, sign in at the front office, and receive a visitor's badge.
3. Visitors are to be escorted through the building by a staff member. (Anyone who is not a regular volunteer.)
4. No visitor should accost another parent's child at any time.
5. Parent-student complaints must be dealt with officially through the principal's office.
6. For protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain and may be charged with trespassing if refusing to leave.
7. Please sign out when leaving the campus.

B. Student Visitors:

1. Friends and/or relatives are **not** allowed to attend school with GCS students without pre-approval through the teacher and administration.
2. All student visitors need to check in at front office and receive a visitor's badge.
3. Student visitors must meet all behavioral expectations of GCS, including closed campus and dress policies.
4. Student visitors need to check out when leaving the campus.

SCHOOL COMMUNICATIONS

There are several ways to communicate with the staff at Grace Christian School:

1. **Jupiter Grades** - At the start of each school year, log-in information for Jupiter Grades is sent home to each parent. Jupiter Grades is used to track your student's progress throughout his classes throughout the year. Grades and assignments are listed. There is also an email feature that enables parents to contact specific teachers about questions with the particular class their students are attending.
2. **GCS Weekly Update** - GCS has a weekly email update that is sent out to all parents who have registered a current email with the front office. The email is sent every Sunday night/Monday morning with events listed for the upcoming week.
3. **Email** - Each staff member at GCS has a school email that can be accessed from the website with a direct link to that staff member's email address.
4. **Calendar** - A school calendar is available in print form and on the school website. It will be updated per notices sent home in Friday folders (Grades K-8th).
5. **Phone Calls** - Parents should call the front office if they need to leave a message for their student or set up an appointment to speak to a staff member. Parents should not call a student's cell phone as it may disrupt his class. The school office can be reached at (503) 655-3074. The school phone is used for business and thus should be kept free from phone calls to set up play dates, etc.

MEDICAL GUIDELINES/AUTHORIZATION FOR MEDICATION

State health regulations require that we have certificates of state required vaccinations on file for all students. If Immunizations are not kept up to date, the student will not be allowed to attend school until they are updated. A non-medical exemption may be filed if the required parent and doctor certificates are filed with the exemption request.

A student who needs access to medication, whether over the counter or prescription during the school day may do so if:

1. An **Authorization for Medication** form is on file in the principal's office (in accordance with Oregon law.)
2. The medication is in its original container and clearly labeled with the pharmacist's recommended dosage on the outside of the bottle, and
3. The medication is only dispensed by the student's teacher (per the principal's direction) or the school principal, and is kept securely in the principal's office cabinet.

4. Prescribed inhalers for students in 7th grade through 12th grade are the only prescriptions medications that may be kept by the student during the school day. Inhalers for elementary students may be kept by their teachers.
5. All non-prescription medication must be kept by the teacher or school office and will be administered only by Grace Christian personnel.
6. Parents/guardians must offer permission prior to the school administering any non-prescription medication
7. Grace Christian keeps a record of all medications and every administration of medication on file in the principal's office, in compliance with Oregon law.

Communicable diseases

Students with communicable diseases will not be allowed to attend school or school-sponsored activities until they pose no risk to others. Students with fevers, common viral illnesses, and/or head lice infestations should not attend until they are well and pose no threat to fellow students and staff members. If students have more serious illnesses such as meningitis they are required to provide medical clearance prior to returning to school and school-sponsored activities. These procedures will be followed when there is good reason to believe that a student has a contagious and/or communicable disease:

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

A child **should not** be brought to school with any of the following:

- a. Fever with 100F or higher within the past 24 hour period
- b. Vomiting on two ore more occasions within the past 24 hour period.
- c. Diarrhea - 3 or more watery stools within the past 24 hour period.
- d. Draining rash (such as might accompany chicken pox)
- e. Eye discharge or pink eye
- f. Abnormal nasal discharge
- g. Lice

Food-related Allergies

If a student has a mild, serious, or life-threatening allergy to a specific food or substance, it is the responsibility of the parent to communicate all relevant information regarding the allergy to the student's teacher. The teacher will work with the parent to establish any necessary protocols to accommodate the student's allergies.

EMERGENCY NOTIFICATION PROCEDURES

A parent/guardian will be immediately notified of any illness or injury requiring professional medical attention. In the event the parent cannot be contacted, the emergency contact person

listed on the Student Information Sheet will be notified. If an illness or injury requires immediate professional medical attention, 911 will be called. The student will be transported to the nearest hospital or hospital listed on information sheet.

Parents will be notified by the school principal or teacher if their student has been exposed to a confirmed communicable disease (i.e. chicken pox).

A parent is notified upon pickup if a student has become moderately ill or has an injury which does not warrant professional medical attention.

INCIDENT REPORT FORM

Incident Report Forms are completed by the teacher or teacher's assistant when an accident or injury occurs at school. Parents will be notified immediately if the illness or injury requires professional medical attention. or at time of pick up for mild or moderate illness or injury.

SAFETY PROCEDURES AND POLICIES

Fire Drills

The school is required to hold monthly fire drills. Teachers will explain the exit procedure. Should a fire drill occur between classes, students must go directly to the nearest exit and proceed immediately out of the building to the designated meeting place of their next class. Attendance will be taken. Students are to remain outside until the all-clear signal is given.

Lock-down

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

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

Power Failure

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

Other Emergencies (Acts of God)

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

NOTE: More detailed instructions for emergency situations are available in the Safety Procedures and Policies Handbook, available for viewing on the school website or at the front office.

SUSPECTED CHILD ABUSE

Oregon law requires all “official people”, including but not limited to, all school and church personnel, to report all instances of suspected child abuse to the Department of Human Services. Grace Christian staff members are all mandatory reporters and will comply with Oregon law in all instances of suspected child abuse, regardless of the type of abuse or the time or location at which the alleged abuse took place.

DHS interviewing a child

In instances of suspected child abuse, a representative of Oregon DHS may be required to interview a child. In such cases, Oregon law places several restrictions on these interviews. In accordance with Oregon law, Grace Christian’s policy on interviews is as follows:

1. All DHS personnel must present appropriate identification to the administrator before the interview.
2. The DHS employee will be asked whether the parent/guardian of the interviewee is a suspect in the incident under investigation. If yes, no school personnel shall contact the parent/guardian. If no, the administrator shall contact the parent/guardian to inform him(her)that DHS is on campus to interview the child.
3. The administrator shall provide DHS employees with a private room to conduct the interview in accordance with Oregon law.
4. The administrator shall be present during the interview, unless the administrator is a suspect in the alleged abuse. In such case, the administrator shall appoint another staff member who is not involved to be present during the interview.
5. All information revealed during the interview shall remain private and will not be placed in the student’s permanent file.

MARRIAGE, DIVORCE, CUSTODY AND GCS

It is not the intent or desire of the school board or of any GCS member to place the school between any two parents, married or divorced. Our school staff is not trained in the legal profession nor is it the job of any staff member to understand or mediate disputes between parents. Instead, they are here to teach the children. Nonetheless, occasionally the terms of a divorce affect the school by limiting or negating a parent’s contact with the child. In such situations, GCS follows the following principles:

1. It is the responsibility of the parent to inform GCS of any and all custodial agreements that may affect the child, as well as any stipulations on either parent of which the school should be aware.
2. In instances of sole custody, in which the divorce and/or custodial decree describes the visitation rights of the non-custodial parent, when the non-custodial parent has contact that described in the visitation rights, the parent is modifying the court’s directive. Unless the decree specifies that the non-custodial parent has the right to visit the child at school during normal school hours, GCS will not permit contact at the school except at performance and similar activities which are considered to be open to the general public.

3. Therefore, GCS will not permit visitation from a non-custodial parent during normal school hours, either on campus or at school-sanctioned events which may take place off-campus during regular school hours. However, barring a directive from the court banning the non-custodial parent from such, GCS will not prohibit the presence of the non-custodial parent from attending school functions such as performances which are considered open to the public.

LOST AND FOUND

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

SCHOOL CLOSURES

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

Parents may sign up with FlashAlert to receive messages directly to their cell phones or emails should there be a GCS closure. (Gladstone School District)

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

PROPERTY DAMAGE

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

CHAPEL

Weekly chapel is one of the avenues provided to meet the needs of the students in the area of Christian development. It is a time of corporate worship and reverence to the Lord. **Chapel participation is required** and includes the opportunity to develop a personal relationship with God and a spirit of prayer, worship, and Bible-based teaching. A Spiritual Emphasis Week is included each fall to focus on spiritual growth of the students. **Chapel is a no cell phone zone for students.**

Chapel will take place on Wednesdays at 9:15 for Kindergarten-6th grade and on Thursdays at 9:15 for Jr. High/high school students.

PARENTAL INVOLVEMENT

Parents are encouraged to be part of their student's academic education by joining in on various activities and special events at the school, such as:

- ~ Attending Meet Your Teacher Orientation and Donut Social
- ~ Participating in the Science Fair
- ~ Attending all Parent/Teacher Conferences
- ~ Joining in PTF meetings
- ~ Volunteering in fund-raising events

Parent Volunteers

All parents who wish to volunteer will be asked to pass a background check yearly and to adhere to the following:

1. Agree to actively perform their duties with a Christ-like attitude and to remain loyal to the mission, goals, and procedures of GCS.
2. Support each member of the school faculty, administration, and staff.
3. Maintain confidentiality of all information to which they are exposed while serving as a volunteer.
4. Adhere to the Conflict Resolution policy of the school.
5. Sign in at the front office when entering and sign out when leaving the campus
6. Wear a GCS visitor sticker/badge while working on campus.

Parent Teacher Fellowship

This voluntary organization is the official parent organization of the school. They meet September through June once per month to help with the many projects and needs of the school. Your participation is welcomed and appreciated. PTF meetings are included on the school calendar and are subject to change.

SOCIAL MEDIA

Social media is an excellent tool to connect and communicate with friends and family, as well as to promote events and new information. Grace Christian School maintains a presence on a number of social media sources such as Facebook and Instagram. Some parents and students may wish to connect with staff members at GCS by social media outlets. Staff members may or may not choose to use these outlets so parents are encouraged to communicate official school business through official school channels. All members of the Grace Christian School community, including staff, parents, and students, are encouraged to use social media only in a manner worthy of Christ — that is, to be careful that our conduct is above reproach. Parents and staff are encouraged to recognize that the example set for students on social media is both public and permanent. All activity on social media should be ultimately glorifying to the Lord.

If you choose to post photos to any social media account, **do not post photos of another child without the express permission of that child's parent.** Photos posted to social media without the permission of the child's parent may unwittingly endanger the child.

STUDENT ASSISTANCE

Students with emotional issues such as depression or eating disorders are encouraged to talk with the appropriate staff member, which may include the principal, teacher, teacher's assistant,

or other adult with whom the student feels safe. Parents and students who are aware of another student struggling with emotional issues should contact the principal.

STUDENT RE-ENROLLMENT

All students must re-enroll each year. Forms will be sent home the last week of January. Re-enrollment begins the first Monday of February for returning students and siblings. The Family Registration fee is due at that time. This fee guarantees your child's re-enrollment for the fall classes. Current families who are re-enrolling are given first priority on a "spaceavailable" basis. The Family Registration Fee is non-refundable.

STUDENT CONFIDENTIALITY

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

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

The above exceptions to confidentiality will be determined by the staff member or administration. Standards of confidentiality will become more strict based on the age of the student.

STUDENT INSURANCE

Grace Christian School carries the liability insurance coverage required by the state of Oregon. The school expects the student's major medical insurance to be the primary provider for covering accidents or injuries sustained at school.

STUDENT SEARCH FOR PROHIBITED ITEMS

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

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

MOVIE POLICY

- If possible, all videos/DVDs shown in the classroom should be educationally produced.
- Teachers are required to preview all film media before showing to students.
- If it is not possible to obtain educationally edited versions of feature films/videos, the following guidelines should be followed:
 1. K-6th Grade -- "G" rating
 2. Jr. High (7-8th Grade) -- "G", "PG" rating
 3. High school (9-12) -- "G", "PG", "PG-13"

- Specific films that vary in ratings from those specified may be considered for a particular grade level based on staff and administrative approval and its importance as part of the curriculum..The following procedure will be followed:
 1. All requests, including rationale and plans for use of the film, will be submitted to the school principal at least two weeks before it is to be shown.
 2. Films approved by the principal will then be referred to the parents for approval (for their student) or alternate assignment option provided. Parent information will indicate the type of material which may be objectionable, along with the rating.

CHARITABLE DONATIONS

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

SPORTS AND GCS

Currently Grace Christian School does not have the facilities to run a sports program. Parents/guardians of students in grades Pre-8th grade are encouraged to seek out local recreational clubs for their student(s) sport activities. GCS maintains a membership in the OSAA which enables high school students to participate in the sports programs of their local high schools.

III. GENERAL CODE OF CONDUCT

BEHAVIOR GUIDELINES

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

Attitude

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

Communication

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

Classroom Conduct

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

This includes:

1. Respect and obedience to all staff members
2. Reverence for the Bible and the flag.
3. Proper care of all physical property
4. Conduct becoming to Christian young people in the classroom, chapel, playground, hallways, and restrooms.

General Behavior Guidelines

- A student who enrolls at GCS agrees to live according to Christian standards whether on or off campus. Irresponsible behavior that violates either a civil law or a biblical principle will be handled according to the school discipline policy with the authority that the school has been given.
- GCS students agree not to remain at any activity where drugs or alcohol are being illegally purchased or consumed.
- Other activities, on or off campus, detrimental to a Christian's testimony will be handled by the school administration and may result in suspension or recommendation to the school board for expulsion.
- Inappropriate public display of affection is prohibited at school or school related functions. Kissing, hand-holding, walking arm-in-arm, arms around waists, lingering, romantic hugging, touching in an inappropriate way, sustained leaning and any outward display of affection or attraction beyond normal friendship is not permitted.
- Showing open disrespect to any teacher or staff member will be referred directly to the principal for appropriate action.
- Students are expected to clean up after themselves after lunch. Failure to do so will result in restriction of privileges.
- Any behavior not in keeping with Christian principles or general failure to comply with school policies is prohibited and may result in suspension and/or expulsion.

DISCIPLINE POLICY

Grace Christian School is dedicated to the training of young people in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before all men."

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

Philosophy of Discipline

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

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

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

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

INFRACTIONS DEFINED:

Level I
<ul style="list-style-type: none"> •Disobedience to staff •Disrespecting another’s property •Disruption of class •Dress code violation •Unauthorized electronic devices (Ipods. mp3s)/cell phones •Horseplay •Tardy
<p><u>LEVEL I CONSEQUENCES</u> (Per Quarter) 1st Violation=verbal warning by teacher 2nd Violation - written warning by teacher 3rd = Detention</p>

Level II
<ul style="list-style-type: none"> •Blatant defiance •Bullying •Cheating •Cutting class •False Alarm: Fire •Fighting •Inappropriate behavior •Inappropriate conversation, including sexual references •Inappropriate display of affection •Inappropriate internet use •Insubordination •Leaving campus unexcused •Misuse of school property/ Graffiti •Plagiarism •Profanity/Swearing •Truancy •
<p><u>LEVEL II CONSEQUENCES</u> 1st Violation=Parent will be informed by a phone call by the teacher. Written Warning 2nd Violation=parent, teacher, principal. contact. Possible Detention (Discipline at discretion of principal) 3rd Violation=Parent contact. 1-3 day in -house or at home suspension (at discretion of principal)</p>

Level III
<ul style="list-style-type: none"> •Acts of Indecency •Alcohol/drugs/tobacco •Assault •Endangerment of others •Weapons •Harassment •Pornography or other sexual activity, including sexual harassment •Sexting •Sexual misconduct •Theft •Vandalism
<p><u>LEVEL III</u> <u>CONSEQUENCES</u> 1st Violation=Minimum action is a 3-day at home suspension; maximum, action is expulsion</p>

Preventive Discipline

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

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

Classroom Management

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

Bullying

Grace Christian School has a zero-tolerance policy for bullying. A student is being harassed or bullied when he is exposed repeatedly and over time to negative actions on the part of one or more students. Bullying is considered a Level II offense. Any student who witnesses or is a victim of bullying of any kind should immediately report the incident(s) to a staff member.

Harassment

Grace Christian School believes that all individuals within the school community should treat each other with dignity and respect, free from all forms of intimidation, exploitation, and harassment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, especially such that consequences are threatened against an individual who does not submit or rejects the sexual advancement.

Examples of sexual harassment can include verbal, visual, or physical conduct of a sexual nature such as:

1. Visual conduct such as making sexual gestures, displaying sexually suggestive objects or pictures.
2. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes.
3. Physical conduct such as touching, assaulting, impeding, or blocking movement. Students who feel that they have been subjected to harassing conduct are encouraged

to promptly report the matter to the principal. Students who observe harassment are also encouraged to report the matter to the principal.

Sexting Policy

Grace Christian School maintains a zero tolerance policy in matters relating to sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive

messages, photos, or images via cell phone, computer, or other digital device. Sexting is a Level III offense and may also carry serious legal felony charges.

Degrees of Behavior

Inappropriate behavior covers a range from relatively minor to outright illegal. To assist in dealing with misbehavior, GCS has devised an Infractions Chart. The types of infractions, levels of misconduct and respective consequences for misconduct are approved discipline measures. (See page 27 for list)

Definition of Discipline Terms

Infraction

Breaking a school rule.

Detention

Level I detentions will be served in a supervised 30-minute required detention either during lunch or after school in a designated room. In some cases, students may serve detentions by working to help maintain school grounds (community-type service including cleaning walls, weeding flower beds, etc.) Parents will receive written notice of detention and will be required to sign the detention notice and return it to the teacher or principal before the student serves detention.

Probation

Occasionally a student falls below his/her potential or jeopardizes the privilege of continuing to attend Grace Christian School. In such cases, a student may be placed on probation.

Students may be placed on disciplinary probation for any of the following reasons:

1. Continued questionable behavior (in terms of expected behavior), and/or deliberate disobedience
 2. Failure to respond to counseling regarding a rebellious or scornful attitude.
 3. A persistent negative attitude toward the standards of the school, particularly when this tends to undermine these standards.
 4. Overt behaviors that tend to undermine Christian witness.
 5. Open defiance of school authority, use of profane or obscene language, or persistent interference with classes and the right of teachers to teach and students to learn.
- These are grounds for disciplinary action which may include probation, suspension, or expulsion.

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

Student and Parent Responsibility Contract

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

Suspension

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

Students may be suspended while the school is gathering information and investigating in order to determine if some violation of the school policy has taken place. Parents will be notified of information. Students must make up work missed during suspension. Tests, quizzes, and any makeup work will be counted for credit at the discretion of the administration.

NOTE: Suspension may be defined as "In house" or "home" suspension. "In house" suspension is defined as removal of the student from the classroom to a supervised area within the school for a specific period of time. "Home" suspension is defined as removal of the student from the school grounds for a specific period of time.

Expulsion

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

Formal Discipline Measures

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

Write up Process

Normally a student is warned by the person in authority before the student is written up. However, there may be times when, due to the circumstances, a student is written up without a warning. An example might be that the student was warned about certain misbehavior on Monday and on Tuesday repeats the same misbehavior and is written up without warning. When a student is written up, the information is sent to the principal. After speaking with all parties involved, the principal will follow the Infraction chart to determine the proper course of action. For most Level 1 or 2 infractions an email or phone call will be the first parent contact.

DRESS CODE

Proper dress is really a heart issue- a desire to please the Lord- to be pure and holy in all that we do. “But be holy now in everything you do, just as the Lord is holy who invited you to be His child. He himself has said, ‘You must be holy, for I am holy. ‘“(1 Peter 1:15, 16 TLB) The outward appearance is a reflection of the inward; it is our desire at GCS that both would glorify the Lord.

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

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

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

- Hair is to be clean, well-groomed, out of eyes, and a natural-looking color. Boys’ hair is to be no longer than collar length in the back and no longer than eyebrow length in the front.
- Shoes must be worn at all times, and shoe laces should be tied. Tennis shoes with wheels in the heels are not acceptable for school. Flip flops may not be worn on PE days. Tennis shoes must be worn to participate in PE. No slippers unless the teacher or administration has allowed a pajama day.
- Sweatshirts/Sweaters - (clean, in good order, trim and tidy). Hoods are not to be worn in buildings/classrooms.
- Skirts must be no more than 2 inches above the knee. **Leggings may be worn under skirts but not alone.**
- Pants or jeans are to be clean and in good condition. No pajama-type material except on pajama day. Sagging pants below the waistline and/or visible undergarments are not appropriate. All clothing must fit properly and not hang below the hips.
- Tank tops are only to be worn alone in September and May. Tank tops may be worn under shirts/sweaters at any time.
- Shirts: (For Girls) - No spaghetti straps (straps must be at least 2 adult fingers’ width) or skin-tight clothing. Revealing necklines, tops that do not cover undergarments, and sheer fabric revealing undergarments are not appropriate for the classroom or school sponsored events. As girls develop, appropriate undergarments need to be worn.
- Shirts (For Boys) - No objectionable material or words may be printed on shirts, etc. Tank tops with excessively large arm holes are not school-appropriate.

Shorts:

- Length of shorts must be no more than 2 inches above the knee.
- Shorts must be loose-fitting. No spandex or bike shorts.

- Elementary students may **ONLY** wear shorts in September, May, and June. Sixth grade students have the option to wear shorts on Fridays **ONLY**. If other months are unseasonably warm, administration may make exceptions to this rule.
- **NO SHORTS ON CHAPEL DAYS.**

Chapel:

- Girls must wear dress pants or skirts with dress shirts, or a dress (No sweatshirts, T-shirts, Capri pants, or shorts.)
- Boys must wear dress slacks or black jeans with a dress shirt. Shirt-tails must be tucked in at all times. Sweaters may be worn over the shirt. **No sweatshirts, T-shirts, or shorts.**
- Blue jeans **are not allowed** on chapel days for either boys or girls.

Prohibited Clothing:.

- **Clothing adorned** with symbols of or promoting tobacco, alcohol, other drugs, guns, gang symbols, nicknames, or weapons, band symbols, other symbols (i.e. skull/peace signs) or words/symbols that do not represent GCS standards.
- **Bandanas** of any color.
- **Belt buckles** with gang, drug/alcohol, tobacco symbols, or spikes. All belts should be worn through loops of the pants.
- **Hats** and **ball caps** are not to be worn in the building (classrooms, hallways, chapel, etc)
- **Ornamentation** - Nose, cheek, lips, etc. and/or body piercing is not appropriate. Wash off tattoos should be kept off the face and neck. Spike jewelry (necklaces, bracelets, belts, etc.) is not appropriate. No ear piercing allowed for boys.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices (i.e. MP3 players/IPODS, tablets) **are not** to be used at school or at GCS functions. Cell phones must be kept in back packs or lockers. **Students texting or otherwise using cell phones without permission from a teacher during class will have their phones confiscated.** Cell phones may not be used during school hours unless permitted by the teacher in charge. Jr. high/high school students may use cell phones during **lunch only.** GCS is not liable for lost or stolen electronic devices.

Why are there rules about cell phone use?

1. They are distracting.
2. They can be used to cheat.

PARENTS/guardians: If you need to contact your student, please do so through the school office, NOT through a cell phone during class!

STUDENT DRIVERS

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

WEAPONS

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

TOBACCO, ALCOHOL, ILLEGAL DRUGS AND FIREARMS

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

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

MISCELLANEOUS OFFENSES

Threatening language or gestures.

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

Vandalism, Starting Fires, Pulling Fire Alarms.

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

IV. ACADEMICS

ACADEMIC POLICY

Academics comes first at Grace Christian School. GCS believes that all students should be academically challenged to prepare them for their continued studies as a life-time learner. The goal of GCS is to help every student achieve the foundational skills necessary to function successfully, provide college-preparedness training, encourage a Christian worldview, and develop a Christ-like character.

Each student involved in extracurricular activities such as athletics, music/band, student leadership, etc, must maintain a GPA of 2.0 with no F's prior to and during participation. If a student is interested in an extracurricular activity, further explanation and policies are available from the principal's office.

Academic Probation

If a student's GPA falls below 2.0, the student will be placed on academic probation. During academic probation, the student will not be permitted to participate in any extracurricular activities at the school that are not vital to the student's grade, including class parties and field trips at the discretion of the teacher. A student on academic probation may also be asked to use a portion of his lunch break or attend after school makeup work sessions to raise his GPA at the discretion of the teacher, with the approval of the administrator. Academic probation will be evaluated at the end of each assessment period (progress reports or report cards). If a student's GPA is 2.0 or higher, the student will be removed from academic probation.

Plagiarism

Grace Christian School adheres closely to Christian ethical standards and to high standards of excellence. Plagiarism of any kind is a violation of both. If a student is discovered to be plagiarizing schoolwork or homework, the student will receive an automatic zero on the assignment. Depending on the severity and frequency of the infraction, the student may be subject to other disciplinary measures at the discretion of the teacher and/or administrator. The teachers will instruct the students on the correct way to gather information from various sources for research and the distinctive of providing their own work, not the work of others.

ASSIGNMENTS POLICY

Each teacher will handle assignments such that it meets the needs of the students in his classroom and the criteria of the subject. Every student is responsible for all assignments, even if the student has been absent. Students are expected to have assignments completed on the date due. **The teacher reserves the right to accept or reject late assignments.** If late assignments are accepted, they may receive a grade penalty. **The penalty for late work is -10% per day. The late penalty is applied only on days a class meets.** Students who have consistent late work may be required to attend after school sessions for additional help to complete work.

Weekends are not school vacations and students should expect to have homework to do over the weekend. However, as many churches have scheduled events on Wednesday evenings, teachers are encouraged not to give assignments on Wednesdays that require a significant amount of time to complete. The same applies to scheduled school vacations. Major assignments will not be due the day school convenes after a scheduled school vacation.

Please note the distinction between a student's unfinished class work and homework:

1. Homework is an assignment that is made specifically to be done outside of the class time at home.
2. Class time is given to work on class assignments. If the student does not finish the class assignment, the student needs to finish the assignment at home.

HOMEWORK POLICY

Homework is a necessary part of the development in study skills. Homework assignments are used to complete homework assignments begun in class, to give a better understanding of material presented in class, to memorize facts, or to research topics which cannot be completed in class. Homework assignments are at the discretion of each teacher. Homework assigned by the teacher should be within reasonable limits and with an understanding that the student may be assigned homework by several other teachers.

Academic work should be the primary task of students enrolled in GCS. After school, evening, and weekend activities should not leave the student too weary to study or provide an excuse for poor class attendance or completion of assignments.

K-3rd

Occasional assignments up to 20 minutes per evening on such things as spelling word lists and other simple study materials, scripture memorization, and special projects.

4-6th

About 30 minutes per evening in 4th grade up to 1 hour in 6th grade, plus occasional projects requiring more than the normal amount of time.

7th and 8th

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

9th - 12th

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

MAKE-UP WORK

It is the responsibility of the parents/guardians of elementary students to make arrangements to make up work that is missed. Students in Jr. high/high school are responsible to make arrangements to make up any work missed.

When a student is absent he has the same number of days as were missed to make up the missing work.

Quizzes and test must be made up the day the student returns to school. However, a teacher may exercise discretion and allow an extension to the student to prepare for the quiz or test.

At the end of the grading period, all make up work must be turned in on or before the last scheduled day of the grading period.

REQUESTING MAKE-UP WORK

Requests to teachers for make-up work should be submitted by 10:00 AM on the day of the absence. School staff will make every effort to have make-up work available for parents' guardians to pick up in the school office at the end of the school day.

When a student obtains a prearranged absence from the administrative assistant, he will be given a form to be signed by **all** teachers which will list the assignments for the time absent. These assignments are due **upon return to school.** No additional time is given to make up work accrued during prearranged absences.

OTHER ACADEMIC POLICIES

Schedule Changes

Because of limitations in staff, classrooms, and size of classes, there is little flexibility in the scheduling process. It may be necessary for a student to accept a second or third choice of electives (7-12).

Textbooks

All textbooks are the property of the school; however, they are the responsibility of the student during the period of issuance. Lost, damaged, or extraordinary wear to textbooks will result in a damage assessment. Students may be fined up to a maximum of the replacement cost of the textbook

Extra Credit

Extra credit may not be more than 5% of the grade for a grading period for any course and is not in lieu of required assignments for classes.

Honor Roll

Honor roll is calculated using the grades earned during a grading period and reported at the end of each semester. Honor Roll categories are:

B Honor Roll 3.0 - 3.5 GPA with no "F" grades

A Honor Roll 3.5 - 4.0 GPA with no "F" grades

GRADE LEVEL RETENTION

Retaining a student in the same grade for a second year is not something that will be recommended lightly. There may be behavioral, developmental, social, physical, or academic reasons for recommending retaining a student in a grade level.

Grade K-6 Academic Criteria for Retention:

1. The student is placed on academic probation the first grading period of the school year and remains on academic probation for the majority of the school year.
2. Fail Reading for two (2) or more grading periods in K-3.
3. The student earned a "D" or lower in four (4) or more subjects on a semester report card for one or both semesters of the year
4. The student earned a total grade average for the school year of "D" (1.0)

Grade 7-8 Criteria for Retention:

1. The student earned a grade of "F" in two or more subjects on a semester report card.
2. The student earned a grade of "D" or lower in four or more subjects on a semester report card.

Grades 7-8 who have failed a course but are not being required to repeat the grade may be required to attend summer school /tutoring to make up the failed credit.

Grades 9-12 who fail a course will not receive credit for that course and must repeat the course to earn credit. (SEE Appendix B for specific requirements.)

ACADEMIC COMMUNICATION

The school provides the following communication opportunities for parents/guardians and students:

1. Jupiter Grades can be accessed by parent/guardian or student to check grades and assignment information.
2. Student progress reports are sent home every 5th week of the quarter for K-6th students and every 3 weeks for 7-12 grade students.
3. Report cards at the end of each quarter.
4. Parent/teacher conferences scheduled in the annual school calendar.
5. Telephone and email communication between parent/guardian and school staff.
6. Additional parent/teacher conferences may be scheduled by the parent/guardian, the teacher, and/or the administrator as needed throughout the school year.

STUDENT RECORDS/TRANSCRIPTS/TRANSFER

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

Transcripts

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

High school transcript requests will not be produced "while you wait." To obtain a transcript, please contact the principal's administrative assistant. Transcripts given to the student or parent are not "official." To have an official transcript sent to a college, it must be signed, imprinted with the school seal, placed in a sealed envelope, and sent directly to the college. Students are entitled to three free transcripts sent to the colleges or universities of their choice. All additional transcripts will be \$5.00 each, payable in advance.

Disclosure and Release/Transfer of Records

No information that contains personally identifiable information about a student at GCS will be disclosed without written permission (dated, signed, and specifies the records to disclose) from the parent/guardian. The request should state the purpose for which the records are disclosed and identify the part to whom the records are to be disclosed.

Student information may without parent/guardian permission be disclosed to the school board and other school employees that have a legitimate educational business dealing with the information.

V. ATTENDANCE

STUDENT ATTENDANCE POLICY

Oregon Revised Statute (ORS) 339.010 requires all children between the ages of 7 and 18 years of age who have not completed the 12th grade to attend school (public, private, religious, or home school) regularly. ORS 339.065 states that 8 unexcused half day absences per 4 week period is considered irregular attendance.

In accordance with state law, if a student misses more than 13 days per semester for any reason, Grace Christian School reserves the right to not give credit. All students who miss more than the specified number of days per semester for will be on academic probation and may be considered for possible retention.

Students and parents/guardians failing to comply with the unexcused absences definition below will be subject to the following:

- A “failure to comply letter” will be mailed to the parent/guardian.
- Notification of law enforcement officials who will proceed with citation process per ORS 163.577

Elementary students missing more than 45 minutes of the morning or 30 minutes of the afternoon session will be considered absent for one-half day.

Grade 7-12 students who are more than 10 minutes late after a class begins, without a written excuse signed by parent/guardian or teacher, are considered absent for that class period.

ABSENCES

Excused absences

GCS and the State of Oregon recognize three categories of excused absences:

- Personal illness
- Illness or death in the family
- Family circumstances or emergencies as determined by the administration of the school.

Prearranged absences

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

1. The student is to bring a signed note from the parent/guardian stating the reason for the absence. Give as much notice as possible.
2. If the reason for the absence meets with the school policy, administrative assistant will give the student a form for the teachers to record assignments that will be missed.
3. Upon returning, the student should bring the prearranged form as his admission slip to classes.

Parents and students are cautioned to “spend” absences wisely. Please do not schedule vacations or other appointments around the end of the quarters or semesters because of the many reviews and tests.

When the student returns to school after an absence, a phone call or a written excuse signed by the parent or guardian containing the reason for the absence should be presented to the teacher or school office within 24 hours of returned attendance..

Absences for reasons other than sickness and emergency will be excused only if arrangements are made in advance.

Unexcused absences

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

Truancy

Truancy is being absent from school all day or from a classroom for any length of time without parent/guardian AND/OR school consent. Truancy is a Level II infraction.

TARDIES

It is the responsibility of the parent/guardian and/or student driver to arrive at school on time at the beginning of the school day. Punctuality is a desired quality not only in school, but in the world of work which awaits students. Students who arrive late to class not only lose the benefit of full instruction but also disrupt the activities in progress in the class. It is a goal of the school to reduce tardiness to an absolute minimum. Therefore, **students who are tardy 4 days in any quarter will be reported to the principal and will be given noon detention.**

- Students tardy to class the first period of the day should report to the school office to receive an admittance pass.
- Students with prearranged appointments (doctors, dentists), arriving or leaving after the beginning of the school day, need to check in and out through the school office to receive a pass and go to class.
- Students late in other periods without a pass are unexcused. A tardy may be excused if a pass from a teacher is presented upon arrival to class.

TARDY LIMITS AND CONSEQUENCES

The consequences of excessive tardies are as follows:

4th Tardy	10th Tardy	15th Tardy
30 min noon detention	2 additional detentions/ consequence as assigned by Teacher	3 additional detentions/ consequence as assigned by teacher

Detentions/consequences supersede all other school activities and may include a work detail.

Tardies are counted for the semester. Each semester students begin with a “zero balance” in their tardy count. Tardies in excess of 15 in a semester will be dealt with on a case by case basis by the administration.

CERTIFICATE OF ATTENDANCE

A Certificate of Attendance is necessary for students to get a driver’s license. A form must be completed by the front office and signed by the principal. This certificate requires attendance to be verified. Students may not have 10 or more unexcused absences in the current or previous academic year to obtain this certificate.

CLOSED CAMPUS

Grace Christian School is a closed campus. This means that students needing to leave campus for any reason must have a **written** note from parents. Students are allowed to leave campus with a teacher or other student only with written/verbal permission from the parent/ guardian.

VI.ACTIVITIES

STUDENT AWARDS

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

Honor Roll

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

Honor Cord

An honor cord is awarded to each senior who has a cumulative GPA of 3/5 or higher determined at the end of the 3rd quarter of the year in which the graduation occurs for those students.

Valedictorian and Salutatorian

Valedictorian and Salutatorian honors are determined by the administration using the cumulative GPA (calculated to the hundredth) at the end of the 3rd quarter in which graduation occurs for those students. Valedictorian is awarded to the student with the highest cumulative (4 years) GPA. The salutatorian is the student with the second highest cumulative (4 years) GPA

Awards Day

Elementary students are honored in an awards ceremony with their teacher at the last day of school. Parents are invited to attend this ceremony for their students.

ATHLETICS

Students attending Grace Christian School are eligible to participate in the sports program of their local public high school. For specific information, contact the Athletic Director at the high school in your district. GCS maintains a membership in the OSAA which enables high school students to participate in these sports programs.

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

FIELD TRIPS

Field trips scheduled throughout the school year are designed to enrich learning. Scheduling and planning of field trips is the responsibility of the classroom teacher. Students may be asked to complete notes/tests about the trip upon returning to school. **Students are required to go oral field trips that relate to their class.** There may be a minimal charge for some of these trips. Students not enrolled at GCS **may not attend** field trips **unless** cleared through the administration.

Field Trip Rules:

1. The student code of conduct and dress code applies. Students who have not demonstrated self-control within the classroom environment may not be allowed to accompany the class on a field trip. Students are expected to exhibit the same good behavior on a field trip as they do in a classroom.
2. Waivers and Release/Permission forms will be required for each outing. Permission forms must be signed by a parent/guardian for each field trip to ensure they are adequately informed in advance of the anticipated excursion.
3. Parents as chaperones are considered an extension of the school. Classroom teachers set the number of chaperones needed depending upon the circumstances of the trip. GCS requires parent chaperones to follow the same standards of dress and conduct as required of the staff.
4. Chaperones should report any student's misbehavior directly to the classroom teacher or staff member coordinating the field trip. All discipline is the responsibility of the teacher.
5. Field trips are part of an educational experience for students. If parents attend the field trip, siblings should not accompany them unless approval is acquired.
6. All drivers must complete the Driver's Information Form in order to drive and be on the Approved Driver's List.

Field Trip Transportation Options

There are 3 ways to travel to an off-campus GCS event:

1. Use of the school bus

2. Car pooling arranged by teacher. Always limit the number of occupants in a vehicle to the number of operable seatbelt in the vehicle. No double or “cross belt” passengers.
3. Group meets at the event and transportation is the parent’s responsibility.

Bus Rules

When riding the GCS bus the following rules apply:

1. Remain seated.
2. Do not open the windows more than 4 inches.
3. Do not put or throw anything from the window.
4. No hand gestures to other vehicles, signs in windows, or yelling permitted
5. Follow the bus driver’s instructions.
6. Bus shall depart and return to GCS. No passengers may be dropped off any other place than the event and the school.
7. GCS staff in charge of the group:
 - a. may elect to have another adult supervising with them on the bus
 - b. shall insure that the student seating is arranged appropriately.
 - c. is responsible to have a cell phone
 - d. is responsible to call the front office with the ETA if the time of return is different than the scheduled return time.
 - e. is to remain with the students until the last student has been picked up.

VII. FACILITIES AND EQUIPMENT

ANIMALS ON CAMPUS

Generally animals, except for service animals, are not allowed on campus for the safety of students and staff. Staff members may occasionally bring animals to campus for the purpose of education.

Animals may be on campus should they meet the following criteria:

1. Service animals
2. Show and Tell: Personal pets are welcome for Show and Tell sessions that have been scheduled with the teacher that meet the following conditions:
 - a. The teacher agrees in advance of the day the pet is coming
 - b. The parent/guardian of the student remains at school during the duration of the pet’s visit
 - c. The parent/guardian understands that they are responsible to control, care for, and clean up after the pet
 - d. The parent/guardian understands that they are liable for the pet’s actions
 - e. The parent/guardian removes the pet immediately if the pet is deemed inappropriate for the situation
 - f. No student in the class has an allergy to the pet.
3. Class Pets: Teachers may elect to have a class pet if these conditions are met:
 - a. The teacher secures permission from the principal/administration.

- b. The animal can live properly in a container no larger than the area of the teacher's desk
 - c. The teacher provides the animal, its container, and all necessary equipment to care for the animal
 - d. The pet remains in the container and does not roam freely around the classroom.
 - e. No student in the class has an allergy to the pet.
4. If a student sees an animal on campus which clearly does not belong to a student or staff member, the student is to advise a staff member of the animal's presence. At no time should a student approach or touch the animal. Staff will take appropriate actions to protect both students and the animal.

AUTOMOBILES

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

BUILDINGS/GROUNDS ACCESS

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

CHAPELS/ASSEMBLIES

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

CLASSROOMS

- No food or drink will be allowed during class time unless permission is obtained from a staff member.
- Students are to respect property, desks, chairs, etc. Students found defacing chairs, writing on desks/tables, etc. will be given a detention, assigned to cleaning duty, and held financially responsible for any damages which may have occurred.

COMPUTER LAB

- The computer lab is available for research.
- All internet use will be monitored by a staff member.
- All other computers (i.e. teacher's computers) are off limits to students except when assigned by the respective teachers.

- No documents may be saved to the computers. Please provide a USB drive for saving all documents.
- Students should not expect privacy in their internet activity.
- Students who abuse the internet and GCS network may be subject to disciplinary actions.
- Any student involved in efforts to hack into any of the school's computer programs will result in disciplinary action being taken.
- Computer settings should be left as designated by the teacher.

LIBRARY

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

Library Policies

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

PARKING

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

ROLLERBLADING, SKATEBOARDING, BICYCLES, SCOOTERS

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

SCHOOL BUILDING RULES

- No running or horseplay inside the buildings or between the buildings.
- No food or drink except at designated times and areas.
- Bathroom breaks should be during break times.
- No loitering in halls or bathrooms.

SCHOOL CLEANLINESS

Grace Christian views the school ground as a gift from God. Therefore, we take our stewardship of the grounds seriously. It is important that everyone share in the responsibility of keeping our campus clean. The staff may ask students periodically to do some cleaning projects in order to maintain classrooms and breezeways. Students may occasionally be asked to help clean or tidy other areas of the campus at the discretion of the teacher or administrator.

Classrooms are the responsibility of the teacher and the students. Trash needs to be picked up and personal items stored in appropriate places.

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

Appendix A: Schedule of Tuition and Fees



Grace Christian School 2015-16 Tuition and Fees

Grade Level	1 st Child	Each Additional Child
Pre-School - 1/2 day/ 5 days a wk	2200	1650
Kindergarten - Full day	2950	2200
Grades 1-6	3550	2500
Grades 7-8	3900	2725
Grades 9-12	4050	3200

Per Family Fees

A per family registration fee of \$200 is charged at time of registration before February 27th. Beginning March 1st, per family registration fee is \$275. Enrollment is not guaranteed until this fee has been paid in full.

Payment Policies

Registration fees are non-refundable, and are due at time of registration. Payments are considered late after the 10th of the month, and may be assessed a \$35 late fee.

Payment Plans

We offer three payment plans as listed below. For planning purposes, we request that families select one of the three payment plans at time of registration. This selection may be changed prior to the start of the school year by notifying the school office.

Payment in full by September 1. (A 5% discount is granted off the total tuition) 10 equal payments beginning on August 1st.

12 equal payments beginning on July 1st.

Appendix B: Jr. High and High School Academic Specifics

CURRICULUM

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

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

COURSE SYLLABUS

A comprehensive syllabus is provided to each student at the beginning of each course. The syllabus lists the description of the class, supplies needed, a brief summary of requirements/ assignments and the grading breakdown for assignments/test/etc.

GRADING SCALE

Grades are a reflection of student learning. The following is the scale used to report student learning for grades 7-12th. All grades are calculated on a percent basis.

Grade	Percent	Meaning
A+	100%	Superior
A	94-99%	
A-	90-93%	
B+	88-89%	Above Average
B	84-87%	
B-	80-83%	
C+	78-79%	Average
C	74-77%	
C-	70-73%	
D+	68-69%	Minimum Passing
D	64-67%	
D-	60-63%	
F	59 & below	Failing

9-12 DIPLOMA AND GRADUATION REQUIREMENTS

To receive a high school diploma from GCS, a student must accomplish the requirements listed below in each of these areas: Academic, Attendance, Behavior, and Financial.

Academic

All courses required for graduation must be completed with a grade of “D” or higher. Some courses have a prerequisite grade or class that supersedes the minimum grade to receive credit.

Attendance

A student must have met the attendance requirements as stated.

Behavior

A student who is on suspension may or may not be able to participate in graduation exercises as determined by the principal.

Financial:

The financial obligation for current and all past school years for the family of the senior must be met in full no later than May 30th of the year in which a student is scheduled to graduate.

INDEPENDENT STUDY

If at all possible, classes must be taken when offered. Independent study classes are intended for either transfer students or subjects that are not offered in the standard college prep diploma track.

Independent Study Classes:

- should be completed within the regular school day (8:15-3:15) at scheduled time.
- may be taken, with administrators approval, in conjunction with regularly scheduled classes
- are subject to the same academic rules, penalties, and grading scale as standard classes.

DIPLOMA REQUIREMENTS CHART

Subject	GCS College Prep	State of Oregon	Oregon University System
Bible *	4	0	0
English	4	4	4
Math	3 (Algebra 1 or higher)	3 (Algebra 1 or higher)	3
Science	3 (Must include 2 lab sciences)	3	3
Social Science	3	3	3
Second Language	2 (Same language)	2	2
Fine Arts/ Technology	2	0	0
Health	1	1	0
Phys. Ed.	1	1	0
Career Education/ Government	1	0	0
Economics/ Personal Finance	1	0	0
Electives	5-6	6	0
Total	30	24	15
Minimum GPA	2.0		2.75-3.00

*Students are required to take Bible each semester they attend GCS. Students who transfer in from a school where Bible is not offered do not have to make up Bible courses for the semesters they did not attend GCS

GRADUATION POLICIES

- A student will not be allowed to take part in graduation ceremonies unless all graduation requirements, including the senior missions project, have been fulfilled. Any senior failing to pass a required course(s) at the end of the third grading period will be required to meet with his/her parents and the school principal. The result of this meeting will produce a written contract outlining what the student must accomplish during the fourth grading period to be eligible to take part in graduation ceremonies. The contract will require the signature of the student, his/her parents, and the school principal.
- No student shall be graduated from GCHS with a GPA of less than 2.0 unless permission is granted by the administration and board.
- No senior owing fines, fees, or tuition will be allowed to participate in graduation exercises.
- Honor graduates are recognized at commencement as follows. Honors, 3.5-3.74, High Honors, 3.75-3.89, Highest Honors, 3.90-4.0.

RECOVERY OF A FAILED COURSE

Students who earn a grade of “F” in a high school course taken for credit will not earn credit for the failed course. A student who has failed a course required for graduation must take the course again to recover the credit.

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

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

The grade on a retaken course will replace the ‘F’ grade on the student’s transcript after proper documentation is sent to the school.

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

STUDENT TESTING

Achievement Testing

Each spring, the students are given the standardized Stanford Achievement test. Tests scores are filed in students’ records with a copy sent home. The cost of the test is part of the comprehensive fee. All students are required to take this test.

PSAT

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

SAT/ACT

These two tests are mandatory for entrance into most 4 year colleges and universities. They are administered at various locations for a fee. We encourage our Juniors to begin taking

these tests. Information packets, practice tests, and a schedule of dates may be obtained from the administrative assistant to the principal and will be sent home with each Junior and Senior at the beginning of the school year.

PART-TIME STUDENT POLICY

For Jr. High and High School students, Grace Christian School is open to part-time attendance, depending on the circumstances of the family. In order to facilitate part-time attendance, the parent must receive approval from an administrator. It is the responsibility of the parent to ensure that Grace Christian School receives all necessary records from other institutions which the student may be attending. Tuition rates for part-time students will vary based on the number of classes for which the student will be attending GCS.

REPORT CARDS/PARENT TEACHER CONFERENCES

Graded reports are designed to give parents and students an indication of the student's progress.

- ★ Progress reports are sent home the 3rd and 6th week of each 9 week grading period. This allows the student and parent to monitor progress before the report card for that quarter and/or semester.

- ★ Report cards are completed at the end of each 9 week grading period. Report cards are given to the parents at the fall and spring conferences. Report cards for the 2nd and 4th grading period are mailed to the parents.

- ★ Parent/Teacher Conferences are held during the first and third quarters. Check the yearly schedule for dates and times of the conferences.

- ★ Parents and students may check grades, missing assignments, etc. on Jupiter grades. Parent and student log-ins are assigned during the first two weeks of school.

NO REPORT CARDS OR GRADES WILL BE RELEASED TO THE PARENTS/GUARDIANS UNTIL ALL FEES AND TUITION ARE CURRENT.

Appendix C: Elementary School Academics

CURRICULUM

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

Our curriculum is a nationally accredited curriculum produced by A Beka Publishing Pensacola, Florida. The textbooks and materials used are selected for their strong academic excellence and Christian philosophy. The A Beka language arts curriculum is a strong grammar-based program and the reading program is phonetically based.

STUDENT TESTING

Achievement Testing

Every year during the spring, all students will be given the standardized Stanford Achievement test. Tests scores will be filed in students' records with a copy sent home. The cost of the test is part of the comprehensive fee. All students are required to take this test.

GRADING SCALE

Kindergarten-2nd Grade:

E+ Excellent
 E Excellent
 S+ Satisfactory
 S Satisfactory
 S- Satisfactory
 N+ Needs Improvement
 N Needs Improvement
 U Under grade level

3rd-6th Grade:

A+ 100%
 A 94-99%
 A- 90-93%
 B+ 88-89%
 B 84-87%
 B- 80-83%
 C+ 78-79%
 C 74-77%
 C- 70-73%
 D+ 68-69%
 D 64-67%
 D- 60-63%
 F 59 & below

MAKE-UP WORK GUIDELINES

Parents/guardians of elementary children are encouraged to be involved in assuring that proper arrangements are made with the teacher for absences or missing work.

When a student is absent for more than two days, the parent should contact the office and make arrangements to pick up assignments/ necessary books at 3:15 p.m. that day. The student must make arrangements with the teacher for make-up tests

ACADEMIC DETENTION

Occasionally a student will fall below acceptable grade levels and may need extra time or help to make up work. In such cases, the parent will be contacted and asked to help the student at home. If the student's grades do not improve, the teacher may employ academic detention at his discretion. In academic detention, the student's teacher may use a portion of the student's lunch recess and/or recess or PE time to allow the student to work on homework or classwork. For elementary students, academic detention will not encompass all three recess periods, but may use up to 45 minutes in a given day. If academic detention is not sufficient for the student to raise his grades, a conference may be called to create an academic contract between parent, student, and teacher.

REPORT CARDS

Graded reports are designed to give parents and students an indication of the student's progress.

★ Progress reports are sent home with the students the 5th week of each grading period. This allows the student and parent to check progress before the report card.

★ Report cards are completed at the end of each grading period (9 weeks). 1st Quarter report cards are given to the parents at the time of the fall conference. Report cards are sent home with the student at the end of the 2nd and 3rd quarter and mailed at the end of the 4th quarter.

★ Parent/Teacher Conferences are held during the first quarter and at the request of the parent or the teacher at the end of the third quarter.

NO REPORT CARDS OR GRADES WILL BE RELEASED TO THE PARENT/GUARDIAN UNTIL TUITION IS CURRENT.

KINDERGARTEN ADMISSION REQUIREMENTS

In order to begin as a kindergarten student, the student must be five (5) years old no later than September 1st. This requirement may be waived only for a child whose birth date is very close to the cutoff, and only with the approval of both the teacher and administration.

STUDENT RETENTION

Student retention may be requested by the student's parent, teacher, or administrator. In the instances of a requested retention, the following procedure will be followed. If the retention is requested by the parent, the process will begin on step four.

1. Throughout the year, the teacher must have communicated areas of deficit to the parent/guardian.
2. The staff member requesting retention shall contact the administrator no later than the end of the third quarter of the school year.
3. The administrator will contact the parent to inform him/her that retention is being considered as soon as possible after receiving the teacher's recommendation.

4. The teacher will assemble a representative sample of the student's work, including both schoolwork and homework.
5. The principal, current teacher, future potential teacher, and parent(s) shall work together as the retention team. The team shall meet as soon as possible after retention is requested. The retention team shall evaluate the student using the following criteria and assessment tools:
 - a. Light's Retention Scale
 - b. Teacher's sample of homework and classwork
 - c. Social interaction
 - d. Student's family structure (for example, will a retention mean that the student will be in the same class as a sibling? How will that affect the student?)
 - e. Any other information a member of the retention team believes to be relevant
 - f. If necessary, IEP materials. In the case that an IEP is in place, the team will also request input from the student's home district office or the administrator who created the IEP.
6. The team will create a plan to help the student improve by the end of the school year, including concrete goals to attain in order for the student to be promoted.
7. At the end of the year, the retention team will meet again to assess the student. At this time, the team will make a decision as to whether or not to retain the student. If the team cannot come to an agreement, the student will not be retained.
8. If the parent alone does not want the student to be promoted, s/he may appeal to the Board. The Board's decision is final.

Appendix D: Preschool Academics

CURRICULUM

Grace Christian School uses the internationally accredited curriculum published by A Beka Book. A Beka Book is a premier Christian textbook publisher, serving Christian school for over 30 years.

ADMISSIONS REQUIREMENTS

In order to begin as a preschool student, the student must be four years old no later than September 1st. This requirement may be waived only for a child whose birth date is very close to the cutoff, and only with the approval of both the teacher and administration. Students who do not meet this requirement may be allowed to begin preschool with the approval of both teacher and administration, with the understanding that the child may be asked to repeat preschool. Parent, teacher, and administration will work together to determine appropriate grade placement.

PRESCHOOL TESTING

At the end of each year, preschool students will be tested on a variety of subjects including but not limited to basic phonics, letter and number recognition, color and shape identification, and listening skills. This test does not determine whether the preschool student will advance to kindergarten, but is rather an assessment for the benefit of the student and parent in making that decision.

PRESCHOOL RETENTION

If at the end of the year it is determined between the teacher and parents that it is in the child's best interests to repeat a year of preschool, the student will be allowed another year to prepare for kindergarten. If the child is not five by September 1st, the student will repeat preschool unless the kindergarten teacher and the administrator approve of the student moving on to kindergarten.

Appendix E: Our Curriculum and the Common Core

A Beka and Common Core

“*A Beka Book* has historically met or exceeded recommended content standards, so it is not surprising that when compared to current CCSS, the *A Beka Book* language arts and mathematics objectives were found to already meet almost all Common Core content standards.

However, a few differences were found. For example, in English Language Arts, *A Beka Book* fulfills or exceeds many of the standards at an earlier grade level than outlined in CCSS. Further, in Mathematics, *A Beka Book* has chosen a different sequence of topical representation because it is more logical in presentation than what Common Core proposes.

Standards in education are often very useful when they inform content in an effort to ensure that subject matter is age appropriate, sequentially meaningful, and academically rigorous. Unfortunately, some of Common Core goes beyond content and moves into the realm of teaching methodology.

Since many of these techniques do not align with our traditional Christian approach, we have purposefully chosen not to add them, but rather to leave it up to the school or individual to make decisions for implementation in keeping with their philosophy and principles of teaching and learning.”

BJU Press and Common Core

“BJU Press is not changing any of its materials in order to be compliant with Common Core State Standards nor intentionally done anything to align with them. Because BJU Press materials are academically excellent, standards tend to match the textbooks, rather than the other way around. We do not receive, and have never received, any federal funding, and we oppose any federal intervention in education. We do not limit ourselves to the level of the standards but go beyond, based on our philosophy of learning and sound educational practices. In other words, our materials exceed these Common Core State Standards in age-appropriate instruction and academic rigor. S

BJU Press is adamantly opposed to federal direction or involvement in the content or methods of the educational system, whether directly or indirectly (through conditions placed on grants and other financial transfers to the states in exchange for Common Core standards compliance or otherwise). Please be assured that biblical integration and academic excellence continue to be the true core of BJU Press, just as it always has been. We remember daily—and prayerfully—the great accountability under which we labor in supporting Christian education.”