

Grace Christian School
Student Handbook
2023 – 2024



Dr. Steve Moore,
Principal

Jr. High and High School Office

6th Grade – 12th Grade

(318) 449-9031

Elementary Center

Prekindergarten – 5th Grade

(318) 484-3960

4900 Jackson Street

Alexandria, LA 71303-2509

(318) 445-8735 Fax (318) 443-1034 www.gcscla.org

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

Last Updated August 2023

Table of Contents

Grace Christian School	1
Table of Contents.....	2
2023 – 2024 CALENDAR.....	5
Welcome.....	6
Mission Statement.....	6
Statement of Faith.....	6
ADMISSIONS	7
Procedures.....	7
Immunizations.....	7
Tuition Contract Payment Policies.....	8
Explanation of Fees.....	8
Payment of Tuition/ Fees Online.....	9
Delinquent Tuition.....	9
Non-Sufficient Funds Checks.....	9
Withdrawal or Transfer to Another School – All Grades.....	10
GENERAL SCHOOL INFORMATION	10
Before School Policy.....	10
Dismissal Policy (Late Pick-up Fees).....	10
After School Care Program.....	10
Closed Campus / Leaving Campus.....	10
School Offices.....	11
Telephone.....	11
Cell Phones/ Electronic Devices.....	11
Lost and Found.....	12
Hall or Bathroom Passes.....	12
Weather Closings.....	12
Campus Visitors.....	12
Respect for Buildings.....	12
Motor Vehicles/Driving/Parking.....	12
Drop-off and Pick-up (carpool).....	13
School Parking Lot.....	13
Street Crossing and Campus.....	14
Bicycles.....	14
Emergency Procedures.....	14
Field Trips.....	14
Student Lockers.....	14
Lunches.....	14
Items Prohibited on Campus.....	15
Search and Seizure.....	15
General Holiday Policy.....	15
Bodily Contact.....	16
Sickness / Medication Policy.....	16
Infectious Diseases and Lice.....	16
Gym Policy: 6 th – 12 th Grades.....	16
Weight Room Policy.....	16
Grace Acceptable Technology Use Policy.....	17
Chapel.....	18

PARENTAL EXPECTATIONS / RESPONSIBILITIES	18
Parent/Home Responsibilities	18
Parent-Teacher Conferences	19
Grievances	19
ATTENDANCE	20
K – 5 th Absences	20
6 th – 12 th Absences	20
Doctor’s Appointments	21
Extended Absences	21
Family Vacations	21
Field Trips	21
College Days	21
Make-Up Work	21
Tardies	21
ACADEMICS	22
Textbooks	22
Standardized Testing	22
Academic Testing	22
FACTS	23
Grading Evaluation	23
Grading Scale	23
Homework	23
Grace Christian School Printing Policy	24
1 st – 5 th Grades Test Policy	24
6 th – 12 th Grades Test Policy	24
6 th – 12 th Grades Exams	24
Promotion – Pre-Kindergarten and Kindergarten	24
Promotion – Elementary	24
Promotion – Middle and Sr. High School	24
6 th – 12 th Grades Academic Honors	25
Requirements for Graduation	25
Valedictorian and Salutatorian Selection	25
Athletic Probation	25
PERSONAL APPEARANCE	26
Elementary Dress Code – Pre-K – 5 th	26
6 th – 12 th Grades Dress Code	27
Consequences for Students Out of Uniform	29
Out-of-Uniform Days	29
SCHOOL CONDUCT STANDARD	29
General Classroom Conduct	29
Extra Curricular Activities	30
Student Conduct Policies	30
Sexual Harassment	31
Pregnancy	31
Sexuality and Gender Roles	31
Cyber Bullying	31
Guidance and Counseling Program	31
Pastoral Care	31
Advisory Committee	31
Honor System	31

Student Honor Code 32
Drug Policies and Testing..... 33
DISCIPLINE OVERVIEW 33
Elementary Discipline 34
6th – 12th Grades Disciplinary Consequences 34
6th – 12th Grades Detention / Suspension..... 35
Other Disciplinary Consequences 35
CONCLUSION 36
APPENDIX 37
STATEMENT OF FAITH..... 37
CONSTITUTION OF GRACE CHRISTIAN SCHOOL..... 38
THE CHAIN OF AUTHORITY..... 39
STUDENT RESPONSIBILITIES AGREEMENT..... 40
GRACE BEHAVIOR REPORT 41

GRACE CHRISTIAN SCHOOL

2023 – 2024 CALENDAR

August 7 – 11	Teacher Workdays/Full Day Staff Development for School Personnel
August 10	9:00 a.m. – 2:00 p.m. Pre-K3 – 12 th Grade Drop-In Day: meet teachers, see classrooms, drop off school supplies if necessary, and receive info/schedules
August 10 Sanctuary	6:00 p.m. Orientation for all 6 th graders and new 7 th – 12 th graders in Grace
August 14 p.m.)	First day of school for 1 st – 12 th Grades & First day of Afterschool (until 5:30
August 14 & 16	Pre-K3, Pre-K4, and Kindergarten – BOYS ATTEND
August 15 & 17	Pre-K3, Pre-K4, and Kindergarten – GIRLS ATTEND
August 18 Kindergarten	First day of school for boys and girls together for Pre-K3, Pre-K4, and
September 4	Labor Day Holiday for Teachers & Students
September 18	Holiday for Teachers & Students
September 22	End of 1 st Six Weeks
October 19	Holiday for Students & Parent/Teacher Conferences
October 20	Holidays for Teachers & Students
November 3	End of 2 nd Six Weeks
November 10	Veterans Day Holiday for Teachers & Students
November 20 – 24	Thanksgiving Holidays for Teachers & Students
December 19	End of 3 rd Six Weeks & End of 1 st Semester
December 20 – January 4	Christmas Holidays for Teachers & Students
January 5	Faculty/Staff Inservice (No School for Students)
January 8	School Resumes
January 15	Martin Luther King Holiday for Teachers & Students
February 12 – 13	Holidays for Teachers & Students
February 16	End of 4 th Six Weeks
March 4	Holiday for Teachers & Students
March 28	End of 5 th Six Weeks
March 29 – April 5	Easter Holidays for Teachers & Students
April 15 – 19	Spring Standardized Testing
May 17	Kindergarten Graduation (Last day for Kindergarten, Pre-K3, and Pre-K4)
May 20	High School Graduation Day (11:30 dismissal & No Afterschool)
May 20 – 22 Exams)	½ Days/Final Exams for 6 th – 11 th Grades (Mandatory Attendance for Final
May 22	Last Day for Students – End of 6 th Six Weeks & End of 2 nd Semester
May 23	Teacher Work Day

WELCOME

We are glad that you have decided to join the Grace Christian School family for what we feel will be an excellent training ground for the rest of your life. As a member of the Grace Christian School family, you are making a commitment to participate in the work of Christ through this school. Conversely, the school is making a commitment to support your growth in Jesus Christ. With the welfare of the entire student body in mind, this handbook has been developed to be a guide during your stay with us. While enrolled, you are expected to follow the guidelines outlined in this handbook and to act and conduct yourself in a proper Christian manner. This is now your school, so be proud of it! Take good care of it and feel free to make suggestions for improvement. Above all, as you learn the necessary and useful skills for the future, commit yourself to grow in the faith and knowledge that Jesus Christ is your Savior.

This handbook has been compiled for parents and students as a reference to the various aspects of our school. The information that belongs exclusively to Elementary and Jr. /Sr. High is labeled accordingly. **All students and parents are expected to read this handbook thoroughly.** In fact, it would be helpful if parents would take the time to go over this handbook with each of their children. Students and parents are responsible for the information included in this handbook. Any policy or procedure in this handbook is subject to immediate change when deemed necessary by the administration and/or school board of Grace Christian School.

Grace Christian School desires to be a bright light. In keeping with our desire for high standards and for meeting the needs of students, let us remember that it is the development of sound Christian character that the school wishes to nurture. The development of character before the development of career is our ultimate goal in working with young people. The character we wish to see developed within our student body and within the individual student is that which is more Christ-like. Our desire is that our students not only be Christians, but also that their lives become more and more Christ-centered. In this way, upon leaving Grace, their lights will shine brightly “in a crooked and perverse generation” doing justice, loving mercy, and walking humbly with their God.

Mission Statement

The mission of Grace Christian School is to educate students from a Biblical perspective, thus equipping them to impact their world in a restorative and healing way.

Grace seeks to provide students with the opportunity for college-preparatory education within the framework of Christian instruction and example. Both those going to higher education and those seeking vocational work will be well prepared. To this end, the school offers students rigorous academic instruction, challenging recreational activities, and creative expression. Each of these opportunities is ultimately grounded in a desire to educate the heart. By this, we mean addressing issues from a Christian perspective and allowing our students the opportunity to begin to understand themselves and the world around them from a Christian worldview. Some of this education of the heart is formal (Chapel, Bible classes and studies, counseling) while the rest happens as the faculty and the students interact in the normal flow of school activity. This then, is a truly holistic view of education – a desire to educate the whole child: academically, physically, socially, and spiritually. The key to what we are doing is the faculty, who serve as role models in each of these areas, men and women mature in their professional growth and Christian faith. The end product should, by God’s grace, be a generation equipped to impact their world in a restorative and healing way.

Statement of Faith

Grace Christian School operates under the Statement of Faith found on page 36 of this handbook. Parents and students are encouraged to familiarize themselves with this Statement of Faith. All staff must be in agreement with our Statement of Faith.

ADMISSIONS

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

Procedures

Applicants are accepted on the basis of past school performance, aptitude and achievement tests, favorable references and an interview involving parents, applicant, and the principal or an appointed representative. Students are not accepted for admission without administrative approval. The administration reserves the right to refuse admission to any student. Those students who are currently under discipline from a law enforcement agency, have been suspended or expelled from a school, or have been a previous discipline problem will not be accepted. Transfer students must enter with a “C” or above average. New students at Grace are subject to a conditional acceptance period and must maintain a 2.0 grade point average. Students must exhibit appropriate behavior and attitude and will be reviewed at the end of each six-week grading period.

Applications may be completed online through our website www.gcsla.org or a paper packet picked up from one of our offices. All completed forms should be returned to: Grace Christian School, 4900 Jackson Street, Alexandria, Louisiana 71303. Please be aware that receiving or completing the packet does not guarantee your child a place in the school.

Students applying for admission for the first time must submit the following items:

1. Completed application for admission
2. \$50.00 non-refundable, non-transferable application fee
3. Copy of the most recent report card and standardized test scores
4. Any education, medical, social, and psychological information/evaluations
5. Copy of the student’s Birth Certificate, Immunization Records, and Social Security card
6. Copy of the most recent standardized test report. If no achievement test scores are available, the school may require that one be administered.
7. Completed Parent/Student Responsibilities Agreement
8. Completed Authorization for Release of Records

When these items and previous school records have been received, applicants will be called for the purpose of scheduling a student screening and/or an interview with the administrator. After the interview, parents will receive official notification of your child’s acceptance into the school within two weeks. After receiving notification of your child’s placement, please submit these items within ten days to complete your child’s acceptance: registration fee (\$300.00 per student, non-refundable, non-transferable) with the Registration Form/Tuition Contract.

Administrative personnel are available to answer any questions that may arise during the preparation and processing of your application by the school.

IMMUNIZATIONS

Kindergarten / First Time Enrollees:

Two (2) doses of Varicella vaccine are required in Louisiana schools for entry into Pre-K, kindergarten, daycare, and Headstart programs. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of MMR; three (3) HBV; and booster doses of DTaP and Polio vaccines administered on or after their 4th birthday *and* prior to school entry. If a child is not complete (up-to-date for age), he/she must present a record indicating the child is in the process of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

Middle School Requirement:

As a condition of entry into 6th grade and up, students must provide documentation of current immunizations against meningococcal disease and any other age-appropriate vaccines. At the time of registration, students must show proof of immunization of the following vaccines:

Diphtheria Tetanus Acellular Pertussis vaccine (DTaP); two (2) doses of Varicella; two (2) Measles-Mumps-Rubella (MMR); three (3) Hepatitis B (HBV); and one (1) Meningococcal Vaccine (MCV-4).

Tuition Contract Payment Policies

The tuition for Grace is established by the School Board. The Board has always tried to keep the tuition at a level to allow for a diverse enrollment, but also at a level to allow for a high quality educational program. The tuition contract is a binding obligation for the ENTIRE year. It is a commitment by the parent that the student will be enrolled at Grace for the full year. **The tuition contract is non-refundable and non-transferable.** All tuition contracts must be paid by the tenth of each month. A 60-day tuition delinquency will be considered grounds for dismissal from Grace.

We offer a discount on tuition for families with three or more children: tuition is half-price for the lowest-priced child and subsequent children. Registration and student fees are not discounted.

Registration fees (\$300.00 per student) are due when the child is registered and must be paid in full by the deadline to secure your child's place for the next year. Registration for the following year will not be accepted when the current year tuition is in arrears. **Registration fees are non-refundable and non-transferable.** Students will be dropped from the school enrollment list if tuition is not up-to-date by the last day of school and any registration fees will be applied to the tuition owed. Report cards will be held in the Main Office.

Explanation of Fees

Please read the following carefully. **All fees are non-refundable and non-transferable.** Payments may be made online through FACTS. The 12-month plan must start on June 1. The last payment for the 12-month plan is on May 1. The 50/50 pay option requires that half be paid June 1 and the remaining half be paid December 1. The total annual amount can be paid on June 1. If the June 1 payment is not received by June 15, the student(s) will be dropped from the enrollment list.

	<u>*Annual Plan</u>	<u>*50/50 Plan</u>	<u>12-Month Plan</u>
Pre-K 3 year olds	\$5,600	\$2,820/ \$2,820	\$480/month
Pre-K 4 year olds	\$5,370	\$2,705/ \$2705	\$460/month
Kindergarten through 5 th grade	\$5,130	\$2,585/ \$2,585	\$440/month
6 th – 12 th grades	\$5,370	\$2,705/ \$2,705	\$460/month

**You will notice the savings built into the annual and 50/50 plans, since they lower our administrative costs.*

Other Fees

Athletic Fee – Athletes only \$150.00 (\$250 maximum per family)

Comprehensive School Fees are due July 15. (See our website www.gcsla.org for details.)

PreK3	\$170
PreK4	\$165
Kindergarten	\$200

1 st – 7 th grades	\$165
8 th – 11 th grades	\$185
12 th grade	\$278 (includes Senior fee)

Payment of Tuition/ Fees Online

Instructions for online payments are as follows:

- Login to your FACTS Family Portal account.
- Click on Family.
- Under Family Home, Family Billing, find the appropriate accounting category (tuition, registration, supply fee, etc.) and click on Pay Now.
- Enter the amount you wish to pay in the appropriate accounting category. Please be sure to select the appropriate year (note that previous school years are also shown). *For tuition, your TOTAL tuition amount due will be displayed. However, you may pay your usual monthly or semi-annual tuition amount.
- Click on Pay Now.
- Make sure your email address and billing name are correct.
- Click Bank Account if using a savings or checking account (85-cent convenience fee).
- Click Credit Card if using a credit or debit card (3.75% convenience fee).
- Enter the required information and click Submit.
- Review your payment information for accuracy, then click Pay.
- You may print your payment confirmation. Also, you will receive a confirmation email.

If you have any questions, please contact us in the Main Office at 318-445-8735.

Delinquent Tuition

A 60-day tuition delinquency will be considered grounds for dismissal from Grace. Unpaid tuition is a serious issue. Although we understand that situations arise, we depend on prompt tuition payments by all of our families to maintain a quality educational program. If circumstances cause you to fall behind on tuition payments, please contact the Main Office immediately at 318-445-8735 or email at gcs.financialoffice@gmail.com. If you are contacted by the Main Office via email, phone, or mail, please respond as soon as possible.

If tuition is delinquent and arrangements to bring it current have not been made, the student will not be allowed to return to school until tuition is current. Also, if payment arrangements are not kept or if delinquent tuition is paid with an NSF check, the student will not be allowed to return to school until tuition is current.

Report cards will not be issued at the six-weeks reporting period to students whose financial obligations are not current. Likewise, access to the FACTS Family Portal (ParentsWeb) will be turned off.

All fees and tuition must be paid by May 10 before final report cards or transcripts can be released. If financial obligations regarding tuition, etc., are not met by May 10, the School Board has adopted the following policy:

Senior students will not be allowed to receive their diplomas or transcripts.

Students will not be readmitted to Grace for the next school year if outstanding tuition is not paid in full.

Student transcripts will be withheld until the tuition contract has been paid in full.

Non-Sufficient Funds Checks

The receipt of an NSF check will incur an NSF processing fee. The remaining tuition balance for the rest of the year and any other financial obligations must be paid with cash or money order.

Withdrawal or Transfer to Another School – All Grades

If a student transfers from Grace to another school or decides to drop out of school for any reason, withdrawals must be conducted through the Main School Office and an exit interview with the administration is required. All textbooks, library books, and sports uniforms must be turned in at the time of withdrawal. A parent will be charged for any books or materials which are not turned in at that time. All fees, tuition, and registration are non-refundable and non-transferable. Report cards and/or student records cannot be released until all accounts are paid. Academic records will not be given to parents. They will be sent to the next school upon request.

GENERAL SCHOOL INFORMATION

	<u>School Day Hours</u>	<u>Must Be Picked Up By</u>
PreK-5 th	7:40 a.m. - 2:40 p.m.	3:00 p.m.
6 th -12 th	7:30 a.m. - 2:30 p.m.	2:45 p.m.

Students are NOT to be picked up early. Please wait to pick up your child until the end of the school day and come through the carpool line. Also, in Pre-K – 5th grades, if a child is checked in after 8:00 a.m. or checked out after 2:00 p.m., it will be counted as a half-day absence.

Before School Policy

Elementary car pool begins at 7:05 a.m. for Pre-K – 5th grades and is located off Calais Circle. Students arriving between 7:05 a.m. and 7:15 a.m. will be sent to the gym to be supervised by gym personnel and escorted to class at 7:20 a.m. Middle School and Senior High students may be dropped off at 7:15 a.m. Siblings of 6th-12th grade students may be walked to the gym at 7:15 and then dismissed to class at 7:20.

Dismissal Policy (Late Pick-up Fees)

All students must be picked up by 3:00 p.m. unless enrolled in the After School Program. Any child not picked up on time will automatically be placed in After School care after 3:00 p.m. A one-time registration fee of \$25 will be required plus a \$15 drop-in fee per day will apply. Students may not be left unattended when school is out. Students may stay late for a supervised activity (e.g. athletic practice) immediately after school. If an activity starts later in the day, the student must leave school premises and return for the late activity. **The school is closed at 3:00 p.m.** and is not responsible for supervision, except for school-sponsored and scheduled activities. Students staying on or returning to campus must be picked up at the end of the activity and may attend activities under parental oversight.

After School Care Program

Grace offers an After School Program for students, located on both campuses. There is a \$25 registration fee and the full-time annual rate (August 15, 2022 – May 12, 2023, 2:30 p.m. to 5:30 p.m.) is \$1200 for one child, \$2200 for two children, and \$3100 for three children, or \$15 per day for drop-in. Registration forms for this program are available in the School Office. Parents must complete the form before the student will be allowed to participate in the After School Program. Students in After School will go to homework room from 3:00 p.m. until 3:30 p.m., Monday, Tuesday, and Thursday for 1st through 5th grades. For grades 6th and up it meets from 2:30 p.m. to 3:30 p.m. Monday through Friday in a middle/high school teacher's classroom.

Closed Campus / Leaving Campus

Grace observes a “closed-campus policy” which requires students to stay on-campus for the entire day unless given permission to leave by the administrator and the parent/guardian. Once a student arrives on

campus, he is considered to be under school supervision and must follow the established check-out procedure.

Attendance for the entire school day is essential for students to receive the full academic experience.

Parents are encouraged to schedule all medical/business appointments after school.

Checking out of School – Elementary (Note: Parents are to go to the Elementary Office and not to the student’s classroom.)

1. Parents of Pre-K – 5th grade students must notify the Elementary Office (484-3960) before checking out a student.
2. Report to the Elementary Office.
3. Sign the school check-out form and list time of departure and destination.

Checking out of School – 6th -12th Grades (Note: Parents are to go to the High School Office and not to the student’s classroom.)

1. Parents of 6th – 12th grade students must notify the High School Office (449-9031) that a student is checking out.
2. 6th – 12th grade students must check out at the High School Office.
3. 6th – 12th grade students must be checked out by a parent. Student drivers may present a written note from the parent, but parents will be contacted if they have not previously notified the office.
4. Sign the school check-out form and list time of departure and destination. High school students may NOT check themselves out.

School Offices

The Main School Office, Elementary Office and 6th – 12th Grade Office are open each school day from 7:30 a.m. - 3:00 p.m. The Main School Office telephone number is (318)445-8735. The Elementary Office telephone number is (318)484-3960. The 6th – 12th Grade (or High School) Office telephone number is (318)449-9031.

Telephone

The school telephone is a business phone; therefore, any student needing to use the phone must have permission from office personnel first. Student telephone calls should be kept at a minimum. Forgotten homework, snacks, lunches, etc. are not sufficient reasons to call parents. Parents should refrain from calling the school to leave messages for students except in cases of serious circumstances.

Cell Phones/ Electronic Devices (smart watches, gaming devices, ear pods, cameras)

In general, we discourage parents from allowing their students to have smartphones. The data linking smartphones to higher rates of depression and anxiety in children and teenagers is astonishing, and we would seek to spare our student body from that as much as possible.

Cell phones will not be permitted on campus for elementary students.

6th-12th students are not allowed to **use** cellphones at school. However, we understand some parents wish their students to have cellphones available for after school communication. With this in mind, we adopt the following policies concerning cellphones at school for 6th-12th students:

The school is not responsible for anything that happens to a cellphone that is brought onto school property.

If a 6th – 8th grade student brings a cellphone to school, it **must** be turned in to the High School Office before school immediately upon arrival (turned off) and picked up when school is dismissed. Students should not be using their phones on campus before school starts.

In the high school, cell phones must be turned off during the school day and the teacher will collect all

cell phones at the beginning of each class. These phones will be stored on the teacher's desk for security. Students should not use their cell phones between classes, at lunch, in the restrooms, etc.

No cellphones are ever to be seen or heard during the school day. If a cellphone is seen or goes off during the school day, the following consequences will be enacted:

- 1st offense – the cellphone will be immediately turned in to the High School Office and not be picked up until school is dismissed and a \$25 fine is paid. A parent will be notified of the infraction.
- 2nd offense – the cellphone will be immediately turned in to the High School Office and not be picked up until school is dismissed and a \$35 fine is paid. A parent will be notified of the infraction.
- 3rd offense – will/may result in the student being suspended and losing the privilege of carrying a cell phone on campus for the remaining semester, and the parent paying a \$40 fine to retrieve the phone from the office.

Other kinds of electronic devices or smart devices are **not** allowed on campus. This includes, but is not limited to, ear buds, gaming devices, digital cameras, camcorders, iPods, iPads, or smart watches.

Lost and Found

Please mark all coats, jackets, sweaters, sweatshirts, uniforms, gloves, glasses, etc. with your child's name. A found item will be returned to students if it can be identified. Students who find lost articles are asked to take them to their teacher or to the Lost and Found where the owner may reclaim items. Unclaimed articles will be given to local charities. Items left in the gym or locker rooms will be placed in the school Lost and Found. Students should never bring extra money or valuables to school.

Hall or Bathroom Passes

All school halls and boardwalks are Quiet Zones. No student should be outside of a classroom during class periods without teacher permission. 6th – 12th grade students must carry a hall pass when outside of class.

Weather Closings

In case of inclement weather, **Grace follows Rapides Parish Public Schools for school closings.** In other words, if the Parish announces a Weather Closing for Schools, Grace is closed. On very rare occasions, Grace has closed while the Parish Schools have remained open. Local news reports should broadcast that information, as well our Parent Alert system.

Campus Visitors

Grace does not allow students or teachers to be visited by anyone who has not been approved through the School Office during any part of the school day. The campus, which includes lunch areas and the parking lots, is considered closed to visitors. All approved visitors must wear a visitor badge, available at the School Office. Students from other schools are not allowed to visit during the school day. Parents, please see Parent/Teacher Conferences (p. 19).

Respect for Buildings

Grace Christian School is a shared facility with Grace Presbyterian Church. We must all do our part to keep the buildings attractive and make the utmost of all the facilities. Defacing or damaging school property (buildings, grounds, and equipment), whether careless or malicious, will result in appropriate disciplinary action, and the full replacement of such property by the student and/or parents. (For consequences, please see Grace Behavior Report addendum on page 40.) Students are urged to take pride in their campus by keeping buildings and grounds free from litter.

Motor Vehicles/Driving/Parking

Students who drive their cars to school must get a parking permit from the High School Office. Loitering in the parking lot is prohibited. No student may return to his car during the day without permission from the High School Office. Students who create disturbances, play loud music or violate rules regarding vehicles on campus will lose the right to bring a vehicle on campus. Students are to observe safe-driving practices and rules of courtesy. Driving and parking regulations include, but are not limited to:

- 5 MPH speed limit on campus and in immediate surrounding areas at all times.
- Avoid loud music, squealing tires, or other obnoxious behavior. Please respect the residents of the surrounding neighborhood.
- No parking without a Grace parking permit.
- No back-in parking or backing up at any time in the parking lots.
- No parking behind the gym.
- No parking at neighboring properties.
- Student drivers who are late to school 4 times within a six-week grading period will serve a one-hour Morning Detention (6:30 a.m.) and pay \$10 cash to the supervising teacher on duty.
- Parking permits are \$5 each and may be used while the family has a student at Grace. Permits may only be passed down to immediate family members, but are not transferable between families. Permits are transferable between vehicles in the same household. Lost permits will be replaced with a \$10 fee.

Violations of parking regulations or the careless operation of a vehicle may result in temporary or permanent suspension of a student's driving privileges on the school campus and parking privileges at school. The school does not assume any responsibility for students driving to and from school. Action will be taken if students drive recklessly in the parking lot or street leading into campus. A student car on campus is a privilege, which can be forfeited. The school reserves the right to search any vehicle on campus. Students may not drive other students on field trips.

Drop-off and Pick-up (carpool)

The primary transportation for our non-driving students is carpool. We need parental help and cooperation in making our carpool system operate safely and efficiently. Although at times you may be inconvenienced, be assured that we have explored the multitude of possibilities and have implemented the best system for Grace at this time. Dropping off or picking up students in areas other than the carpool lines is not allowed and puts students in harm's way. Dropping off students on Ida Street is not allowed.

In order to reduce carpool congestion, it is important that parents come at the student's dismissal time and NOT before. Please remember the speed limit in the parking lot is 5 MPH. Please remain in the carpool line to pick up students, rather than parking. Elementary students are assisted by school personnel into or out of their vehicles in the carpool line. Unless otherwise directed, all elementary students (and older siblings joining them) must load or unload within the fenced area only.

Elementary and preschool parents may not pick up students from their classrooms, unless permission has been given from the office. Please come through the carpool line off Calais Circle, where we will call for your child on the intercom and help them into your vehicle. For parents with students in both elementary and junior high/high school, there are two options for afternoon carpool:

1. Parents may come through the junior high/high school carpool that begins at 2:30 p.m., and then come through the elementary carpool that starts at 2:40 p.m.
2. The older students may come to meet their younger siblings at the elementary carpool line at 2:40 p.m. Parents, please come no earlier than 2:50 p.m. to avoid having to wait for the older sibling to arrive at the elementary campus. Parents will pick up students through the elementary carpool line off Calais Circle.

School Parking Lot

Students are not allowed to walk across the school parking lot during carpool hours from 7:15 a.m. - 7:30 a.m. and 2:30 p.m. - 2:45 p.m.

Street Crossing and Campus

Elementary students may not walk to the 6th – 12th grade campus or cross the street to the library without teacher/adult supervision. 6th – 12th grade students may not walk to the Elementary campus before 2:30 p.m. or at lunch time.

Bicycles

Students may ride bicycles to school. When the student arrives on campus, he/she must get off the bike, walk it to the bike rack adjacent to the parking lot, and lock the bike. There is a NO RIDE policy on campus to ensure safety. Students riding bikes must wait until carpool is over to leave campus. Skates and skateboards are not allowed on campus.

Emergency Procedures

Safety requires that building evacuation drills be conducted regularly. Unannounced drills are held to acquaint students with the procedures for exiting the building. Emergency routes are posted in each room. Students are to remain quiet and calm. Once assembled outside, students are to maintain silence until the “all clear” is given. Shelter locations are posted throughout the buildings. In the event of an actual emergency, parents will be notified via our Parent Alert system.

Field Trips

All field trips will require a written release form from the parent. (All parents will be asked to sign the Annual Field Trip Release/Emergency Medical Form.) In addition, parents will be given written notification via the Special Event Off-Campus Permission Form prior to each field trip. This form will include specific information concerning the activity and the opportunity to deny participation in that event. Both forms must be completed and on file before the student can participate. Students may not drive other students on field trips. All school rules and policies apply on school-sponsored trips.

Student Lockers

A locker is assigned to each student as they enroll in 6th – 12th grades and is for their use only. Students should never enter another student’s locker. The administration reserves the right to examine the contents of the student’s locker at any time. Lockers should be kept neat and clean at all times. Nothing permanent may be attached to lockers. Locks may not be used on lockers. Books should never be on the classroom floor. No trash is to be left in or around the lockers. Anything left on the classroom floor or on top of lockers at the end of the day will be put in Lost and Found. Any damage that occurs to the locker will be assessed to the assigned student unless another resolution of the problem can be found.

The school is not responsible for items lost or stolen from lockers. Students will be allowed to go to lockers ONLY before school and after 2nd, 4th, and 6th periods. Students should remove all materials needed for classes (including lunch) at designated times. Students will NOT be allowed back into classrooms to retrieve items from lockers.

Lunches

Parents of students bringing their lunches should see to it that nutritious, low-sugar meals are sent. Please send “go-withs” (forks, spoons, napkins, straws, etc.) from home. The kitchen is closed to all students. Students are not allowed to use the microwave in the classroom, kitchen or office at any time.

A mid-morning snack (fruit, cheese, chips, juice, etc.) may be packed in the lunch.

There will be a variety of lunch selections available each day for purchase by pre-ordering. Specifics will be available at the beginning of each school year. Lunches are ordered online twice a month through FACTS. Instructions for ordering online are as follows:

- Parents, log in to FACTS Family Portal, click on Student and then Lunch, to see a calendar of options.
- Click on Create Web Order and fill in orders for each student.
- Click Order Items.
- Choose payment type: Bank Account if using a checking or savings account with an 85-cent convenience fee or Credit Card if using a credit or debit card with a 3.75% convenience fee.
- After reviewing payment information, click on Pay Now.

Payment for lunches must be made online with the submitted order. There will be no cancellation of lunches or refunds given if a student is absent. Online ordering will be open the 1st – 5th and the 15th – 20th of each month. **No late orders will be accepted.**

Elementary Lunches (Pre-K – 5th)

Pre-K – 5th grade lunch time is 11:30 a.m. – 12:00 noon. Elementary parents dropping off lunches during class hours (must be by 11:30) will leave the lunch at the elementary office marked with the student's full name. (**Note: DO NOT take lunches to the classroom.**)

Middle and High School Lunches

6th – 8th grade lunch time is 11:26 – 11:46 M, W, Th, F (11:47 – 12:07 T) and high school lunch time is 12:20 – 12:40 M, W, Th, F (12:34 – 12:54 T). Each 6th – 12th grade student's place at the lunch table is to be cleaned and all waste placed in the trash cans before leaving. No food is to be thrown for any reason.

Items Prohibited on Campus

The following items are prohibited on campus: firearms, knives, pocket-knives, drugs (including alcohol, tobacco, and prescription drugs), drug paraphernalia (including lighters, matches, vaping items, etc.), all electronic devices (unless specifically approved by the administrator for academic purposes), toys, skateboards, inappropriate books, and blankets. (For consequences, please see Grace Behavior Report addendum on page 40.)

Search and Seizure

The school has the right to search a student's possessions, including electronic devices, backpacks, or outer clothing if there is a reasonable suspicion that warrants the search. Vehicles and school lockers may also be searched at any time.

General Holiday Policy

It is our overarching purpose in every aspect of Christian education to bring glory to the name of God. Therefore, in regard to the following holidays, we intend to explain them and to observe them with your child in such a way that is most honoring to Him.

Halloween: We choose not to observe Halloween.

Christmas: Every effort will be made to distance our celebration from the commercialism that engulfs this holiday. Our policy will be to ignore Santa Claus and to refer all questions regarding him to you as parents.

Easter: We prefer to focus on Christ's resurrection and not the Easter bunny.

Elementary Class Birthdays: Birthday cakes, cupcakes, and/or drinks may be arranged with the teacher one week in advance during the scheduled snack/or lunchtime only. Please send only items that are easily distributed or plan to attend to cut cake or pour drinks. Cupcakes and individual drinks are best.

No birthday invitations may be distributed at school.

All end-of-the-year class parties will be in the last week of school for PreK – 5th grades and will be held in the classroom. Classroom parties are not held on the 6th – 12th grade level.

Teachers will not hand out any invitations in the classroom for any parties/activities.

Bodily Contact

Bodily contact will not be permitted between students on campus or while in attendance at any school-related activity. Students shall not engage in any type of horseplay (tripping, shoving, practical jokes, etc.) in the buildings, or on the grounds at any time. Public displays of affection on campus will not be allowed. The policy at Grace is strictly “keep your hands to yourself.” (For consequences, please see Grace Behavior Report addendum on page 40.)

Sickness / Medication Policy

For health reasons, a student should not come to school with a fever or any other condition that is considered contagious. Students must be free of fever for 24 hours before returning to school. The school does not provide medications. Students will not be allowed to take medications in any form without written permission (Consent for Medication form) from the parent. The school will not dispense prescriptions or supply students with any medication. Students taking any medication need to turn it in to the High School or Elementary Office with the completed form and with their name on the medication. Grace does not employ a school nurse.

Infectious Diseases and Lice

Parents should inform the administration of any infectious diagnosis of a student enrolled at Grace. When head lice are suspected, students will immediately be sent home for treatment. Students may only return when no nits are visible. Out of an abundance of caution, other students may be checked for lice by school personnel or a medical professional.

Gym Policy: 6th – 12th Grades

Clothes: Students should wear non-scuff shoes. PE uniforms are to be labeled with the student’s name at the time of purchase. Students are required to dress out for each PE class, whether or not they are participating, unless instructed otherwise.

Lockers: Students will be given a chance to sign up for a locker assignment at the beginning of the year, beginning with older grades first and then moving down. All student sports bags should be kept in the locker room and not on the floor in the gym. All students’ sports clothing and equipment should be kept in their sports bag or locker. Any items left out will be put in the school Lost and Found.

Behavior: Students should understand that sports and physical activities always carry an inherent risk of injury. Their behavior should always represent the best in Christian sportsmanship and safety. There is no horse-play in the gym, especially in the locker rooms. Keep the doors closed when the air conditioning is on. Report and clean up spills immediately. Report any wet or dangerous conditions immediately. Report any damage to the building or equipment immediately.

Coaches’ Offices: The coaches’ offices are off limits to students at all times. Team sports equipment is the property of the athletic department and is to be used only under the supervision of that sport’s coach. Equipment is to be checked out and returned by a coach or under a coach’s supervision.

Weight Room Policy

The weight room may only be used by students who have passed their athletic physicals or as part of their regular PE program, under the direct (in the room) supervision of a coach or teacher. Students should follow a definite program of exercise and return all equipment to its proper place when finished. Absolutely no horseplay is allowed in the weight room.

Grace Acceptable Technology Use Policy

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language are required.
2. No individual student will be permitted to access any personal accounts including, but not limited to, email, social networking, blogging, instant messaging systems, or screen names without the express written permission of the Grace administration. Teachers and classes as a whole will be permitted to use such items on a case-by-case basis if the particular plan of study requires it. There is no guarantee of privacy for such transmissions.
3. Students must first receive permission from the administration to have personal technology on campus. High school juniors and seniors may be asked to bring a personal laptop for Dual Enrollment classes. These devices are to be used only in the classroom and under teacher supervision.
4. The following are prohibited:
 - Accessing any Internet resources without the authorization of the teacher.
 - Invading the privacy of another user, using their identity within the system, or any attempt to alter, harm, or destroy the data of another user.
 - Damaging any equipment or disrupting any networking system.
 - Accessing or sharing information that could be viewed as slanderous, explicit, or subversive in nature. This includes negative comments about classmates, teachers and staff, or the school.
 - Sending or posting personal or anonymous messages.
 - Threatening, profane, obscene, pornographic, or abusive messages or sites or using profanity.
 - Illegal activities, including copyright or contract violation, or product advertising, or political lobbying.
 - Any use for financial or commercial gain.
 - Uploading, or creating, a computer virus.
5. When a security problem is detected, it should be reported immediately to the teacher and not demonstrated to other users.
6. Any inappropriate use of the Internet will result in disciplinary action and loss of privileges. Loss of privileges will apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet.

Violations will be dealt with on a case-by-case basis, but such violations will be viewed as a serious offense requiring swift and severe disciplinary action. (For consequences, please see Grace Behavior Report addendum on page 40.)

Occasionally, we may take photographs or videos of the students at our school. In general, these are often group shots where no names are listed. However, there will be times we want to spotlight individual accomplishments in athletics, academics, citizenship, etc. In these cases, a student's name and photo might be used together. Images may be used on our school website, in printed publications that we produce, such as the yearbook, and on school social media accounts. Each of the school social media accounts have restricted posting ability and are closely monitored and managed by school personnel. Occasionally our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Students may be included in these images, which may appear in local or national news outlets. If you have any concerns about specific pictures of your student, contact the school administration who will be glad to work with you on the situation.

Chapel

Gathering together regularly before God, coming together in order to confess our sins, to sing praises, to rejoice in knowing that Jesus Christ lived, died, and rose again for each and every one of us – this is the joy that comes from worshipping our God and King. Worship is more than a tradition at Grace; it constitutes the very lifeblood of our fellowship, the force that binds us together and compels us to let our lights shine.

Chapel services for students will be held once a week. We believe that whenever two or three are gathered together in the name of the Lord Jesus, He is present in the midst of them. The worship services may vary, but each will contain the Word of God. It is our hope that each student will prayerfully prepare for each chapel service; it is our conviction that the Lord will bless those who worship Him. Parents are encouraged to worship with us. Elementary chapel is held in the gym each Friday at 8:00 a.m., middle and high school chapel on Tuesdays at 10:10a.m. All school rules and policies apply during chapel.

PARENTAL EXPECTATIONS / RESPONSIBILITIES

The Scripture clearly states that a child's training and education are the responsibility of his parents. We see the education of our students at Grace as a partnership between the parents and the school to assist the parents in fulfilling this God-given responsibility.

Parent/Home Responsibilities

1. Parents should pray for the students, faculty and staff.
2. Parents should learn school policies, **read this handbook each year**, and cooperate with the school in seeing that children cheerfully obey the rules. The contents of this handbook are reviewed annually by the School Board and are subject to change, so reading the handbook every year is essential.
3. Parents should have their child in school unless there is a valid reason for their absence. Family vacations need to be planned during vacation times.
4. Parents are responsible to have their child at school and in class on time and have them picked up on time.
5. Parents should support the authority of teachers, staff and extracurricular leaders.
6. Parents should support the discipline administered by the school.
7. At least one parent of each student should attend all parent meetings.
8. Parents should be aware that tuition pays only a portion of the actual cost of their child's education. Tuition is due no later than the 10th of the month.
9. Parents should help, as they are able, with their child's education. They should assist and oversee homework assignments. Their aid will be enlisted to bring a child who is behind to grade level. Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should provide a suitable place and environment in the home for the completion of homework assignments. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework assignment. Parents should feel free to consult with the teacher about any question relating to the homework assignment. Term papers and long-range projects, which are in addition to regular homework assignments, will be assigned far enough in advance to allow students sufficient time for completion.
10. Any parental dissatisfaction with any aspect of Grace is to be dealt with promptly and directly. The Bible instructs us to take any problem to the person involved. Social media should not be

used to be critical of Grace or its employees. Please see Grievances (below). If a parent desires that the Pastor of Grace Presbyterian Church (who is also a School Board member) be present for a meeting, they should make that request to the Principal, who will communicate it to the Pastor. In such cases, the Pastor will make every attempt to be present commensurate with his own schedule and responsibilities.

11. Grace expects full cooperation from both parents and students in the students' education. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and the standards of Grace, whether or not there is any definite breach of conduct, he may be requested to withdraw.
12. If a child suffers from a medical problem which causes the child to be disruptive, the principal or elementary director will call a conference with the parents and find a suitable solution. If the recommended solution is not followed by the parents and they have made no attempt to correct their child's behavior, the school reserves the right to dismiss the child permanently.
13. Hostile behavior or vulgar language by a parent or student toward a Grace faculty or staff member will not be tolerated and will be considered grounds for the student's dismissal from school.

Parent-Teacher Conferences

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by the teacher or parent. To schedule a conference, parents are to call the appropriate School Office between 9:00 a.m. and 2:00 p.m. If there is a classroom problem, parents are asked to discuss the problem with the teacher first before communicating with the Elementary Director or the Principal. If at all possible, parents are asked to communicate with the child's teacher first by email (email addresses available in FACTS) or by calling the office during the school day and to refrain from calling faculty and staff after hours. Out of courtesy to our teachers, please do not call a teacher after 8:00 p.m. or on Sundays. **Parents should not engage teachers in unscheduled conferences before, during, or after school.** Teachers will often have other time commitments or duties and will not be able to properly address concerns. There will be scheduled days for parent-teacher conferences in the fall.

Grievances

Do you have concerns? Please address them the following way:

Any concern which is too serious to be overlooked and forgiven is to be handled by following the Biblical pattern given by Jesus in Matthew 18:15-17.

Jesus teaches that if we are sinned against, we must

- (1) Go tell the offender his fault, between you and him alone. But if he will not hear,
- (2) Take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' And if he refuses to hear them,
- (3) Tell it to the church.

Jesus then says that "if he refuses even to hear the church, let him be to you like a heathen and a tax collector."

Based on these instructions from our Lord in Matthew 18, we practice the following procedure for resolving conflict and grievances:

1. Take any concern *promptly, directly, and privately* by prior appointment to the one who has offended you. Parents, do not discuss the offense with whoever answers the telephone but ask to speak with the appropriate person.
2. If the concern is not resolved, contact the Principal or Elementary Director, who will schedule an additional meeting with the appropriate parties.
3. If the problem is still not resolved, the principal will bring in the appropriate school board

members, who represent both the School and Grace Presbyterian Church.

4. Conflict that produces perpetual grievance with no resolution in sight may result in the administration advising a parent to withdraw their student from Grace Christian School

Parents, if you or your child has a problem with another student, we suggest that you talk to that student's parent or contact the teacher or an administrator. We provide a safe environment for our students; therefore, we cannot allow parents to confront others' children. Failure to *prayerfully* and *carefully* follow the above-outlined procedure may not only leave the original concern unresolved but may also create further hindrance to God's work at Grace.

ATTENDANCE

Attendance at school provides a student with essential classroom experiences. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. Consistent, regular attendance is not only essential in the learning environment, but also required by law. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." **For this reason, the failure of a student to attend class will be seen as a serious problem and could result in disciplinary action.** Excessive absences will be turned over to the Grace School Board for consideration and final decision. Excessive student absences not due to sickness are an indication of a parental problem. Parents should view a student's attendance record on FACTS Family Portal.

If a doctor's note is provided, doctor-excused absences will be accepted upon return to school. Excuses must be turned in within three days after returning to school. No excuses will be accepted after the three day grace period.

K – 5th Absences

Students are allowed only **12 unexcused absences for the school year.** Elementary students with more than 12 unexcused absences may not be promoted. If an elementary student is checked in after 8:00 a.m. or picked up prior to 2:40 p.m., it will be considered a half-day absence. **Any student who is absent more than 12 days will be required to attend Saturday morning Attendance Recovery sessions.** For each absence over 12 absences, a student must attend one Saturday morning Attendance Recovery session (8:00 a.m. – 12:00 noon) and pay a \$40 fee. **Any student who has more than 12 absences without a Dr. excuse for the school year and does not attend the appropriate Attendance Recovery sessions will not be promoted.**

6th – 12th Absences

Students in grades 6 -12 are allowed only **6 unexcused absences per semester.** Absences will be accrued for each class period. If a student accumulates 4 tardies in a class, that will roll over to one absence for that class. Students with more than 6 unexcused absences in any one class per semester may not receive course credit. **For each absence over 6 unexcused absences in a class period, a student must attend one hour of a Saturday morning attendance recovery session (8:00 a.m. – 12:00 noon) and pay the \$10 per hour fee.** For example, if a student has 7 absences in three classes, the student will have to attend for three hours and pay \$30. If a student has 7 absences in all seven classes, the student will have to attend for seven hours, over two Saturday morning sessions and pay \$70. **Any student who has more than 6 absences in a class for the semester and does not attend the appropriate attendance recovery sessions will not pass that class.** If a student fails two or more classes, he will be retained (see Promotion p. 25). For a student to be eligible for school-related activities that day, they must follow LHSAA guidelines for school attendance, which require a student to be present for at least a half day (4 periods) of school.

Doctor's Appointments

It is our philosophy at Grace that academics are of top priority. Therefore, our policy regarding doctor's appointments during the academic day is that parents check students out for their appointment **and check them back in**, in a timely manner. Failure to do so can result in disciplinary action as well as an absence for class time missed. Please try to schedule appointments outside of school hours.

Extended Absences

If an illness requires a student to be out over one week, there must be a letter from a doctor stating the need for the student to be absent in order to be considered for an exception to the absences limit. This is above a note stating that the student has been to the doctor's office. It is the parents' responsibility to get the schoolwork required and to return it in a timely manner. In extreme cases, if the doctor indicates the student is not capable of attending classes, the parents may be directed to enroll the student in a more suitable situation.

Family Vacations

It is highly discouraged for family vacations to be scheduled during school days. Parents should make sure to check the school calendar when planning trips.

Field Trips

All school field trips, with the exception of the 8th grade Washington, D.C. trip, will only allow one day absence from school, unless approved by administration.

College Days

Students in grades 11-12 are encouraged to visit college campuses for a first-hand experience of the school they are considering. Students must turn in a completed Scheduled Absence Form prior to a college visit and bring back documentation of their visit. (Students are responsible for any class work missed.) A student will be allowed two days per school year for these visits and not be counted absent.

Homework Requests for Absent Students

In grades 1st -12th, all homework assignments will be on FACTS and LMS. The High School Office will not gather materials for students who are absent unless there is an extended illness documented by a physician, but parents are welcome to come before or after school to pick up books from their student's locker. Requests for Pre-K-5th grade should be made to the Elementary Office (484-3960) by 8:30 a.m. and picked up after 2:00 p.m.

Make-Up Work

Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those who were obviously too ill to prepare for school. Zeros will be entered in FACTS for all missed work which needs to be made up.

1st – 5th grade tests will be made up during the P.E. hour or after school. 6th – 12th grade tests will be made up after school.

Tardies

Students are expected to be in class prepared and ready to begin by 7:40 a.m. for PreK – 5th grades, 7:30 a.m. for 6th – 12th grades. Students failing to do so must sign in with attendance personnel. 6th – 12th grade parents should accompany their student to the office to receive a tardy slip to be admitted to class. 6th – 12th grade students arriving between 7:33 a.m. and 7:38 a.m. are considered tardy, not absent. If any special circumstances occur that would warrant late arrival, please call the High School Office prior to arrival.

Elementary school students (PreK – 5th grades) arriving between 7:40 a.m. and 8:00 a.m. will be considered tardy. Parents must walk their child to the office to receive a tardy slip. Elementary students arriving after 8:00 a.m. will be counted absent for half the day.

Additionally, 6th – 12th grade students will be considered tardy between classes if not seated when the bell rings. If a student accumulates 4 tardies in a class, that will roll over to one absence for that class. If a teacher detains a student between classes, a pass should be issued by that teacher so the student may be admitted to the next class. A cumulative tardy record will be kept for each student. These may be viewed through FACTS.

Four or more tardies to school per semester will be dealt with in the following way:

- K – 5th: Every 4th tardy will roll over into a half-day absence. Any half-day absences accumulated in this way will count toward the total number of absences allowed.
- 6th – 12th: At four tardies to school, a student will serve a Morning Detention (7:00 a.m.). If a student misses Morning Detention, he will serve two Morning Detentions. At six tardies to school, a student will serve another Morning Detention (7:00 a.m.). At eight tardies, another Morning Detention (7:00 a.m.). At ten tardies, a student will receive a one-day suspension and parents will have a conference with administration to address the tardiness issue.
- 10th – 12th Student Drivers: Student drivers who receive 4 tardies to school within a six-week grading period will serve a one-hour Morning Detention (6:30 a.m.) and pay \$10 cash to the supervising teacher on duty.
- It is the parent's responsibility to keep up with tardies through FACTS Family Portal.

ACADEMICS

The philosophy of Grace Christian School is built upon the understanding that all truth is God's truth. This applies to every aspect of life. We are committed to the application of God's revelation in every area of life. This becomes a distinct Christian worldview. We use both Christian and secular publishers, examining each through our Christian worldview by which we filter information. In the upper grades, students thereby learn to discern good and evil. We cannot truly discern good and evil apart from God and His grace. The integration of our faith with each subject and discipline is crucial to a correct understanding of reality. This also reflects the uniqueness of humanity as image bearers of God.

Textbooks

The school will issue some non-consumable classroom textbooks to students. These texts are the property of Grace and should be treated as such. Textbooks are the responsibility of the student. If a textbook is lost, the student is responsible for its replacement. If a textbook is damaged, the teacher will decide if the book is usable. Fines will be charged for damage. If the book is no longer usable, the teacher will submit a request to purchase a replacement. Students may have their grades or records held if the charges for lost/damaged textbooks remain unpaid.

Standardized Testing

Grace administers and utilizes the Iowa Assessments for grades K-9 annually and PRE-ACT for grade 10. The test results are used in a diagnostic/ prescriptive manner, with the individual student as well as with the class. On an individual basis, the profiles are examined to determine if there are any significant discrepancies between aptitude and achievement indicating a need to refer the student for further educational testing or remedial work in specific areas. An item analysis is used to analyze the individual and class strengths and weaknesses to determine remedial work or enrichment, and to make changes in curriculum and instruction.

Academic Testing

To help students prepare for the important college entrance tests, all students in grades 10 and 11 are required to take the PSAT. The school administers this test. Starting in the 9th grade, the students are encouraged to take the ACT and/or the SAT test offered several times a year at local high schools and colleges. LEAP 2025 (End-of-Course) tests in various core subjects are administered to 8th, 9th, 10th, and 11th grades, so that the requirements for a state diploma are fulfilled.

FACTS

Grace uses FACTS and LMS as our school administration software and information system. Through FACTS, teachers post lesson plans and homework assignments, grades, and attendance. Through its counterpart FACTS Family Portal, parents are able to view all of the above for their student, as well as order lunches, pay tuition and fees, and contact teachers, among other things. Every parent is strongly encouraged to set up a FACTS Family Portal account through FACTS. Every student must have their own FACTS Family Portal account to access LMS. If you need assistance in obtaining a FACTS account, please contact the office at 449-9031.

Grading Evaluation

Student evaluation is systematically reported to the parents on a six-week basis. The report card grades are reported as letter grades. These grades are determined by numerical averages corresponding to the scale listed below. Report Cards are issued every six weeks via email to parents. The FACTS system is used for grades and communication for 1st – 12th grade students between report cards. Progress reports are not sent out, as all grade information is posted and available for parents.

Grading Scale

Elementary and Jr./Sr. High		
%	Letter Grade	Quality Points
93 – 100	A	4.00
85 – 92	B	3.00
77 – 84	C	2.00
69 – 76	D	1.00
< 69	F	0.00

Homework

Homework at Grace is part of the general course requirements, and therefore is not optional. Students should expect some form of homework each night. Homework serves two purposes: 1) it reinforces class work and 2) it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students.

Each student should plan out-of-school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility. Teachers are expected to give reasonable homework assignments with consideration being given to Wednesday-night church meetings for elementary students. Not having homework completed or not having supplies will be considered a disciplinary matter and dealt with accordingly. Teachers may or may not choose to accept late work, which would be penalized for being late. Students having a pattern of not completing homework will receive detentions and / or suspensions, in addition to receiving a zero.

Grace Christian School Printing Policy

Homework assigned to be printed out and turned in may not be printed at school in the office, computer lab, classroom, or library. Unless specifically requested by a teacher, work may not be emailed to the teachers for them to print for the student. In 6th-12th grades, some teachers may request work to be sent electronically. It is the students' responsibility to be punctual with their work and come to school with it complete. For families having problems with printers or printer cartridges, there are several businesses in town that will print material for a nominal fee. Grace is not equipped to accommodate student printing requests for assignments other than those done in class by students enrolled in computer classes. Please see that your printer is in working condition prior to the due date of the assignment or make arrangements to have the printing done elsewhere in a timely manner. Work turned in late will be subject to late penalties as determined by the teacher. As we are preparing students for college, they must learn to be diligent and not wait until the last minute to complete assignments.

1st – 5th Grades Test Policy

Tests will be sent home in a weekly packet for review by parents, and a parent signature is required to acknowledge receipt of the packet. Packets are due back at school the following day. Parents may not make copies of the tests for any reason.

6th – 12th Grades Test Policy

Teachers will maintain a test file for each student. Tests will be returned to the student to review in class but will be retained by the teacher in the test file. Parents may schedule a conference with the teacher to review the test(s).

6th – 12th Grades Exams

The final exam counts as one seventh (1/7) of each final course grade. The six grading periods, plus the final exam, are used to determine the student's final average. Students are required to pass either the last six-weeks or the final exam, along with earning seven (7) quality points, to receive credit in the course. In one-semester courses, students are required to pass the third six-weeks or the final exam to receive one-half unit credit. (See Promotion – Middle/Sr. High next page.)

Promotion – Pre-Kindergarten and Kindergarten

Students are promoted only when "ready." Careful student evaluations will be made each spring to determine "readiness." Such evaluations will be based on the student's grades, achievement scores, social and emotional maturity, and general observations made throughout the year. Parents will be brought in for consultation if promotion is doubtful. The Principal and Elementary Director have the prerogative and final responsibility in all promotions and retentions. Students with more than 16 absences may not be promoted.

Promotion – Elementary

A student will not be promoted if the student's final grades include any of the following: 2 F's; 3 D's; 1 F and 2 D's; incomplete class or homework; or consistent performance below ability. The Principal and Elementary Director have the prerogative and final responsibility in all promotions and retentions. Students with more than 16 absences may not be promoted.

Promotion – Middle and Sr. High School

In order for 6th - 8th grade students to be eligible for promotion, they must meet certain requirements. Middle school students must not have more than 16 absences. Middle school students with more than 16

absences for the year may not receive course credit. If a student fails two or more subjects, he will be retained. In order to pass a subject in middle and senior high school, a student must have seven (7) quality points for the year. “A”=4, “B”=3, “C”=2, “D”=1, “F”=0. A student must have a passing grade for the last six weeks or the final exam in order to receive credit for the course. Students shall fulfill all the teacher’s requirements, whether or not they need the credit in the course to satisfy requirements for promotion or graduation. High School students must pass individual subjects and must not have more than 8 absences per semester. High School students with more than 8 absences for the semester will not receive course credit.

6th – 12th Grades Academic Honors

6th – 12th grade students who earn all “A’s” and “B’s” in all subject areas on their report card during the year will receive an Honor Roll Certificate. Subject Awards may also be earned by students for outstanding accomplishments in individual subject areas. High School Character Awards are non-academic awards earned by students who display an outstanding example of these character traits: Attitude, Effort, Citizenship, and Leadership. The Principal’s Award is the honor given to one Sr. High student who exemplifies the ideals of a Grace Christian School student.

Requirements for Graduation

State of Louisiana TOPS University Diploma graduation requirements will apply for high school students at Grace. The students must have four credits each of English, math, science, and social studies, as well as two credits in the same foreign language, two physical education credits, and a fine arts credit to receive a state diploma, as well as passing the required LEAP 2025 (End-of-Course) exams. Grace has always encouraged a rigorous college-preparatory schedule for our students and will provide the opportunities for them to fulfill these requirements.

Valedictorian and Salutatorian Selection

These students must have attended Grace full-time for 4 consecutive semesters immediately prior to graduation. The final determination of valedictorian and salutatorian will be after all 8 semesters of academic work have been completed by the student. Only classes offered as part of the curriculum at Grace will be considered. Enrollment in advanced level courses is a prerequisite for valedictorian and salutatorian consideration.

The highest unweighted GPA is awarded Valedictorian. If students have all A’s (4.0) on their transcript for all courses taken for high school credit, the determination of valedictorian and salutatorian goes to the number of 5-point classes. These classes are made up of honors and dual enrollment classes from our core curriculum. In order for a college class to count on a 5-point scale, the class must be part of our core curriculum of math, science, social studies, and English, and be offered for Dual Enrollment credit at Grace. The class must be approved as a 5-point class by the administration before enrolling in the class. This rule gives a student the ability to make up a 5-point class missed because of scheduling or transferring with the stipulation it meets our core curriculum standards. All students meet with our guidance counselor and are aware of how 5-point classes are determined.

Athletic Probation

Because a student’s first responsibility is in the area of academics, Grace has a policy that student athletes must maintain a GPA of 2.0. In addition to that, no students will be eligible to play a sport if they have an F on their report card. The student is ineligible to participate in extracurricular activities (boosters, team sports, plays, etc.) until the failing grade or grade point average has been raised at the next six-week reporting period. There will be a one-time (once per student’s career) grace period of allowing a student one F before they are penalized. It is the student’s responsibility to seek out help when having trouble in any subject.

PERSONAL APPEARANCE

Grace has a uniform dress code for all students. Uniform items may be purchased at two stores:

1. Caplan's Uniforms, 916 Third Street, downtown Alexandria, 318-7-7700. Uniforms can also be ordered through their website at www.shopcaplans.com, password: grace.

2. Polos and Plaids Uniform Store, 1305 Metro Drive, Alexandria, 318-704-6162.

(www.polosandplaids.com).

Uniform T-shirts, sweatshirts/hoodies/quarter-zips can be purchased at the school Main Office. Dress code details are listed below by grade levels. Questions about specific uniform items will be handled at the discretion of administration.

Elementary Dress Code – Pre-K – 5th

- General:** Hair should be neatly combed and out of the eyes. Boys' hair should be kept off the collar, eyebrows, and ear and cannot exceed 3 inches in length. Extreme or "shaggy" hairstyles or unnatural hair colors or unnatural hairstreaks are not permitted. No scarves, caps, or bandannas are allowed as head wear. No necklaces allowed in Pre-K-1st. Sunglasses may not be worn in the building. Body piercing is not allowed.
- Skirts:** Grace plaid skirts from Caplan's or Polos and Plaids. Hem must be no more than 3" above the crease in the back of the knee.
- Jumpers:** Grace plaid jumpers from Caplan's or Polos and Plaids. Hem must be no more than 3" above the crease in the back of the knee.
- Skorts:** Grace plaid skorts from Caplan's or Polos and Plaids. Hem must be no more than 3" above the crease in the back of the knee.
- Pants:** Navy pants from Caplan's, Polos and Plaids, or from the uniform department of other stores.
- Shorts:** Navy walking shorts from Caplan's, Polos and Plaids, or from the uniform department of other stores. Hem must be no more than 3" above the crease in the back of the knee.
- Shirts:** Grace T-shirts, (short or long-sleeved), available in the school office. Girls may also wear white, short-sleeved Peter Pan collar shirts from Caplan's or Polos and Plaids under the plaid jumpers. All students may wear white button-down oxford shirts from Caplan's or Polos and Plaids. Solid white or black turtlenecks or white or black T-shirts may be worn as undershirts but must be tucked in.
- Socks/Tights:** Socks above ankle height must be solid black, gray, navy, dark hunter green, or white (a small brand emblem is okay). Tights or leggings must be solid black, gray, navy, dark hunter green, or white.
- Shoes:** Shoes are to be low-heeled (2" or less). Sandals (open or closed-toe), house shoes, beach, rubber or foam footwear (Crocs) are not permitted. Shoes must be worn at all times.
- Jean Days:** As a fundraiser, jeans are allowed on Fridays for \$2. Jeans must be blue denim and have no holes or fraying or shredded hems. Jeans may be worn with or without a belt and must not be overly loose or tight fitting. Any Grace shirt may be worn on jean days. For \$5, PreK-5th students may be out of uniform on Fridays, with the same modesty requirements of the

uniform (lengths of skirts, shorts, skorts; no sleeveless; no open-toe or heeled shoes). There are some special dress days that will be at no charge during the year.

- Outerwear: Quarter Zip: ONLY official Grace uniform quarter-zip may be worn. They may be purchased at Grace.
Crew Sweatshirts: ONLY official Grace uniform sweatshirts may be worn. They may be purchased at Grace or Caplan's. (Caplan's has a limited supply left to sell.)
- Hoodies: Defined as a pullover with a hood. ONLY official Grace uniform hoodies or school sponsored hoodies purchased at Grace may be worn.
- Jackets: Defined as a zip-up or button-up. Any solid color may be worn. (a small, appropriate emblem is allowed.) Uniform shirts must be worn under any type of outerwear.

6th – 12th Grades Dress Code

- General: Students are expected to be well-groomed and appropriately dressed at all times on campus and any time off campus when representing Grace Christian School. Clothing should always be appropriately sized (**not overly loose or tight-fitting**), modest, and in good condition. Dress code can and will be checked randomly throughout the day by teachers and administration. Any teacher has the authority to address dress code violations regardless of whether they teach the student.
- P.E. Uniform: All students taking P.E. must wear the Grace P.E. T-shirts and shorts, available for purchase in the gym. No-scuff shoes are required for P.E.
- Jean Days: As a fundraiser, jeans are allowed on Fridays for \$2. Jeans must be blue denim and have no holes or fraying or shredded hems. Jeans may be worn with or without a belt and must not be **overly loose or tight-fitting**. No sweatpants or yoga pants allowed. Any Grace/Spirit shirt may be worn on jean days.
- Game Days: **With administration's approval**, Grace sports uniform shirts may be worn on special game days. Otherwise, they are only allowed to be worn on Fridays-jean days.
- Shoes: Shoes are to be low-heeled (2" or less). Athletic shoes may be worn. Sandals (open-toe or closed), house shoes, beach shoes, or rubber/foam swimwear shoes (Crocs) are not permitted. Shoes must be worn at all times.
- Socks: All socks above the ankle must be solid black, gray, navy, dark hunter green, or white (a small brand emblem is okay).
- Watches: "Smart" watches (like Apple watches) with communication technology are **not** allowed.
- Outerwear: Quarter Zip: ONLY official Grace uniform quarter-zip may be worn. They may be purchased at Grace.
Crew Sweatshirts: ONLY official Grace sweatshirts may be worn. They may be purchased at Grace or Caplan's. (Caplan's has a limited supply left to sell.)
- Hoodies: Defined as a pullover with a hood. ONLY official Grace uniform hoodies or school sponsored hoodies purchased at Grace may be worn.

Jackets: Defined as a zip-up or button-up. A solid color may be worn: gray, navy, hunter green or black (a small, appropriate emblem is allowed.) Grace letterman jackets may be worn.

Girls' 6th – 12th Grades

General: Hair should be worn neatly combed and out of the eyes. Extreme hairstyles, unnatural hair colors, and/or excessive makeup are inappropriate. Excessive accessories are not allowed. Sunglasses may not be worn in buildings. No body piercing. No visible tattoos. No scarves, caps, or bandannas are allowed as head wear. No hats of any type are allowed at any time during the school day. Clothing should be kept in good condition.

Skirts: Grace plaid skirts from Caplan's or Polos and Plaids. Hem should be no more than 3" above the crease in the back of the knee.

Skorts: Grace plaid skorts from Caplan's or Polos and Plaids. Hem should be no more than 3" above the crease in the back of the knee.

Slacks: Khaki uniform slacks, capri pants, and walking shorts from Caplan's, Polos and Plaids or from the uniform department of other stores. Slacks, capri pants, and shorts may be worn with a belt (if shirt is tucked in) and must not be **overly loose or tight-fitting**. They may be straight leg style, but not jeggings or skinny fit. No cargo pocket style. The hem of walking shorts should be no more than 3" above the crease in the back of the knee.

Shirts: Grace uniform T-shirts (short and long-sleeved) must be purchased through the school. Students may wear white oxford shirts purchased from Caplan's or Polos and Plaids, buttoned modestly. Solid white or black turtlenecks or white or black T-shirts may be worn as undershirts but must be tucked in.

Leggings: During cold weather, solid black, gray, navy, dark hunter green, or white leggings that are opaque (not see-through) may be worn. They must be solid and have no stripe, lace, or pattern. Pants or sweatpants may not be worn under skirts.

Boys 6th – 12th Grades

General: Boys are to be always clean-shaven: no mustaches, beards, or sideburns below the bottom of the ear. Boys needing to shave will be addressed immediately. The student will be required to purchase a razor for \$1 from the office and shave before returning to class. Hair should be neatly groomed and maintained and cannot exceed 3 inches in length. It should be kept off the collar, out of the eyes, above the bottom of the ear, and should not touch the eyebrows. Extreme or "shaggy" hairstyles, unnatural hair colors, or emblems shaved into the hair are not permitted. Students found in violation of any of the above will be given 2 full days to comply with school policy. After the 2 days, the student will be suspended from school until he is in compliance.

No scarves, caps, or bandannas are allowed as headwear. No hats of any type are allowed at any time during the school day. No earrings or body piercing is allowed. No visible tattoos. Sunglasses may not be worn in buildings. Clothing should be kept in good condition. Excessive accessories are not allowed.

Facial Hair: Any student requesting to have facial hair because of medical reasons will be required to provide medical documentation from two different doctors with their phone number included. Final approval or denial of such requests will be made by the principal.

- Slacks: Khaki uniform slacks or shorts from Caplan's, Polos and Plaids or from the uniform department of other stores. Slacks may be pleated or not and may be straight leg. Slacks and shorts must not be **overly loose or tight-fitting** and may not have cargo pockets. Slacks and shorts may be worn with a belt. No part of the belt may be left hanging at any time.
- Shirts: Grace uniform T-shirts (short and long-sleeved) purchased through the school. Students may wear white oxford shirts from Caplan's or Polos and Plaids.

Consequences for Students Out of Uniform

The parents will be notified if a student is not in the correct uniform. The student will be removed from the student population immediately and will not be allowed to attend class, etc., until he is in the appropriate uniform. 6th-12th graders not in uniform will be sent to the used-uniform closet to find appropriate uniforms. Borrowed uniform items should be returned or paid for. A 2nd violation will result in detention and a 3rd violation will result in a one-day suspension.

Out-of-Uniform Days

For special school events, out-of-uniform days may be allowed. Neat and modest attire is required. Guidelines, within Grace standards, will be communicated.

SCHOOL CONDUCT STANDARD

It is understood that when a student enrolls at Grace, he accepts and agrees to abide by the school's rules and standards. Students are representatives of the school in the community and should therefore live as Christian citizens both on and off campus.

Parents are expected to support and uphold school discipline policies. Believing that discipline is necessary for the welfare of the student as well as the entire school, appropriate classroom behavior will be maintained. Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. Grace expects full cooperation from both parents and students in the student's education. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and the standards of Grace, whether or not there is any definite breach of conduct, he may be requested to withdraw.

General Classroom Conduct

It is impossible in any handbook to include all the details of appropriate conduct. In general, Grace students are to conduct themselves in a Christ-like manner at all times. General Classroom Conduct Rules are as follows:

1. Quietly enter the classroom; be seated and ready to work before the tardy bell rings.
2. Bring all materials needed for each class, every day.
3. Raise your hand and be recognized by the teacher before speaking.
4. Remain in your seat until given permission by the teacher to move.
5. Be courteous at all times, showing respect to others and their property.
6. Do not behave in ways that prevent other students from learning.
7. Do not chew gum, drink, eat, or conduct personal grooming during class.
8. Do not put head down on desk, sleep, or pass notes during class.
9. Do not misuse, alter, or damage any school property.
10. Classes are dismissed by the teacher, not the bell.

Extra Curricular Activities

Leaders of any school-sponsored activity will expect the same respect and proper behavior of the students required during the school day. Leaders have the responsibility of referring all discipline problems to the administration as they arise. The guidelines for school discipline should be followed, and the school Honor Code is always in effect at school activities.

Student Conduct Policies

The discipline code is primarily to encourage appropriate behavior by the student and to discourage acts detrimental to the safety and welfare of the school community. In short, students should recognize that when expectations are not met, consequences occur. Students receiving disciplinary action are to accept the judgments with maturity and grace. In a positive, success-oriented manner, the school's aim is to provide and enforce clear and firm guidelines.

GCS is absolutely intolerant of the use or possession of alcohol, marijuana, or other illegal or dangerous drugs or addictive substances. The use or possession of these drugs on campus or at off-campus school functions will be grounds for dismissal. Furthermore, coming onto the campus or to off-campus school functions after having used drugs will result in dismissal. The school forbids the use or possession of tobacco in any form or vaping materials on campus or at off-campus functions. Violation subjects a student to disciplinary action. (For consequences, please see Grace Behavior Report addendum on page 40.)

Interpersonal behavior is also a great concern as we try to teach and model Christian interaction as a working out of faith. Sarcasm, put-downs, cruelty, bullying, exclusive cliques, and other inappropriate behaviors are subject to disciplinary action.

Students are expected to uphold Biblical standards of morality both on and off campus. Failure to abide by these standards may result in dismissal from the school. (See Student Responsibilities Agreement on page 39.)

Sexual Harassment

Grace will not tolerate sexual harassment in any form and is committed to providing a safe environment for faculty, staff and students. The principal will hear all complaints. Formal complaints will be referred to our Advisory Committee (see p. 31). Violations may result in suspension or expulsion. Sexual harassment includes, but is not limited to, comments, jokes, gestures, "sexting," or references of a sexual nature.

Pregnancy

Grace will consider each case on an individual basis. Where there is remorse and repentance over sin, mercy will be administered. Every attempt will be made to keep the sphere of knowledge to those involved in the decision-making process. If attendance in school is not possible, Grace will work with parents to effect a smooth transfer to another school or administer a homebound program.

Sexuality and Gender Roles

As a Christian School, we affirm God's good design for men and women, and historic Christian teaching on matters of sexuality and gender. Any departures from that divine design (immodesty, lust, possession or use of pornography, fornication, adultery, homosexuality, androgyny, etc.) are sinful and intolerable for

Christians and Christian institutions. Grace recognizes a Biblical view of sexuality, marriage, gender identity, and sexual conduct. Therefore, students are expected to identify and behave according to their biological sex and relate to other students appropriately. Students who refuse to abide by these expectations--or who encourage others to violate them--will face disciplinary action up to and including expulsion.

Cyber Bullying

Cyber bullying is forbidden at Grace. Cyber bullying is defined as the use of any electronic communication device or social media to convey a message that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another (be it student, parent, teacher, school, etc.) in a deliberate, repeated or hostile and unwanted manner. In general, we discourage parents from allowing their students to have any manner of social media presence. As with smartphones, the data on the relationship between social media and the rates of depression and anxiety in children and teenagers is astonishing, and we would seek to spare our student body from that as much as possible. In any case, cyber bullying will not be tolerated by any student, parent, or employee of Grace. Offenders are subject to disciplinary action up to and including suspension or expulsion, as well as police notification.

Guidance and Counseling Program

In collaboration with the academic standards and instilling Christ-like character in our students, Grace provides a Guidance and Counseling Program that is preventive and developmental in nature. The Counseling program, in conjunction with the classroom teachers, helps to prepare students to learn the skills and attitudes necessary to assume a role in society as productive citizens. The services include, but are not limited to, educational information, career/occupational exploration, personal/social counseling, referral services, orientation, testing, placement and follow-up. The program carries out the mission and philosophy of the school to help students meet the demands of today's society and the demands of the 21st century.

Pastoral Care

The Pastor of Grace Presbyterian Church is available to students and parents by request. If parents or students wish to receive prayer or pastoral counsel, they can contact the main office to schedule an appointment with the Pastor. Furthermore, the Pastor—as a member of the School Board—may be called upon by the Administration to assist with difficult discipline cases, or spiritual concerns. Finally, any questions concerning the work, worship, and mission of Grace Presbyterian Church should be referred to the Pastor. Advisory Committee

Grace will maintain an Advisory Committee, comprised of the Principal, Elementary Director, head of student discipline, a GCS School Board member, a high school, middle school, and elementary teacher, and a member of the pastoral staff of Grace Church, for the purpose of dealing with certain discipline issues, formal complaints, and any policy changes to be made.

Honor System

One of the most important aspects of Grace Christian School is the honor system. This Honor Code is the basis for all of the conduct policies and is therefore the primary building block in our forming a viable school community. We believe that each student should have a strong sense of personal honor and integrity and that these character qualities will be vital assets throughout life. We will strive to have a school built on mutual trust, and every member of the school community needs to support the principles upon which the system is based.

1. Every student is honor bound to refrain from lying, cheating, and stealing, or tolerating those who do.
 - a. Lying is the intentional falsification or denial of fact or the intentional creating of a false impression or the breaking of a pledge.
 - b. Cheating is the giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork. It is also the representation of another's work as one's own. When a student uses facts or ideas originating with others, he must make it clear what is his and what is not his. Failure to make such a distinction is to be guilty of offering as one's own what in fact is someone else's (plagiarism). To misrepresent one's own work is to defraud the school and, more seriously, the Lord. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Cheating involves both stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and to structure the classroom-testing environment in order to protect students from unnecessary temptation.

If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the assignment and a detention.
 2. The Principal will be notified.
 3. If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
 4. A second offense will cause the student to receive a zero on the assignment and a suspension. A conference with the parent, student, teacher, and Principal or Elementary Director will be held.
 5. A third offense may result in the permanent expulsion of the student from Grace Christian School, per a meeting by the Advisory Committee.
- c. Stealing is the taking of anything without the consent of the owner.
2. Every student should, when aware of an infraction of the Grace Honor Code, report the infraction to a school authority. A student who is guilty of a violation of the Honor Code shall be subject to possible dismissal from school. The first offense is usually treated as an opportunity for guidance, but the degree of the judgment varies with the age of the student and the number of years he has lived under the Grace Honor Code. All records of honor and discipline violations will remain in the student's file.
 3. Attendance at Grace is a privilege and not a right. Students may forfeit this privilege if they do not uphold the standards and ideals of work and life at Grace. Negative words and bad attitudes spread, and maintaining a pleasant and positive atmosphere is essential. Problems of this nature will be addressed. Students who do not wish to be at Grace should explore other options.

Student Honor Code

I want to be an honorable person who values personal character and honor. I want to live for Christ's own honor and glory. Therefore, I commit myself to the following:

On my word of honor, I shall do my best to be a good citizen of Grace Christian School.
I shall not lie, cheat or steal, or tolerate those who do.

I shall respect others and their property.

I shall respect and obey my teachers and cooperate fully.

I shall cooperate with all school authorities.

I shall respect the Code of Grace Christian School and seek to bring dignity to everything the school represents.

All 6th-12th grade students will be required to sign the Student Responsibilities Agreement each year.
(See addendum on p. 39)

Drug Policies and Testing

It is in the best interest and safety of the community and the youth we serve that we take steps to promote, enhance, and maintain an alcohol and drug-free student body and school. Along with parents and other segments of the community, we have a role to play in helping students remain alcohol and drug-free. The LHSAA requires mandatory and random drug testing of athletes. **All 9th-12th grade students are subject to random testing.** In addition, if any student is suspected of drug use, the administration will ask parents to have students tested and permission given to the testing agency to release the test results to the Principal.

If a student tests positive for drugs, the following consequences will be enacted:

1st Offense

- Parents will be notified and an immediate conference will be held in the Principal's office.
- Parent must immediately take the student for an additional drug test for verification and pay for the drug test. Results will be sent directly to the Principal.
- If verification test is also positive, the student will be suspended from school for two days and cannot participate in any extracurricular activities for six weeks.
- Upon return to school, the student will be administered another drug test and will be set up with continual counseling with our guidance counselor and with a member of the pastoral staff of Grace Church.

2nd Offense

- Parents will be notified and an immediate conference will be held in the Principal's office.
- Parent must immediately take the student for an additional drug test for verification and pay for the drug test. Results will be sent directly to the Principal.
- If verification test is also positive, the student will be suspended from school for three days and cannot participate in any extracurricular activities for the remainder of the school year.
- Upon return to school, the student will be administered another drug test and will meet with the Advisory Committee for an evaluation and plan. Expulsion from school is possible.

3rd Offense

- Expulsion from Grace Christian School.

DISCIPLINE OVERVIEW

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is the foundation for the entire educational structure. The training that develops self-control, character, orderliness, and efficiency requires discipline. Discipline is administered only when self-discipline is not exercised.

Proper and respectful classroom behavior is extremely important to success and achievement. It also demonstrates a desire to learn and to be a productive school citizen. Each teacher deserves the respect of all his or her students, and each teacher is responsible for maintaining proper classroom decorum. Interpersonal behavior is also a great concern as we try to teach and model Christian interaction. Sarcasm,

put-downs, cruelty, bullying and other inappropriate behavior will not be tolerated. Disruptive or disrespectful behavior is dealt with using a variety of methods intended to help students learn and grow from their mistakes and to signify to the entire school community the importance of proper behavior.

The purpose of the discipline system is to support the worth and individual dignity of each person, to encourage a feeling of respect and trust between students and teachers, and to provide an atmosphere in which students can grow in independence and responsibility. In a positive, success-oriented manner, the school's aim is to provide and enforce clear and firm guidelines during both the school day and extra-curricular activities. Standards of behavior will be established in classrooms the first week of school. Conduct grades will go on elementary report cards.

Elementary Discipline

Discipline at Grace Elementary begins with the only commandment God gives to children... to obey their parents (Eph. 6:1). Children obey their parents at school by obeying their teachers. The disciplinary system at Grace requires voluntary obedience that flows from training at home. Students are instructed in the first two weeks of school in the habits and routines of their classrooms. Teachers model the behaviors expected and give students plenty of opportunities to practice them before holding them accountable for their choices.

Using the models given us in Scripture, we train students in making wise, rather than foolish choices. Prov. 10:1 says, "A wise son brings joy to his father, but a foolish son grief to his mother." Students will be asked whether or not they have made a wise or foolish choice when questioned by their teachers. As with any decision, there are positive or negative consequences that come as a result of that choice. At first, the consequence of a foolish choice might be going to the back of the line or some other natural consequence. Eventually the daily system of discipline moves to more student accountability:

1st offense – warning, name pulled/card on clip moved, and 3 points deducted from weekly conduct grade.

2nd offense – card/clip moved, a check by name, 3 more points deducted from weekly conduct grade, and loss of 5 minutes of recess.

3rd offense – card/clip moved or check by name, 3 more points deducted from weekly conduct grade, and loss of additional 5 minutes of recess. Parent is notified of behavior problems.

4th offense – Student is sent to office and 3 more points deducted from weekly conduct grade.

Consequences may include counseling, detention, suspension, or having parents come and pick up an uncooperative student.

Students who are habitually disobeying classroom rules or who cause verbal or physical harm to others may be sent directly to the office for the first offense. It is imperative that students not want to bring home poor conduct grades or be sent to the office. Teachers will inform parents daily in PreK and Kindergarten and weekly in elementary of the conduct grades. Parents will be contacted earlier as indicated above, or if students are one mark away from a "C" in conduct for the week.

Detention for grades 1-5 is scheduled from 7:00 – 7:30 a.m. Two detentions in one week will automatically result in a one-day suspension and being placed on probation. A third detention in a 6-week period will result in a suspension. No corporal punishment will be used.

Parents will be called if a child becomes a discipline problem or refuses to do daily work or obey the teacher, and the teacher has found no solution. If the child is a constant discipline problem, he may not remain in Grace Christian School. The Grace School Board believes that every child is entitled to an education free of disruption and the threat of any bodily harm from other students.

6th – 12th Grades Disciplinary Consequences

Should a student CHOOSE not to follow the General Classroom Conduct Rules, the teacher may choose to discipline the student by issuing a Grace Behavior Report for: 1) a detention, 2) additional

work, or 3) a verbal warning. The student copy of the Grace Behavior Report (see p. 40) must be signed by a parent and returned the following day. Grace Behavior Reports are filed in the High School Office. Failure to return any Grace Behavior Report the following day is an automatic detention.

6th – 12th Grades Detention / Suspension

Detentions are the least of the punitive actions taken by the administrative staff regarding student behavior or other school offenses. It is simply a reminder to the student that their actions are not in line with the policy and philosophy of the school. Therefore we will not set up phone or personal conferences to discuss detentions.

Detentions take precedence over any other activity in which the student may be involved including work, athletic practice, etc. If a student misses the assigned detention, he will serve two detentions in its place. Further absences will result in on-campus isolation or suspension or Saturday morning Attendance Recovery Sessions. Detentions will be served Thursday mornings from 7:00 - 7:25 a.m. The signed Grace Behavior Report must be returned before detention is served. If verbal warnings, additional work, and detentions do not bring a student into compliance, he will be sent to the Principal. This behavior exhibits a spirit of rebellion and will be dealt with accordingly in the following way:

Suspension: At the discretion of the Principal, a suspension will be served as a consequence for unacceptable behavior as well as for accumulated detentions or on-campus isolations. Certain infractions will automatically result in single or multiple suspensions. A suspension may be indefinite or for a specific period of time.

A student who is suspended from school receives a grade of zero on classwork; however, all work must be made up. If any test is missed due to the suspension, it will be made up but a student may not receive higher than a 68% on a made-up test. The student may not attend any school activity while suspended.

In order to ensure that the student's conduct will be in compliance with the school's philosophy, a suspended student will be required to meet with a school counselor upon returning to school.

Three or more suspensions within one academic year will result in an automatic recommendation for expulsion, subject to the review of the School Board.

Other Disciplinary Consequences:

Probation: A student who is not performing according to the guidelines set forth in this handbook may be placed on probation. Probation is invoked when a student has a serious problem and gives the student an opportunity to correct his problem.

Attitude Probation: Caused by a rebellious spirit which is unchanged after much effort by the teacher, or a continued negative attitude and bad influence upon other students.

Behavior Probation: Caused by continued, deliberate disobedience or committing a serious breach of conduct, in or out of school, which has an adverse effect upon the school's testimony.

Failure of the parents to comply with the discipline procedure of the school may also result in the student being placed on probation.

Expulsion: Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the school retains the right to expel a student at any time, and for any reason. Also if the student's behavior patterns or attitude indicate an uncooperative spirit, he/she may be expelled. Three or more suspensions within one academic year will result in an automatic recommendation for expulsion, subject to the review of the School Board. Cases that warrant expulsion will always be handled on an individual basis, with consideration given to the particular circumstances of each case. The School Board is never *required by policy* to expel a student against its own judgment.

Sportsmanship: Grace's philosophy regarding athletics is that they should teach Christian values, good sportsmanship, fair play, and abiding by all LHSAA rules. We expect our athletes, coaches, and parents to adhere to this philosophy. Failure to comply with these beliefs can result in an athlete's dismissal from a team, a loss of coaching position, and parents being banned from athletic events.

CONCLUSION:

A Statement on Scope and Interpretation

This handbook is reviewed annually by the School Board, and any changes to the handbook require Board approval. It is conceivable (if not presumable) that situations may arise that are not *explicitly addressed* in this handbook. Such cases will be handled by the Administration with all discernment and wisdom, and every attempt will be made to deal with those situations in a way that reflects the spirit of policies already in print. That a situation might not be *explicitly addressed* in this handbook will never hinder or prohibit the administration from taking action to deal with challenges or problems. The absence of specific material in this handbook never constitutes an inability of the administration to act. Furthermore, the School Board is the final authority on the interpretation of the words of this handbook, and any questions about interpretation should be referred to the Principal or the Board.

APPENDIX

STATEMENT OF FAITH

All Scripture is self-attesting and, being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks.

On this sure foundation we affirm these additional Essentials of our faith:

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross as a sacrifice for our sins according to the Scripture. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us and empowers and imparts gifts to us for service. He instructs and guides us into all truth and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
5. The true Church is composed of all persons who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced; and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
6. Jesus Christ will come again to the earth – personally, visibly, and bodily – to judge the living and the dead, to consummate history and the eternal plan of God. “Even so, come, Lord Jesus.” (Revelation 22:20)
7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to “Him who loved us and gave Himself for us.” He calls us to a life of self-denying love and service. “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them” (Ephesians 2:10).

CONSTITUTION OF GRACE CHRISTIAN SCHOOL

ARTICLE 1. NAME: The name and title of this school shall be Grace Christian School, which shall exist as long as supported by the Grace Presbyterian Church.

ARTICLE 2. DOMICILE AND LOCATION: The domicile of this ministry shall be Rapides Parish, State of Louisiana, and the location and Post Office address shall be 4900 Jackson Street, Alexandria, Louisiana 71303-2509.

ARTICLE 3. PURPOSE: The purpose of Grace Christian School is first and foremost that God may be glorified in all things through Jesus Christ, to whom be praise and dominion forever. To glorify God by our obedience, the members of the School Board, the members, deacons, and elders of the Grace Presbyterian Church believe they should work to provide the parents of the Church and of the community with a Christian school that shall educate children in a distinctively Christian manner. A Christian education shall be committed to:

- a. The Christian faith as given in the Scriptures.
- b. Leading children into a voluntary commitment of life to Jesus Christ.
- c. Training up children in the reverence and nurture of the Lord, teaching them a Christian world-and-life view, equipping them to face the world with a thorough knowledge of God.
- d. Ministering to the whole child: understanding and caring for the spiritual, intellectual, emotional, social, and physical needs of the individual.
- e. Providing an academically excellent education because we believe God is Lord of all truth.
- f. Christian love for children of every race and economic stratum.
- g. Teaching Christian virtue and character in a loving and supportive environment that fosters good fellowship among peers.

ARTICLE 4. THE ELDERS OF GRACE PRESBYTERIAN CHURCH:

Section 1. The duties and powers of the Grace Presbyterian Church Elders to Grace Christian School are:

- a. To oversee the doctrinal stance of the school by drafting and enforcing a Statement of Faith to be signed by all the teaching and administrative personnel.
- b. To function as a court of last appeal mediating between students, parents, teachers, and administration, intervening when it is necessary at any level of the school structure. The elders of Grace Presbyterian Church are subject to the review and control of the Gulf South Presbytery, which in turn is subject to the review and control of the General Assembly of the Evangelical Presbyterian Church.
- c. To pray regularly for the ministry of the school.

Section 2. All actions, publications, and policies of Grace Christian School, whether by the School Board, Administration, Faculty, or Staff, are subject to the review and control of the Elders of Grace Presbyterian Church.

ARTICLE 5. THE DEACONS OF GRACE PRESBYTERIAN CHURCH:

Section 1. The Deacons, being responsible in church policy for the physical plant and the distribution of church funds, shall oversee the maintenance and use of the church buildings which the school uses, working to ensure peace and harmony in all relations as various groups use the buildings of the church for various purposes and at various times.

Section 2. The deacons shall confer and assist the distribution of funds given to the Grace Presbyterian Church that the Elders allocate to Grace Christian School.

ARTICLE 6. THE SCHOOL BOARD:

Section 1. The Membership, Relations, and Powers of the Board of Grace Christian School.

Eligibility for membership of the School Board shall be restricted to members in good standing of Grace Presbyterian Church.

- a. The membership of the School Board shall be appointed by the Session of Grace Presbyterian Church. There shall be at least one representative from the Diaconate and one representative from the Session.
- b. The duties and powers of the School Board of Grace Christian School shall be:
 1. To recruit and hire administrators, teachers, and staff.
 2. To identify, procure, and administer a curriculum.
 3. To oversee the educational quality of the school and ensure that the policies determined by the Session and the Board are carried out by the Administration.
 4. To raise monies, set fees and tuition, and administer the finances of the school.
 5. To oversee an academic calendar, daily school hours, and school vacation schedule.
 6. To educate the parents and community concerning the need for Christian education and the standards necessary for truly Christian education.
 7. To recruit new students.
 8. All of the above duties may be delegated.
 9. To pray regularly for the ministry of the school.

The Principal is not a member of the School Board, but is ordinarily present for all meetings, and has the right of voice but not vote.

ARTICLE 7. THE EDUCATIONAL STAFF OF GRACE CHRISTIAN SCHOOL: The

educational staff shall be comprised of those gifted by the Holy Spirit to educate children. They shall ordinarily be required to have proper degrees from universities and colleges of good academic standing.

ARTICLE 8. THE ADMINISTRATIVE STAFF OF GRACE CHRISTIAN SCHOOL: The

Administrative Staff shall be comprised of those gifted by the Holy Spirit to educate children and direct, oversee, and motivate adults. They shall ordinarily be required to have proper degrees from universities and colleges of good academic standing.

ARTICLE 9. THE CONSTITUTION: The Constitution of Grace Christian School shall be drafted by the Session of Grace Presbyterian Church and can be amended by a 2/3 majority vote of the Session at a stated meeting of the Session. The School Board can submit amendments to be considered by the Session.

THE CHAIN OF AUTHORITY

The Session of Grace Presbyterian Church *

The Diaconate of Grace Presbyterian Church

(for major changes in the use of Church property)

The School Board of Grace Christian School

Administrative Staff

Teachers

*The Session (that is, *the Pastor and the other Elders of Grace Presbyterian Church*) is subject to the oversight of the Gulf South Presbytery, which in turn is under the General Assembly of the Evangelical Presbyterian Church.

Student Responsibilities Agreement:

Student Honor Code

I want to be an honorable person who values personal character and honor. I want to live for Christ's own honor and glory. Therefore I commit myself to the following:

On my word of honor, I shall do my best to be a good citizen of Grace Christian School.

I shall not lie, cheat, or steal, or tolerate those who do.

I shall respect others and their property.

I shall respect and obey my teacher and cooperate fully.

I shall cooperate with all school authorities.

I shall respect the Code of Grace Christian School and seek to bring dignity to everything the school represents.

As a student of Grace Christian School, I will always consider my attendance here a God-given privilege provided by people who love me and care about my Christian education. Therefore I agree and commit to the following:

1. I understand that my conduct in as well as outside of school should be that of one who is striving to live a Godly life.
2. I understand that this means I will actively look for ways to promote Grace Christian School and not act in ways which would bring dishonor to me and the school.
3. I will seek excellence in academics and all other endeavors.
4. I will seek in all situations to show respect for all people including classmates, parents, teachers, and staff.
5. I will not cheat or plagiarize.
6. I will take care of my school and comply with all policies and regulations as outlined in the Grace Student Handbook, which I have read.
7. I will strive to be a good steward of school property. I will cheerfully assist in maintaining a clean and orderly campus.
8. I understand that regular attendance is mandatory.
9. I understand that Biblical standards of morality are expected of me both on and off campus, and I agree that failure to abide by those standards may result in dismissal from the school.

Student's signature _____ Date _____

GRACE BEHAVIOR REPORT

Name of Student: _____ Date: _____

Name of Teacher/Staff: _____ Class: _____

Nature of Incident:	Penalty	
	Minimum	Maximum
1. ___ Willful disobedience	Detention	1 day Suspension
2. ___ Banned items at school (weapons, knife, tobacco, drugs, lighter, vaping materials, electronic devices, etc.)	Suspension	Expulsion
3. ___ Disruptive behavior	Detention	1 day Suspension
4. ___ Academic integrity (cheating, plagiarism)	Detention	Expulsion
5. ___ Uses profane and/or obscene language	1-3 day Suspension	1-3 day suspension
6. ___ Uncooperative attitude	Detention	1 day Suspension
7. ___ Disrespect for teacher or one another	Detention	1-3 day Suspension
8. ___ Misuse, alteration, or damage of school property	Pay Damage	1-3 day Suspension
9. ___ Excessive tardies to school	Detention	1 day Suspension
10. ___ Habitual homework deficiencies	Detention	1 day Suspension
11. ___ Dress violation (uniform/hair/facial hair/cap/hood)	Detention	1 day Suspension
12. ___ Food/ Drinks/ Gum	Detention	1 day Suspension
13. ___ Harassment (bullying, cyber bullying, name calling, etc.)	Detention	1-3 day Suspension
14. ___ Stealing	Replace Item	1-3 day Suspension
15. ___ Instigates or participates in a fight	3 day Suspension	Expulsion
16. ___ Leaves school/class without permission	Detention	1 day Suspension
17. ___ Violates traffic/safety regulations	Detention 1 day Suspension/Loss of driving	
18. ___ Public displays of affection (PDA)	Detention	1-3 day Suspension
19. ___ Repeated violation of school rules	1-3 day Suspension	Expulsion
20. ___ Other: _____	Consequences based on infraction	

Teacher Comments: _____

Action Taken by Teacher: ___ Conference with student ___ Sent to office ___ Parent contacted

Other: _____ Teacher Signature: _____

Action Taken by Administration: ___ Parent contacted: _____

1. ___ Verbal Warning
2. ___ Additional Work (attached)
3. ___ Detention: Thursday at 7:00 a.m. Report to Library – don't be late! Date: _____
4. ___ Suspension (Authorized by the principal) Date(s): _____
5. ___ Other _____

Administration Comments: _____

Administration Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

