



**Grace Baptist
Christian School**

Accredited ***with Quality*** by Georgia Accrediting Commission
Member of Georgia Association of Christian Schools

Parent & Student Handbook

2011-2012

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MISSION STATEMENT

To help prepare each young person
to accept God's purpose for their life,
and provoke them to pursue that plan with passion;

To educate, equip, and engage them in
the life-long mission of bringing glory to God.

Trust in the Lord with all thine heart and lean not unto thine own understanding;
In all thy ways acknowledge Him, and He shall direct thy paths. Proverbs 3:5-6

STATEMENT OF FAITH

We believe there is one God, eternally existent in the Persons of Father, Son, and Holy Spirit. He is infinite in wisdom and power and is completely sovereign over all creation.

We believe the Bible to be the inspired, inerrant, infallible and only Word of God. The Bible is the final authority of all matters as far as the truth of God is concerned and cannot be interpreted apart from the illumination given by the Holy Spirit.

We believe in the virgin birth and deity of the Lord Jesus Christ, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, pre-millennial return in power and glory.

We believe that salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts sinful man to repentance and total faith in Christ. Upon salvation through Christ man is redeemed. His account is settled and his name is written in the Lamb's Book of Life preserved there by Christ for eternity.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of the pre-tribulation coming of Christ and they that are lost unto the resurrection of damnation.

We believe that the church is the local body of baptized believers who work together under the direction of the Holy Spirit to carry out the three primary functions of the church: Exalt the Savior, equip the saints and evangelize the sinner – this is to be done both locally and worldwide through all appropriate opportunities. The Church is provided gifts from the Holy Spirit through its membership which enables it to carry out the full work to which it is called.

We believe in the present ministry of the Holy Spirit. As the third Person of the Trinity, He is God who indwells the heart of redeemed man and works to bring the saint into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts of sin.

We believe the Bible gives clear definition of the kind of life-styles that are abominable to God and we embrace and agree with God that Homosexuality, Lesbianism, Fornication and Adultery are truly reflective of a person that does not agree with God about sin and stand firmly against such un-godly practices. We also believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman.

STATEMENT OF PURPOSE

Grace Baptist Christian School, a ministry of Grace Baptist Church, was established in 2000 to respond to the needs of its membership and the community for a Christian school that would provide a quality academic education in a nurturing Christian environment.

The school is committed to providing a curriculum that is two-fold in nature. First, it strives to provide students with a working knowledge of God's Word, an understanding of God's unconditional love for every child, and the gift of eternal salvation through having a personal relationship with Jesus Christ. Secondly, it is our intent to provide both a challenging and stimulating academic curriculum that prepares our students to be independent thinkers, as well as successful and productive citizens and leaders.

GBCS is committed to its academic curriculum being aligned with and faithful to God's inspired Word, the Bible. The curriculum is to be congruent with the Statement of Faith of Grace Baptist Church.

A comprehensive, well-balanced educational program is offered that meets the needs of academically and behaviorally qualified students.

GBCS encourages all students to apply for admission regardless of race, color, nationality, gender, or ethnic origin.

PHILOSOPHY

We believe that God is the creator of all things. (Genesis 1:1)

We believe that our sins are forgiven, by the grace of God, through the death and resurrection of His Son, Jesus Christ.

We believe that human beings are the most important creation in the world and that every individual is a child of God, blessed with unique gifts and talents.

We believe that children are people and therefore entitled to be treated with human dignity and respect at all times by providing a secure, nurturing Christian environment that facilitates the success of each individual.

We believe that **when any human being is lost or diminished, everybody loses because something is gone that cannot be replaced and that every adult and child can change, and change for the better, through the Holy Spirit and Christ**, as long as he or she lives.

We believe in building a cooperative support system between students, parents, teachers, the church, and community resources to maximize learning and growth.

We believe that teachers should continually seek inspiration and renewal from the perfect examples of the ultimate teacher, Jesus Christ, and that effective teaching and learning require a harmony of thoughts, words, and actions.

We believe in educating the body, mind, and spirit by providing a comprehensive academic curriculum, which involves integrating Biblical principles, creative arts, physical education, technology and foreign language. By integrating all aspects of our curriculum, we encourage critical thinking and promote cultural awareness.

We believe that the Bible is the inspired Word of God and that relating Biblical principles to daily life situations promotes the ability to make sound judgments in a rapidly changing world. **Freedom is a privilege of humanness**: -- freedom in Christ -- not freedom to do as one pleases, but the kind of freedom that takes other people into account and involves **self-discipline and the assumption of self-responsibility** for one's own actions.

GRACE BAPTIST CHRISTIAN SCHOOL CORE VALUES

- Grace Baptist Christian School is a service-based ministry that recognizes families as clients and works to meet their needs.
- Grace Baptist Christian School exists to lead students to seek, know, love, and serve Jesus Christ.
- The culture of Grace Baptist Christian School results in the development of the whole child as is evidenced in their lives as Christian leaders.
- Unique in the Grace Baptist Christian School experience is a high standard of academic excellence, resulting in the opportunity for each student to reach his/her fullest potential.
- Grace Baptist Christian School is committed to recruiting and retaining competent teachers and to their continuing personal and professional development.
- Grace Baptist Christian School fosters the building of relationships that result in effective communication and ongoing accountability.
- Grace Baptist Christian School will develop Godly leaders who adopt the relevance of a Christian worldview, whose faith and work are inseparable and who engage their culture and change it.

TEACHER PROFILE

The school shall recruit, hire, train, and retain faculty who:

- are Christian servant-leaders of boys and girls as they mature to young men and women;
- engage in teaching that touches lives forever by being a Godly role model to students, colleagues, church, and community;
- constantly seek to improve his or her level of excellence as a Christian educator;
- have the ability to assist each student in fulfilling his or her God-given potential;
- are professionally credentialed and qualified to teach the subjects and students assigned;
- are effective communicators to parents as well as their students;
- present a scholarly, nurturing, and mentoring focus in and outside the classroom, on campus and off;
- adopt personal, professional standards for high performance as an example for students to follow;
- live a life of evangelism and service to others;
- focus on the students' long-term development as framed in the following graduate profile as the goal;
- are loyal to the school, to the families it serves, and to a local church;
- carefully measure and consider a long-term life of evangelism and service to others; the effects of actions, words, and discipline on each student;
- and before acting, always answer the key question, "Does this benefit the Christian education of our students?"

WHAT ARE WE WORKING TOWARD?

THE GRADUATE PROFILE

GBCS shall place all of its emphasis on the outstanding preparation of its students thereby graduating young men and women:

- who know, love and serve Jesus Christ;
- who have a superior academic preparation for any further education they choose;
- who are teachable and exhibit a love for learning;
- who are well-read;
- who effectively communicate, both verbally and in writing, and persuasively present their point of view;
- who can think critically, work on teams cooperatively, and solve problems;
- whose experiences foster understanding of the diversity of the human race and are prepared for a life of evangelism, reflecting the grace and truth of Christ to all people;
- who commit to a life of loyal, servant-leadership in the local church;
- whose participation in athletics (interscholastic or intramural) equips them with a Christian approach to wellness and who are capable of exhibiting their faith and Christian character in competitive situations;
- who apply biblical principles to their family, church, and work;
- whose work ethic, skills and loyalty demonstrate that Christians are to be relied on for the integrity of their work and the quality of their thinking;
- whose actions reveal genuine Christian character; and
- who live as disciplined, culturally different men and women, and as Christian leaders, engage their world and change it.

ADMISSION POLICY AND PROCEDURES

Admissions Policy:

A student may be admitted to Grace Baptist Christian School only after established requirements and conditions have been fulfilled. Parents are required annually to sign a Family Commitment form expressing their support of the school's program. A student or family who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in the school. GBCS requires that all students beginning Kindergarten to be five (5) years old on or before September 1st. Grace Baptist Christian School is not equipped to accept students with learning disabilities and/or behavior disorders.

Admissions Procedure:

1. **Application:** A completed application, all required paperwork, as well as the \$300.00 *non-refundable* application fee, **MUST** be received before an interview will be conducted. Application forms are available in the school office and will be provided upon request.
2. **Testing:** GBCS administers entrance tests to all new prospective students.
3. **Interview:** A personal, confidential interview will be scheduled. Both the parent(s) (and/or legal guardian) as well as the prospective student(s) must be in attendance for this interview. Again, this interview will **NOT** be conducted until the required application process above is fulfilled.
4. **Final Acceptance:** Parent(s) and/or legal guardians will be notified as soon as possible regarding the student's acceptance. No acceptance will be finalized until all applicable documentation has been received and all necessary fees paid in full. Any new student granted admission is considered to be on academic probation for the first six weeks. Following the first six weeks, the student's status will be reviewed for: (1) elimination of probation; (2) extension of probation; or (3) dismissal from school.

ACADEMICS

Promotion:

K5–2nd

To be determined by grades in Math, Reading, Phonics and teacher recommendation.

3rd–5th

Students that are retained in the same grade level earn a 69 yearly average or below in two or more of the following courses: Math, Language Arts, Science or History. It is also expected that a student will pass Bible to be considered for promotion at GBCS.

6th–8th

In order to qualify for promotion, students must pass three of four core classes and two of three electives. Core subjects are: Math, Language Arts, Science and History. It is also expected that a student will pass Bible to be considered for promotion at GBCS.

Biblical Integration:

Biblical integration is a vital part of every class. Teachers stress fundamental teachings of the Bible and the development of Christ-like attributes. The Bible course is designed to encourage the spiritual growth of each student and to lay a foundation for a basic knowledge of the Old and New Testaments. A daily Bible lesson plays an important role in helping students relate Biblical principles to daily life situations.

All students participate in chapel each week. Parents are welcome to join their children for worship.

Grading:

Report cards are issued four times during the school year. Each grading period is approximately nine weeks long. The report card reflects the student's progress in the areas of academic achievement, work habits, attitudes, social characteristics, and conduct. **Kindergarten report cards indicate the student's level of accomplishment with the following scale: AC = accomplished, IP = in progress, NE = not evident.

Grades First thru Twelfth use the following grading scale:

A	100-90
B	89-80
C	79-75
D	74-70
F	69 and Below
I	Incomplete

Report cards are only one way of informing parents of a child's progress. We encourage parents to know their child's teacher and to keep informed about the many aspects of growth. Teachers may use plus or minus symbols with the letter grades as a part of this grading system. Report cards and progress reports should be signed by a parent and returned within two school days. Grades will be updated every Monday by twelve noon in Info Direct.

Report cards will be issued on the following dates:

First Quarter	October 14
Second Quarter	January 6
Third Quarter	March 9
Fourth Quarter	May 29

Honor Roll:

Honor Roll awards, given to First through Twelfth Grade students, are based on the following criteria:

- A Honor Roll: A in each subject for each quarter
- A/B Honor Roll: A or B in each subject for each quarter

Conduct Grades:

All elementary teachers will give a conduct grade. The areas used for grading are as follows:

- Attentiveness – Expressing interest through close observation.
- Cooperation – Working with other students and the teacher for a common purpose.
- Obedience – Being willing to comply with or follow the commands, restrictions, wishes, or instructions of the teacher
- Effort – The amount of work a student puts into class work and home studies.
- Responsibility – Being able to be trusted to fulfill a given task without undue supervision.

These grades will be based on all five characteristics as a whole using the following scale:

- | | |
|---------------|--------------------|
| 5 – Excellent | 2 – Poor |
| 4 – Good | 1 – Unsatisfactory |
| 3 – Fair | |

Homework:

Homework is given to students to provide activities that will reinforce skills taught during the school day. It is not given as busy work, but is used to assist a child in developing independent study habits, to acquire research skills, and to complete creative projects that enhance previous learning from the classroom.

The amount of homework varies depending on the grade level of the student. **Teachers send home their homework policy during the first week of school.** They also go over the policy for their grade level during Open House. Homework and/or special projects may be given on weekends; however, it should be kept to a minimum. If a student can document their attendance at a Wednesday night church service, that student will be exempt from homework for Wednesday evening. This does not include studying for scheduled quizzes or work still needing to be completed on a long range project. There will be **no tests** administered on Thursdays. There will be no homework, projects, book reports, research papers or other school work assigned over a holiday period. It is the student's responsibility to complete homework assignments. All homework assigned must be checked for accuracy and understanding by the teacher, and returned to students for review of teacher comments. If a child has difficulty understanding his/her homework, the parent may explain a concept or go over the directions. The actual homework should be done by the student. Students are expected to have all assignments ready to turn in at the beginning of class on the due date.

Parents are encouraged to have a consistent place and time for their child to complete his/her homework each evening. Parents should check on completed homework to be certain it is satisfactory. All student agendas in 1st-8th grade are to be signed nightly.

Late daily assignments will be graded from 75 instead of 100 and will only be accepted at the beginning of the next class period.

Major assignments turned in late will receive a reduction of 20 points for each class period the assignment is late. Assignments more than three class periods late will receive a 0 grade, but completion is still required. Some major assignments are required to receive credit for a course even if no grade is rewarded.

Grace Baptist Christian School will strive to maintain a reasonable balance between class work and homework. We have two desires. One is for academic excellence which means that homework is inevitable, especially in the upper grades. The second desire is not to jeopardize family time. Please discuss with your student's teacher any concerns you may have regarding homework assignments.

The student holds final responsibility for his/her school work. School work is defined as daily class assignments, homework, projects, school papers that are to be signed and returned to school on time, make-up work, supplemental work, etc. GBCS expects and requires students to meet their responsibilities for school work. Repeated neglect of this obligation may result in dismissal from school.

If a student becomes ill or there is a family emergency that prohibits completion of an assignment at home, the parent may send a note to the teacher stating the reason and ask for an extension of time for the assignment. It is assumed that situations like this will not become habitual. Please note that playing ball or other extra curricular activities are not acceptable reasons for not completing school work.

High School Academic Policies:

The ninth through twelfth grade day will consist of seven (7) periods that lasts fifty (50) minutes each. There are a few academic policies and procedures (listed below) that differ for these specific grades.

Graduation Requirements:

A student must achieve 26 units to graduate from Grace Baptist Christian School. Should a student fail a class during the year, he or she must take the course again over the summer at GBCS or at a school approved by the Georgia Accrediting Commission. The plan outlined is only a sample. You, your child, and an advisor will create a specific plan for your child.

Number of Units Required:

Bible	4
English	4
Speech	1
Mathematics	4
Science	4
History	3
Technology/Fine Art Elective	1
Foreign Language	2
Physical Education/Health	1
Electives	1
Science, Foreign Language or Fine Art Elective	1
Total	26

Freshman

Bible 9 (1)
English 9 (1)
Algebra I (1)
World History (1)
Biology (1)
P.E./Health (1)
Elective (1)

Sophomore

Bible 10 (1)
English 10 (1)
Geometry (1)
U.S. History (1)
Physical Science (1)
Spanish I (1)
Elective (1)

Junior

Bible 11 (1)
American Lit. (1)
Algebra II (1)
Economics/Gov't .(1)
Chemistry (1)
Spanish II (1)
Elective (1)

Senior

Bible 12 (1)
British Lit. (1)
Pre-Calculus (1)
Speech (1)
Anat./Phys (1)

GBCS CURRICULUM MAP

Kindergarten children are taught Bible lessons, Phonics, Reading, Writing, Numbers, Physical Education, Art and Spanish. Library and computer lab are other activities enjoyed weekly. Kindergarten uses a mixture of materials from the following publishers: ABeka Book, Association of Christian Schools International, Alpha Omega Publications, and various others for Computer Lab and Physical Education. Though the majority of our school curriculum is Christian-based, our teachers do not rely solely on the publishers to integrate the Bible, but rather, purposefully take on this task. Kindergarteners also participate weekly in Chapel. Parents are always welcome to join us in Chapel.

Elementary, grades one through five, are learning not only facts and figures but study habits, test taking skills and presentation skills. Curriculum, though almost exclusively Christian-based is supplemented even further by Biblical integration directed by the teachers, aiding the students to use the Bible as their basis in applying academics to life. GBCS, through careful research, has chosen curriculum from ABeka Book, Alpha Omega Publications, Association of Christian Schools International, and Bob Jones Press. These choices, in conjunction with Physical Education, Band, Spanish, Music, Art, and Computer Science Resources, comprise the necessary elements for well-rounded and excellent academics.

Middle school, grades six through eight, is the final preparation stage for the rigors of high school. Electives, Clubs and Athletics enhance our academic program. Participation in extra curricular activities is encouraged but not to replace or subvert academics in any manner. As a Christian school, Bible is considered a GBCS core subject. Our other core classes are Language Arts, Math, Science, and History.

High School, grades nine through twelve, is an exciting experience. These years lay the groundwork for future career goals and achievements. GBCS endeavors to help each student reach their potential through rigorous preparation for college. All students receive the core curriculum that most colleges require for admission. Advanced placement classes are available beyond the regular course offerings. Opportunities to apply for grants and scholarships are available.

Utilizing Christian-based curriculum for most courses and supplementing with some other resources, our teachers work diligently to provide excellence in academics. Biblical perspective is interwoven daily in each course to aid students in applying Biblical principals to daily life.

Grading Policy K5 – Fifth Grade:

<u>Quarter Grades</u>	<u>Final Averages</u>
Tests – 55%	Semester 1 – 50%
Quizzes – 25%	Semester 2 – 50%
Classwork – 10%	
Homework – 10%	

Grading Policy – Middle/High School:

The following weights will be used when calculating middle/high school grades.

<u>Quarter Grades:</u>	<u>Semester Grades:</u>	<u>Semester Grades:</u>
Tests – 55%	Quarter 1 – 40%	Quarter 3 – 40%
Quizzes – 30%	Quarter 2 – 40%	Quarter 4 – 40%
Homework*/Participation– 15%	Midterm/Final Exam – 20%	Midterm/Final Exam – 20%

* Homework that measures learning only.

GPA Equivalency:

<u>Numerical</u>	<u>Regular</u>	<u>Honors</u>	<u>A.P.</u>	<u>Letter</u>
100 – 90	4.00	4.50	5.00	A
89 – 80	3.00	3.50	4.00	B
79 – 75	2.00	2.50	3.00	C
74 – 70	1.00	1.50	2.00	D
69 – below	0.00	0.00	0.00	F

Failed Courses:

If a student makes below a seventy (70) in any course, he/she will not get credit for the course. If schedule allows, the student may be able to re-take the course in the summer at GBCS or at a program or school approved by the Administration. The student will have to repeat the course.

Achievement Tests:

Each spring Standardized Tests are given to all students as a requirement for Kindergarten through Eleventh Grades. Failure to complete the testing may jeopardize promotion to the next grade level.

College Entrance Exams:

The PSAT for Tenth and Eleventh Grades will be given October 12. Students in Seventh through Ninth grades will also be invited to participate based on academic achievement.

Academic Probation:

A student in grades First through Twelfth may be placed on academic probation for serious academic problems. This action is intended to give notice to the parents and student so a mutual effort can be made by both home and school to correct the academic deficiency. This probationary status will require that the student correct the study habit deficits and show significant improvement in grades by the next posted report card. A student may be placed on academic probation if one or more of the following stipulations are applicable:

1. Numeric overall average for all classes for the semester falls below a 75.
2. A student fails two courses for the semester.

The placement of a student on academic probation may result in the student's inability to participate in extracurricular activities during the probationary period. Athletes must meet all academic requirements as outlined in the Athletic Handbook to remain eligible. A letter of notification will be sent to the parents and a conference will be held with the parents, the student, the teacher, and the administration to discuss the deficiencies and ways in which the student may improve performance in the following semester.

The teacher, and/or administration will review the academic progress of the student at the end of the following semester to determine follow-up action.

A student may be released from probation if he/she has no F's for the semester and the numeric average is above the minimum requirement. A student with one F will have his/her status reviewed by the administration and may have his/her probation extended for the following semester.

Record Review Policy:

1. The school's administrative office and support staff are responsible for maintaining the cumulative records on each student.
2. To secure the student's and the family's right of privacy within the school, only the Administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
3. Outside of the school community, the only person(s), usually the parent, who has legal responsibility for the student, may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Administrator in writing.
4. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student.
5. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

Service Hours:

Believing that the servant life of Christ should be modeled, the Service Hours program of Grace Baptist Christian School is based on Galatians 5:13b – "...through love serve one another". The ultimate goal is to cultivate in students an appreciation for all God has given them and an awareness of the less fortunate around them. It is also designed to help students recognize that they can make a difference in the lives of others and instill in them the desire to do so. The Service Hours opportunity is a volunteer opportunity for students so that these important lessons can be taught in a fashion that is fun and meaningful for the students, no stress for the parents, and not disruptive to the school day. Students are encouraged to select service projects where they actually work and interact with individuals.

The requirements are as follows:

- 9th Grade: 5 hours per semester
- 10th Grade: 8 hours per semester
- 11th Grade: 10 hours per semester
- 12th Grade: 10 hours per semester

All work will be credited based on the submission of the Service Hours Form and approval by the Administrator or Dean of Academics. The student's Bible teacher will record the number of Service Hours served. An incomplete Bible grade will be recorded for the semester until the Service Hour requirement is met.

First semester service hours are due by the first Monday of December.

Second semester service hours are due by the first Monday of May.

Work which would qualify could include but is not limited to the following organizations or categories: (Individual creativity is encouraged but must be approved before credit can be awarded)

- Parks and recreation work
- Painting/Yard work/Housekeeping for the handicapped/elderly/shut-in
- Mission Trips
- Volunteer help to the elderly; Nursing home/Hospital ministry
- Red Cross/Blood Banks, Pregnancy Centers, Goodwill/Salvation Army
- March of Dimes, MS, Cancer Societies, etc.
- Fire Department/Police Department
- Soup Kitchens/Rescue Missions/Food Banks/Shelters
- Church Activities (only those specifically aimed at community outreach and involvement such as VBS, city-wide crusades, youth activities, etc.)

Work which would not qualify is as follows:

- Work in which the student receives any form of compensation
- Work done for any immediate member of the family
- School activities
- Usual church activity such as nursery duty, Sunday school, youth group, youth choir,
- Set up/clean up for church activities or church ministries usually performed by church members.

With acceptable documentation, service hours accumulated during the summer months may be counted for a student's semester requirement.

ACTIVITIES

Chorus:

Third through Twelfth grade students will have the opportunity to audition for various performance ensembles including choral, vocal, and drama.

Band:

GBCS will have a symphonic band for students in the Fourth through Eighth grade. Pep band is available for students in the Sixth through Twelfth grade.

Sports Programs:

An after-school sports program is available for elementary, middle, and high school students including:

- Girls – flag football and cheerleading (elementary), basketball, volleyball, fast pitch softball and cheerleading (middle and high school).
- Boys – flag football (elementary), football, baseball and basketball (middle and high school).

Eligibility for Clubs:

Various clubs and organizations exist at Grace Baptist Christian School. Participation is a privilege, not a right. Acceptable grades and proper conduct are requirements for participation in clubs. Students whose grades show consistent failure or their behavior deteriorates may be asked to drop activities which the school feels may be contributing to poor achievement.

Chapel:

Chapel at GBCS features pastors, GBCS staff and students, youth pastors, missionaries, musicians, and guest speakers of special interest to our students. Through these chapel times, we want our students to have a clearer understanding of God's Word, to gain a broader concept of the many facets of individuals in the Lord's work, and to experience spiritual growth and commitment in their lives. Parents are welcome to attend any chapels.

Field Trips:

Field trips are a vital part of a well-rounded instructional program and offer many opportunities for enhanced teaching. **Each trip is considered to be a vital part of the curriculum and all students are expected to be present.** Administration must approve all trips. Field trips will not be scheduled on Wednesdays due to Chapel. **Under no circumstances is swimming permitted on any field trip or school event, without prior administration approval.**

Transportation for field trips will be by GBCS school buses. Students may ride home from a field trip with their parents if the student is signed out by their parent with the student's teacher. It is the intent that every child enjoy and profit educationally from

these experiences, but a child may be excluded from a field trip for any of the following reasons:

- Failure to meet the deadline for funds
- Repeated behavioral problems in the school environment
- Behavioral problems on a previous field trip

Parent Chaperones:

All chaperones participating in ANY GBCS field trip(s) involving minor children MUST HAVE a background check. It shall be the responsibility of the chaperone to obtain and cover the cost of this background check. A copy of this completed background check must be on file with our office.

On overnight field trips, adult chaperones and students may not occupy the same hotel room. The only exception is the following: two adult chaperones may share a room with their own two same-sex children. In this circumstance, the adult chaperones must both be GBCS employees or non-GBCS employees, **not one of each**. Adult chaperones should otherwise monitor the hallways to ensure that students exemplify behavior in line with school standards, without entering the student-assigned hotel rooms.

The number of parent chaperones must sometimes be limited due to the location and nature of the field trip. Each teacher will strive to allow every parent an opportunity to attend at least one field trip during the year. **When serving as chaperones, parents may not bring siblings of the student with them.** It is important that chaperones are able to give their full attention to the safety of our students.

PHYSICAL EDUCATION

Clothing:

Kindergarten through Third:

No P.E. uniform is required. Girls may wear gym shorts under their uniforms. The shorts must be shorter than the uniform.

Fourth through Twelfth:

The P.E. uniform consists of a GBCS P.E. t-shirt and GBCS identified gym shorts. P.E. shorts should not be rolled at the waist. These clothes must be purchased from Buckhead Uniforms. Only GBCS sweatshirts and sweatpants may be worn in cold weather. Athletic shoes and socks must be worn for P.E. classes.

Participation:

All physical education students are expected to participate in class unless they are injured or sick and have a note from a doctor **or** parent. Students will not be excused for any other reason, unless the P.E. instructor or administration team member deems it necessary.

ATHLETICS

Grace Baptist Christian School seeks to provide opportunities for each student to participate in at least one athletic activity. The focus of Grace Baptist Christian School's Athletic Department is to build Christ-like character through physical activities and competition. For a complete list of Athletics regulations, please access the online Athletic Handbook.

School Hours:

Teachers begin receiving students at 7:50AM.

Students must be in their classroom at the start of the school day, or they are marked tardy. The Kindergarten through Twelfth grade school day begins at 8:15AM.

Kindergarteners through Twelfth grade students are dismissed at 3:30PM. Please honor the end of the day classroom time by not picking up your child between 3:00PM and 3:30PM. Dismissal ends at 3:45PM; Kindergarten through Twelfth grade students must be picked up by that time. Parents are not to enter after 8:05AM unless through the front doors of the office.

Grace Baptist Christian School will not be responsible for unsupervised students arriving before 7:50AM, or leaving after 3:45PM. Students who arrive before 7:50AM and students still on campus after 3:45PM will be taken to the Extended Care program for supervision. Parents will be billed accordingly.

Parents are asked to enter the school grounds at the designated area and use the designated traffic pattern for arrival and dismissal. Please watch for directional signs. **For the safety of all GBCS students, parents are urged to pick up children in the car line.**

- Cars must have a car tag displayed in the front windshield. Car tags are provided at Orientation.
- Teachers will open and close car doors.
- Students must be prompt in getting to the pick-up areas.
- Traffic is expected to move as cars are loaded.

The following page is a diagram of the required school traffic pattern. Due to safety issues, all drivers are expected to follow this pattern from 6:30 am through 6:30 pm.



Notification of any change in the normal form of transportation for your child must be **sent to the school office, in writing, before 12:00PM**. These rules are designed to ensure your child's safety. We take this responsibility seriously and expect our students and parents to do the same.

Extended Care Program:

The Extended Care program is provided for the convenience of parents whose children attend Grace Baptist Christian School. The Extended Care program provides an enjoyable atmosphere for students before and after school. Extended Care opens at 6:30AM and the afternoon program closes at 6:30PM. Students are to be registered for Extended Care before they attend. Fees are listed on the financial information sheet in the information packet. For more detailed information regarding the Extended Care program or to obtain a registration form, please call the school office (770) 222-8955.

Extra-Curricular Eligibility:

Students are required to attend school 4½ hours per day to be counted as present for that day. A student must be counted present to participate in any school activity such as sports, fine arts, etc., for that day. Students must arrive no later than 11:40AM and/or cannot be out any part of the school day more than 3½ hours.

Early Dismissal:

All students will be dismissed at 12:30PM on early dismissal days. Please refer to your school calendar for what days these fall on.

Absences:

An absence that is initiated by the school such as school-scheduled field trips or activities including sports will not be counted in the student's total absences. Students absent from school for the following reasons will be considered **excused** if the school receives, in a timely manner, a note stating the reason for the absence from the parent/guardian; preferably the day the student returns to school. Three parent notes are accepted per semester. Illness or excuses after three absences must be from a doctor to be considered excused.

- 1) Illness of student
- 2) Death in immediate family
- 3) Attending the funeral of a close friend or relative
- 4) Doctor/dentist appointment (it is recommended that these appointments be made after school or during school holidays if at all possible.)
- 5) Family emergency
- 6) Special family/student trips – (See explanation below)

If a signed parent note is not received, the absence is considered **unexcused**. If a daily grade is given the student will receive a grade of "0".

If a student accumulates more than 10 absences per semester (excused or unexcused) in any class/subject, he/she will receive an FA (failure for lack of attendance) in that class/subject. Excessive absences due to extenuating circumstances will be evaluated by the administration.

All students who are being checked out of school early by a parent or guardian must be signed out at the front office.

Students are responsible to get assignments and should make up all work missed due to absences. In the case of extended absences due to serious illness the teacher/administrator may determine the amount of work that should be made up. If a student is absent one day, he/she has one day following their return to school to make up assignments or tests. Students who miss more than two academic periods must get administrative approval in order to participate in extracurricular activities that afternoon or evening. The student should contact the teachers of all classes which were missed on the day of the student's return to school. All schoolwork and tests must be made up within the same number of days missed, up to five days. The teacher and administrator will determine an alternate plan if this time needs to be extended.

Special Family/Students Trips:

Students may be excused from school for special occasions such as:

- A. Church sponsored retreats
- B. Mission trips
- C. Family trips/vacations
- D. College visits

Students taking special trips must do the following:

- A. Bring a note signed by a parent explaining the trip. This should be done several days in advance of the absence.
- B. Secure homework assignments from the teacher or front office.
- C. Complete class work in advance, if possible, or make prior arrangements with teachers as to the date it must be turned in.

The Administration requests that absences not be preplanned during the first week of school, during exam days or when standardized testing is scheduled.

College Visits:

Juniors and seniors are each permitted two (2) days in the year to visit colleges. A form must be signed by all teachers, parent(s), and student and turned in to the administrator's office **PRIOR** to the visit in order for the absence not to be counted against total absences. GBCS does not sponsor college visits, they are the responsibility of the students and their parents.

Tardies:

Tardiness disrupts the entire class, in addition to affecting the late student's school routine. Parents are encouraged to assist in making sure that students are prompt in arriving at school.

Students are expected to be in their classroom at 8:15 a.m. The back doors will be locked at 8:14 a.m., and students are expected to be in their classroom by 8:15 a.m. The teacher will make a daily report to the front office. Parents should make every effort to have students at school on time. It is distracting to other students to have a child enter while class is in session. It is often upsetting to the child who arrives late to have missed directions or instructions regarding a lesson. Arriving at school on time allows the student the opportunity to have a positive beginning each morning as he/she embarks upon a day of discovery and learning.

Three (3) tardies will be allowed each semester with no consequence (these tardies would include, but are not limited to: power outage, sibling/parent made student late, dead battery, flat tire, slow traffic, train, etc.). An email will be sent to the parents on the 3rd tardy to inform the student and parents that the next tardy will result in a detention. For all student, three (3) tardies will be allowed each semester with no consequence. On the fourth tardy, parents will incur a \$5.00 fee and parents will be contacted. On the fifth tardy, another \$5.00 fee will be incurred. If a student in K5 through Fifth grade reaches six (6) tardies in one semester, parents will incur a \$25 fee and a conference with administration will be required.

For middle/high school students, **Detention will be issued beginning with the fourth tardy. Students not in the classroom when the class period begins will be marked tardy by the teacher.** Upon the 6th tardy during a semester, a middle school/high school student will be issued a Saturday School. If more than 6 tardies are accumulated during a semester, a conference will be required with administration, the student, and parent to determine the next course of action.

Students arriving **late** to school must report to the office for a pass to class. Work missed due to an excused tardy must be made up no later than the end of the day that the tardy occurred, unless otherwise directed by the teacher.

Tardies due to doctor or dentist appointments are always excused when accompanied by a note from the doctor or dentist office. Students **checking in** any time during the day after 8:15am must report to the office for an admit slip to class.

Student Checkout / Off Campus Appointments:

Requests for students to leave during the school day must be directed to the Reception Center. Students must be checked back in upon their return.

Doctor appointments should be scheduled after the end of the school day or during vacation times. Any student who is going home before the regular dismissal time or is going home by a different manner than he/she normally does **must bring a note** from home signed by the parent. The note is to be taken to the Reception Center at the beginning of the school day. Parents must come to the Reception Center to pick up a child during the school day. **As a safety measure, identification is required before releasing a child to anyone.** If a child returns to school before the end of the day, he/she must check back in at the Reception Center first before going to class.

Administration requires a prior agreement with the parent and student regarding checking in and out procedures for attending college classes.

Illness or Injury During School Hours:

Students who become ill or are hurt during school hours should tell their teacher. The teacher will send the student to the principal's office to be evaluated. The receptionist will contact the parent immediately if medical attention appears to be necessary. If a child is running a temperature or has visible signs of being ill, he/she will have to go home. The parents will be contacted and are responsible for having the child picked up from the clinic as soon as possible.

Medication Guidelines:

Prescription Medication:

- ◆ The parent must request in person that the student be given the medication.
- ◆ The parent must sign a release form allowing school personnel to administer the medication.
- ◆ Medication must be in the original container with the pharmacy label attached.
- ◆ Medication will be administered according to the prescription label.
- ◆ Students **WILL NOT** be allowed to transport prescription medication.

Medication prescribed 2-3 times a day should be given at home unless the child is in Extended Care.

Non-Prescription Medication (Over-the-Counter):

- ◆ The parent must bring the medicine, in its original packaging, with dosage instructions clearly indicated by parents/guardian. This includes but is not limited to Tylenol, Pepto Bismol and throat lozenges.
- ◆ The parent must request, in person, that the student be given the medication.
- ◆ The parent must sign a release form allowing school personnel to administer the medication.
- ◆ The parent will provide instructions including the dosage and the time medication is to be given to the student.
- ◆ Medication must be in the original container. (Directions from the parent should not exceed the medication instructions on the label.)
- ◆ Students **WILL NOT** be allowed to transport non-prescription medication.
- ◆ Cough drops are considered non-prescription medication.

Metered Dose Inhalers for Students with Asthma:

- ◆ Georgia statues authorize students to carry a metered dose inhaler on their person when they have approval from their parents and their physician.
- ◆ The Principal shall be provided a copy of the parent's and physician's written statement of approval.
- ◆ Metered dose inhalers may also be kept in the school office and administered under the "prescription medication" guidelines.
- ◆ **PLEASE NOTE: All medications not picked up by the parent at the end of the school year will be discarded.**

Communicable Diseases:

Any child who is diagnosed, either by appropriate laboratory testing or through the diagnosis of any licensed health care provider, as having an infectious communicable disease will be evaluated for suitability to remain in the classroom. This determination shall be based on whether or not the individual is otherwise qualified to remain in the classroom and whether or not he/she presents a health danger to himself/herself or an increased risk to others with whom there may be contact. The administration will assess the need and availability of other educational alternatives if it is determined that the individual should be removed from the classroom. The administration will respect the confidentiality of all individuals suspected of or diagnosed as having an infectious, communicable disease. All administrative deliberations and records will be kept confidential. The number of personnel who will be advised of an individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission of an infectious disease may increase. Decisions regarding the type of educational and/or general care provided will be based on behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting. The risk and benefits to both the infected individual and others will be weighed in this process.

Severe Weather Closing:

Unless previous notice is given, parents may expect Grace Baptist Christian School to be closed for the day on severe weather days when the **Cobb County Schools** announce that they are closed.

Please do not phone the school or school personnel; Grace Baptist Christian School will follow Cobb County's decision as announced by the broadcast media.

Emergency Drills:

Fire, severe weather, and disaster drills are conducted regularly.

Church/School Property:

Desks, chairs, tables, and all real property at Grace Baptist Christian School belongs to Grace Baptist Christian School or Grace Baptist Church. Students must treat all property inside the church/school building with respect. Students must not lean back in chairs, deface property, or sit on desktops. ***STUDENTS WHO ARE RESPONSIBLE FOR DAMAGE OF SCHOOL PROPERTY WHETHER INTENTIONAL OR ACCIDENTAL WILL BE RESPONSIBLE FOR ALL REPAIRS OR REPLACEMENT. PARENTS MUST BE AWARE THAT VANDALISM CANNOT BE TOLERATED AT GRACE BAPTIST CHRISTIAN SCHOOL or GRACE BAPTIST CHURCH***

Textbooks:

All non-consumable textbooks are the property of Grace Baptist Christian School. Hard backed books that are loaned from the school must have a cover on them at all times. At no time is a student to write in, tear, soil, or turn under pages of any textbook. Students must replace textbooks for any damage beyond normal use such as: one or more pages of content is missing; has water-soaked pages or swollen cover; physically marked with pencil, pen or crayon; defaced or marred, such as broken, cut, or smeared backs or pages beyond what would be considered normal wear. The student shall pay for replacement of any textbooks lost or damaged. Report cards will be held until penalties have been settled. No textbooks will be issued to any student while the payment is outstanding. All textbooks must be returned to the teacher when a student is promoted or transferred.

COMMUNICATION

Email - Email is the preferred method for "general" communication with parents. Phone calls are utilized by teacher and administration when dialog and immediate exchange of response is necessary.

Web Site – www.graceedu.com has a vast array of pertinent and timely information that can be accessed 24 hours a day.

Parent Meetings – Parent meetings will be held from time to time during the school year. Parents are encouraged to attend these meetings to facilitate home/school communication.

Parent/Teacher Conferences – Conferences regarding the pupil's academic progress, behavior, or attitude may be held at any time. The parent or teacher may initiate these. Parents desiring a conference with the teacher should contact the teacher by email in advance to make an appointment; conferences should be scheduled before or after school hours. Teachers are never free to spend time with individual parents during classes.

Internet Usage – Internet usage is a privilege that will be removed if abused. Any student caught trying to access websites with pornography, profanity, or circumvent our site blocks and/or firewalls, etc., will be subject to loss of all internet privileges and suspension from school. We greatly encourage parents to use filtering devices for their computers at home, and suggest that no computer be in an unmonitored location.

Delinquent Financial Account Policy:

All fees must be current in order for a student to receive a re-enrollment contract or for a student to receive his/her report card and/or test results. Fees included in this policy are: technology fee, Extended Care fees, sports fees, unreturned books (library and/or textbooks), tuition fees, etc. In addition, all returned check issues must be resolved. Student records will be released as soon as all financial obligations are met.

Withdrawal Procedures:

Any student desiring to withdraw from school should report to the school office to receive a withdrawal form. Parents are requested to meet with the administration for an exit interview before a student is withdrawn from Grace Baptist Christian School. Transcripts cannot be forwarded to another school until all financial obligations have been met. This, of course, includes remaining tuition, library, lunchroom, extended care, late payment charges, lost books, etc. School transcripts and records will be sent upon request of other schools after the parents have signed a release for such transmission of records. Official school records are always sent to other schools through the mail; records cannot be released to individuals.

If after enrollment your son/daughter is voluntarily withdrawn, suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded. GBCS reserves the right to collect tuition and fee balances associated with the remainder of the school year. Financial reimbursement will only be considered for employment relocation or a financial hardship. When final payment is made by check, transcripts will be released after the funds have been cleared by the financial institution.

Lost and Found:

All lost and found items such as books, jewelry, or apparel should be turned in at the Reception Center. **A student's name should be clearly put on all clothing such as outerwear, gym clothing, book bags, etc., for purposes of identification.** Lost and Found items not claimed that cannot be identified may be given to Goodwill or re-sold in the used uniform sale.

Lunch Program:

We have partnered with the **SLA Management Company**.

SLA Management is an Orlando, Florida, based private school foodservice management and support company.

They create custom designed school lunch programs tailored to the individual schools they serve. SLA is dedicated to providing a high quality, nutritious and cost effective school lunch program. Nutrition is a vital component of SLA's school lunch program. All of SLA's school lunches mirror the National School Lunch standards for daily values of

protein, vegetables, fruit, dairy and grain. SLA recognizes the financial and operational challenges facing our schools today. Their management staff is comprised of seasoned food executives motivated to make a positive contribution in the development of students.

Lunch prices for students in grades K5-5th will be \$4.00. Lunch prices for students in grades 6th-12th will be \$5.00. Payments for lunch are not accepted at the school. All monies for lunch must be deposited in your child's online lunch account with SLA. Instructions for setting up your child's lunch account and depositing money into that account are found on our website.

High School Driving/Parking Privileges:

Students who have their driver's license will need to register their vehicle in the Registrar's office. A registration form must be filled out, signed by the parent, and turned back into the office. The student will park only in a designated area. If a student violates this policy, he/she will not be able to drive their vehicle to school for one week. In addition the following rules must be strictly adhered to:

Driving with excessive speed or driving recklessly on school property will result in a **minimum** driving suspension of one week.

- Students cannot leave campus once they arrive at school unless they have received permission from the administrator's office and have written parental permission.
- Students cannot sit in their vehicles or loiter in the parking lot once they arrive at school. They must get out of their car and enter the school. The same policy applies for after school also.
- Students are not allowed to go to their car once they have arrived at school and entered the building.
- No firearms or weapons of any kind may be kept in the vehicle.
- No alcohol, tobacco, or illegal drugs may be kept in the vehicle.

Violation of any of the above rules can lead to suspension of driving privileges for a minimum of one week, on the minor offenses, and/or suspension from school. For major offenses, the student may lose driving privileges or be expelled from GBCS altogether. The Administration reserves the right to make the final decision on the punishment of these or any offenses by a student.

Leaving Campus:

No students K-5 through 12th may check out for lunch except with their parents or family on special occasions. Students may not check out with other students for lunch parties.

Library:

The Grace Baptist Christian School Library is open for 4 hours daily, Monday through Friday.

- Students are allowed to borrow one book for a period of one week.

- Books must be brought to the library for renewal; exceptions can be made for particular circumstances, such as reports.
- Reference books and current periodicals may be enjoyed in the library, but not checked out.
- Students with an overdue book will be given a written notice. Additional books may not be checked out until overdue books are returned.
- Students will be charged for lost or damaged books. The librarian should be contacted in reference to lost or damaged books.

The library is a place of learning and growth. We encourage the use of this resource by every student. Parents are welcome to visit. Please contact the office for this opportunity. Parents are also appreciated as volunteers. Please contact the Librarian if interested in sharing your talents.

Parent Messages to Students:

Any parent who needs to get a message to his/her child should call the school **before 2:30 pm**. Parents are requested to make calls to students only when absolutely necessary.

Parent-Teacher Conferences:

We believe that an optimal educational experience only happens when parents and teachers work together. Teachers and parents are encouraged to schedule periodic conferences with each other to keep the lines of communication open.

Parents or teachers may request conferences at any time. Concerns should be addressed as soon as they arise. Please call the school and leave a message requesting the teacher to call. **Teachers should always be contacted before requesting a conference with the administration.** "Drop-in" conferences are discouraged because a teacher may have other responsibilities and it does not allow the necessary preparation time for a conference. We request that parents refrain from stopping by to chat briefly about a child's progress without making prior arrangements. This often disrupts routine duties or distracts a teacher from student-related responsibilities. There will be one day set aside specifically for parents to meet with teachers and then on an as needed basis.

Parent Teacher Partnership:

The PTP sponsors and/or facilitates a number of activities. There are many opportunities for parents to volunteer. Please check with the PTP Officers or your child's teacher to ask how to volunteer as a homeroom parent, library assistant, cafeteria assistant, computer assistant, or in any school program or activity in which you have a special interest or skill to share with our school. Together, parents and teachers can truly make a difference in making this a wonderful school for our students.

Parties:

Class parties will be held on designated days and times during the school year. Parties will still be limited to students in that specific class.

Teachers will work with parents to recognize a student's birthday but will need advanced notice. Birthday celebrations will be during class lunch or recess and limited to dessert or treat only. Flowers, balloons, gifts, stuffed animals, etc. may only be delivered to the Front Office. Office personnel will then deliver these items to the student at lunchtime or the end of the school day.

Pet Policy:

For the safety of our children, pets are not allowed in the building, or on any school grounds which includes the athletic fields. No pets are allowed out of your vehicle. Individual classroom policies regarding pets will be pre-approved by the administration.

Public Display of Affection:

Public displays of affection are not appropriate on campus. Friendship is encouraged, while public romance and physical expression of mutual attraction are not permitted.

Return Check Policy:

Parent(s) will be billed \$40.00 if a check they have submitted to GBCS is returned from the bank. If a second check is returned, parent(s) will have to submit cash, a money order, or a cashier's check to replace the returned check.

GBCS will no longer accept checks from a family who has had three (3) returned checks in one school year. That family will have to pay all future fees with cash, a money order, or a cashier's check – this includes cafeteria charges, extended care fees, etc.

Student Lockers:

Lockers will be assigned to all elementary, middle, and high school students and are the property of the school. Students must keep their lockers neat and clean. School Principals reserve the right to inspect lockers at any time.

Student Locker Privileges:

Locker Privilege:

- ◆ Locker use is a privilege
- ◆ Failure to follow locker rules may result in:
 1. Loss of privileges for a specified period of time (e.g., minimum of one week)
 2. Disciplinary consequences (i.e., Detention, Saturday School, etc.)

Loss of Privilege:

- ◆ Parents are notified in writing
- ◆ Students who lose locker privileges are given space in homeroom to keep their materials

Privacy:

- ◆ Students do not have an expectation of privacy
- ◆ School employees may open and inspect lockers at any time (see Locker Check)

Locker Check:

- ◆ Administration will open lockers at random to ensure locker rules are being followed

Decorating Lockers:

- ◆ The inside of lockers may not have tape, stickers or anything that adheres
- ◆ The outside of lockers may be decorated during Spirit Week only or other special events designated by Administration
- ◆ Words, pictures, etc., considered inappropriate may not be displayed
- ◆ Shelves or organizers must be freestanding or hung from a hook, not attached to the locker

Cleanliness:

- ◆ Keep Lockers clean – no trash (this includes food)
- ◆ Keep the area around lockers clean

Visitors:

All visitors, including parents, must sign in at the front office to receive a visitor's pass. Parent visits are encouraged and welcomed after the first few weeks of school and before the last few weeks of school. Arrangements to visit classrooms should be prearranged through the front office. Parents are also welcomed to have lunch with their student. A visitor's pass must be worn while on campus.

GBCS does not allow visits for any reason, including lunch, to anyone other than a parent, guardian, or grandparent. This includes siblings, former students or friends. If you see visiting students on campus without a name tag, please notify the front office staff and he/she will notify an administrator.

Cell Phone Policy:

Most of our students have cell phones and other electronic entertainment devices in their possession when they arrive at school each day. While these phones/devices serve a useful and beneficial purpose, they are becoming a growing distraction to students during class time. Students who use their phones for texting and getting on the web are finding it difficult to refrain from checking messages and communicating with friends frequently during the school day. This has expanded into an ever-increasing distraction for students during class time and for some, it is an activity they find difficult to curb while at school. In an effort to minimize these distractions that compete for the attention of students, we are asking that cell phones and other communication and listening devices be turned off and be stored **ONLY** in the student's locker or vehicle during school hours. **Students may not have their phones in their possession, in their book bag, or inside a purse that is carried during class periods, break, or lunch.** *These devices may not be visible in any way once the school day begins.* We ask that students leaving school before 3:30 PM refrain from use until after they exit the buildings. **Students found in possession of a cell phone will have the phone taken, to be returned to a parent only, and will receive a Saturday detention for the first violation. Subsequent violations will be a suspension level offense.** We want to assure parents and students that an office phone is available to

use when a legitimate need arises. The office personnel also will make every effort to deliver crucial messages to students as necessary during the school day. Please assist us by encouraging your student to keep his/her phone properly stored during the school day.

"Facebook" Policy:

"Facebook" and other social networking sites have become the most popular web sites visited by young people today. As a school, we have blocked access to these sites on school computers. In addition to that, we have consistently encouraged parents to monitor their children's Internet access at home, especially in regard to "Facebook" and other social networking sites. While students view "Facebook" as a place to communicate with friends and express their opinions, students must be aware of the fact that there is no "presumption of privacy" with anything they say online. For this reason, we feel it necessary to remind students that our handbook states that "*when serious offenses outside of the school limits occur and become public and negatively impacts the reputation or character of the school or students, disciplinary measures may also be taken*", up to and including expulsion. Simply stated, students will be held accountable for anything of an inappropriate nature they may post on their "Facebook" or other sites online. This includes, but is not limited to, inappropriate language, pictures, threats, or confessions of inappropriate behavior. In addition, students who create websites for other students will be in violation of this policy and face disciplinary measures. Due to the broad array of actions, disciplinary measures could range up to and include dismissal from school.

Weapons Policy:

Grace Baptist Christian School is required by law to implement a weapons policy. It is imperative that parents and students understand the policy. The existence of this policy does not infer that Grace Baptist Christian School has a history of weapon problems. Parents and students who enjoy the freedom to possess weapons must be aware that Georgia State Law mandates this policy. Therefore, students who own or have access to weapons of any kind must abide by this weapons policy!

I. Introduction

The school considers student possession of weapons or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat".

II. Student Action

Students who possess a weapon or who carry, exhibit, display, draw, or threaten with any of these items are apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

III. Definition

"Possession" includes, but is not limited to, having a weapon within school safety zones within one thousand feet of school property, on school property, or at a school-sponsored event located:

- a) in a space assigned to a student such as a locker or desk
- b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle)
- c) under the student's control or is accessible or available, such as hidden by the student
- d) in a student vehicle

"Threat" includes, but is not limited to:

- a) a statement of personal bodily harm with a weapon
- b) a statement indicating friends or acquaintances with weapons who will commit bodily harm
- c) the statement of possessing a weapon at school or a school function

A "weapon" includes, but is not limited to:

- a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, paintball, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- c) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon;
- d) a sling shot, which is a forked piece of wood, metal, plastic, or similar substance, having an elastic band fastened to the prongs for shooting small stones and pebbles;
- e) a device commonly known as "throwing stars", multi-pointed metal objects designed to embed upon impact;
- f) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;
- g) a dirk, which a type of dagger; or any type of dagger
- h) any device commonly known as "nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- i) a stun-gun;
- j) any explosive device including fireworks;
- k) any bludgeon type weapon, which includes a bat (outside of athletic use and under adult supervision), club, or blackjack;
- l) any of the following: straight-edge razor, spring stick, or darts.

IV. Incident Reporting and Action

Any faculty member, staff member, or administrator with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building administrator/director/designee, which may:

- (a) determine if a report needs to be submitted to the appropriate jurisdiction police authority,
- (b) submit the report if appropriate, and
- (c) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

V. Limitation of Policy

This policy does not apply to adults over 21 years of age, teachers, and other school personnel who are authorized to possess or carry weapons as long as the weapon is in a locked compartment of a motor vehicle or one which is in a locked container or in a locked firearms rack which is on a motor vehicle.

VI. Georgia State Law

1. See state laws for crimes and offenses, pg. 172-173, code section 16-11-1271.
2. Also see state laws regarding elementary, secondary, and adult education, pg. 409, code section 20-2-1184.

DRESS CODE

Parent/Guardian:

Parents/guardians are asked to dress appropriately and modestly when visiting our school or attending school functions. We would also ask that our parents/guardians adhere to our general standards of conduct when visiting the school or school related functions (i.e. no drinking, smoking, offensive language, etc.). The Administration reminds both students and parents that your enrollment states your complete agreement with the application of all code enforcement to your child. To be less than supportive and then murmur and complain about how your child was dealt with, erodes your child's understanding of respect for authority and shows a lack of harmony with our clearly stated Biblical standards (Philippians 2:14, 15 and Matthew 18).

Student:

Our desire is that the students of Grace Baptist Christian School portray principles of modesty, appropriateness and distinction of sexes. Students will be required to dress neatly and cleanly. Uniform clothing is required for all students in Kindergarten through Twelfth grade. Uniform items worn by our students are to be purchased through our school clothing supplier Buckhead Uniforms and MUST have the correct GBCS logo. **The only exception is the purchase of pants or shorts in the Izod or Arizona brand may be made at JC Penney.** No clothing, including coats, jackets, sweaters, sweatshirts, etc, may be worn in class unless it is purchased at our school clothing suppliers or from our school/church bookstore, and displays the correct GBCS logo. Outerwear worn to school that is not purchased at our school clothing suppliers or from our school/church bookstore and does not display the correct GBCS logo must be placed in the student's locker.

The administration of Grace Baptist Christian School reserves the right to determine that any article of clothing is inappropriate for school wear. This may include clothing items that have been purchased through JC Penney and/or Buckhead Uniforms, but are too tight, immodest, or worn inappropriately.

Infraction:

When students are inappropriately dressed, parents will be contacted to either bring the proper uniform clothing to change into or take the student home. Students will not be allowed to return to class until they are dressed in compliance with the uniform policy. GBCS will provide belts or ties as needed (if available) at a cost of \$5.00 each per day

until returned. If you have any questions regarding the uniform or how to purchase needed items, please call the school office.

Please put names on all articles of clothing and other items sent to school with your student.

Boys

1. Boys are required to wear socks and a belt. However, belts are NOT required for Kindergarten students.
2. Shirts must be properly buttoned and TUCKED in.
3. Students must be clean shaven.
4. Boys are not allowed to have any type of body piercing (including ears), nor wear necklaces, bracelets or have tattoos.
5. Pants must not be too baggy or worn pulled down below the waist.
6. Boys must have a traditional, gentlemanly haircut. Any style which causes undue attention will not be allowed. Faddish or eccentric haircuts or hair colors are not permitted.
 - Hair should be cut above the shirt collar
 - Entire ear must be exposed
 - Hair should be above the eyebrows
7. Students are to have athletic shoes and socks for PE only (no light up shoes).

Girls

1. The length of skirts, shorts and skorts must be no shorter than the top of the knee.
2. Girls are required to wear socks that color-coordinate with their uniform.
3. All shirts must be TUCKED in.
4. Girls are allowed to wear **one** set of matching earrings. No other body piercing or tattoos are allowed.
5. Girls must have neat, clean hair styles. Any hair style or color which causes undue attention will not be allowed.
6. Make-up must be worn in moderation and good taste.
7. Students are to have athletic shoes and socks for PE only (no light up shoes).

AFTER SCHOOL EVENTS

Students are expected to dress, at all school functions, representing Christ as well as Grace Baptist Christian School, Students dressed inappropriately may be refused admission to the event.

UNIFORM REQUIREMENTS

GIRLS (Grades K5 – 5th)

SKIRT	Khaki Skirt (Style #134 or #143)- (Required for Chapel) (Must be no shorter than top of knee)
JUMPERS	Plaid Jumper (Style #172 or #194) (Color #53) with White School Logo - Navy Princess Jumper (Style #156) (Polycotton style ONLY) with School Logo Khaki Princess Jumper (Style #156) (Polycotton style ONLY) with School Logo (Must be no shorter than top of knee)
BLOUSES	White Short Sleeve or Long Sleeve Peter Pan Blouse To be worn under jumper only (No logo required)
SHIRTS	Fashion Fit Polo; Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Fashion Fit Polo; Dark Burgundy or Light Blue, Short or Long Sleeve Knit Shirt with School Logo
SKORTS	Navy or Khaki Skort (Style #148 or #907) with Flag Logo (Must be no shorter than top of knee)
SHORTS	Navy or Khaki Shorts (pleated or flat front) with Flag Logo (Must be no shorter than top of knee)
SLACKS	Navy or Khaki Slacks with Flag Logo
BELTS	Black, Brown or Navy (Required if slacks or shorts have belt loops)
SWEATERS	Wine or Navy Crew Neck Cardigan Sweater– with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram Required
SOCKS	Solid White, Navy, Khaki or Dark Burgundy (Must color coordinate with uniform and be at least ankle-length.)
TIGHTS	Solid White, Navy, Khaki, Dark Burgundy (Must color coordinate with uniform) (Khaki and Dark Burgundy not available at Buckhead)
SHOES	Black, Brown, Navy or Tan (K5 Students ONLY Must Have Toe AND Heel Enclosed) (1st–5th Grade Students Must Have Toe Enclosed)
HAIR ACCESSORIES	Matching Hair Accessories Available (Optional)

P.E. Uniform (Grades 4th & 5th ONLY)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

UNIFORM REQUIREMENTS

GIRLS (Grades 6th – 8th)

SKIRT	Khaki Skirt (Style #134 or #143) - (Required for Chapel) Navy Skirt (Style #134 or #143) (Must be no shorter than top of knee)
SWEATERS	Wine or Navy Crew Neck Cardigan or V-Neck Cardigan Sweater– with Embroidered School Monogram
SKORTS	Navy or Khaki Full Wrap Skort (Style #907) with Flag Logo Long Navy or Khaki Skort (Style #148) with Flag Logo (Must be no shorter than top of knee)
SLACKS	Navy or Khaki (pleated or plain front) with Flag Logo
SHIRTS	Fashion Fit Polo; Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Fashion Fit Polo; Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
BELTS	Black, Brown or Navy (Required if slacks or skirt have belt loops)
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	Solid White, Navy, Khaki or Dark Burgundy (Must color coordinate with uniform and be at least ankle-length. Knee socks are allowed.)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)
HAIR ACCESSORIES	Matching Hair Accessories Available (Optional)

P.E. Uniform (Grades 6th – 8th)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

UNIFORM REQUIREMENTS

GIRLS (Grades 9th – 12th)

SKIRT	Khaki Skirt (Style #134 or #143) - (Required for Chapel) Navy Skirt (Style #134 or #143) MUST COME BELOW THE KNEE – SKIRT. <u>MUST</u> BE WORN WITH KNEE SOCKS.
BLOUSES	Oxford, in Blue/White Stripe, S/S or L/S, with School Logo
SLACKS	Navy or Khaki Pleated, Plain Front or Fashion Fit Slacks with Flag Logo
SHIRTS	Fashion Fit Polo; Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Fashion Fit Polo; Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
BELTS	Black, Brown or Navy (Required if slacks or skirt have belt loops)
SWEATERS	Wine or Navy Crew Neck Cardigan or V-Neck Cardigan with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	Solid White, Navy, Khaki or Dark Burgundy Knee Socks (Must color coordinate with uniform)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)
HAIR ACCESSORIES	Matching Hair Accessories Available (Optional)

P.E. Uniform (Grades 9th - 12th)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

UNIFORM REQUIREMENTS

BOYS (Grades K5 – 5th)

SLACKS	Navy Slacks with Flag Logo Khaki Slacks with Flag Logo – (Required for Chapel)
SHORTS	Navy or Khaki Shorts with Flag Logo
KNIT SHIRTS	Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
SWEATERS	Wine or Navy V-Neck Cardigan Sweater with Embroidered School Monogram
BELT	Black, Brown or Navy (Belt not required until 1st grade)
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	White, Navy or Khaki (Must be at least ankle-length)
SHOES	Black, Brown, Navy or Tan (K5 Students <u>ONLY</u> Must Have Toe <u>AND</u> Heel Enclosed) (1st–5th Grade Students Must Have Toe Enclosed)

P.E. Uniform (4th & 5th Grade ONLY)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

UNIFORM REQUIREMENTS

BOYS (Grades 6th – 8th)

SLACKS	Navy Slacks (pleated or flat front) with Flag Logo Khaki Slacks (pleated or flat front) with Flag Logo– (Required for Chapel)
OXFORD SHIRT	Oxford, in Blue/White Stripe, S/S or L/S, with School Logo
KNIT SHIRT	Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
SWEATERS	Wine or Navy V-Neck Cardigan Sweater with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
BELT	Black, Brown or Navy
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	White, Navy or Khaki (Must be at least ankle-length)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)

BOYS (Grades 9th - 12th)

SLACKS	Navy Slacks (pleated or flat front) with Flag Logo Khaki Slacks (pleated or flat front) with Flag Logo– (Required for Chapel)
OXFORD SHIRT	Oxford, in Blue/White Stripe, S/S or L/S, with School Logo
KNIT SHIRT	Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
SWEATERS	Wine or Navy V-Neck Cardigan Sweater with Embroidered School Monogram Navy Sweater Vest with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
BELT	Black, Brown or Navy
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	White, Navy or Khaki (Must be at least ankle-length)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)

P.E. Uniform (Grades 6th - 12th)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

DISCIPLINE GUIDELINES

The Grace Baptist Christian School Handbook provides the general conduct parameters and the discipline philosophy for our school. It is our prayer to see our students mature adequately in the areas of self-discipline and personal accountability. Respect for authority and obedience results in God's blessing in our lives. For GBCS to accomplish all that is possible in the lives of its students there must be several essentials established:

1. Respect for authority, which leads to
2. Obedience to rules/regulations
3. Clear boundaries for acceptable behavior and
4. Definite consequences for violation of standards
5. Unconditional forgiveness for genuine repentance

Numbers 1 and 2 above speak to the heart of our task as parents and teachers. We are to raise our children in the "fear and admonition of the Lord." Creating and maintaining discipline in the student's life is crucial in developing his/her later submission to the Heavenly Father. Hebrews 12:17 instructs,

"Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account."

Numbers 3 and 4 above speak to the necessity of this particular document. Sadly, it is part of the human nature that demands that we know our boundaries. While God handled this original task with ten positively worded commandments, history has proven that more concise and specific parameters are essential.

Number 5 emphasizes the necessity of genuine forgiveness, restoration, and forgetting what is behind. This is only possible through the power of Christ in the life of a believer. As Christians, it should be our goal to be Disciples of Christ in attitude and action. This behavior is summed up in Matthew 22:37-39; "Jesus replied:" 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.

While students are not always expected to tell on other students who violate any school discipline guideline, it is important to realize that we have Scriptural accountability, the testimony of our school in the community, and the safety of our school family to consider. Therefore, students are expected to learn to use the Matthew 18 principle of confronting classmates whose actions are outside the boundaries of acceptable behavior. If no change occurs, authorities (parent, teacher, principal, coach, etc.) should be notified to insure accountability. Please be reminded that willful self-discipline and deliberate obedience to school conduct expectations will eliminate your concern for any of the consequences on the following pages.

Attendance at Grace Baptist Christian School is a privilege and not a right.

Any student who does not conform to the standards and regulations of the school may forfeit this privilege. The school may, at any time, request the parents to withdraw a

student, who, in the opinion of the Administration, does not fit the spirit of the school, regardless of whether or not he/she conforms to specific rules and regulations of the school.

Grace Baptist Christian School is not an institution to reform children, nor do we seek to take the place of the parents who have had difficulty fulfilling their God given role; therefore, we ask that parents do not enroll their students with the idea that we will reform them. Students and parents are reminded that the Lord Jesus Christ expects us to be disciplined in all of life. "Let every soul be subject unto the higher powers." (Romans 13:1A) When parents enroll their children at GBCS, they are placing their children under our authority with the expectation that we will exercise authority for the benefit of their children. Parents are therefore expected to be supportive of those they have chosen to serve in positions of authority over their children. Parents can expect their children to receive caring discipline.

Discipline Procedures:

There are times when students will need to be disciplined. The Bible tells us that he who loves his children will chasten them. No student is allowed to disrupt the class with words, action, or a negative attitude. GBCS will use one or more of the following options when it becomes necessary to show our students that we love them:

- **Verbal Discipline** – admonition, correction, warnings, and rebukes. Students will be reprimanded for their actions and asked to repent.
- **Denial of Privileges** – students may lose privileges such as recess, seating preference, etc., appropriate to the misbehavior. Additional work assignments may be given when a student is denied recess privileges.
- **Detention** – given at the discretion of the teacher or Administration for warranted offences including, but not limited to, the following: lying, cheating, profanity, disobedience, disrespect, instigating or sowing discord, fighting, bullying, vandalism, theft and insolence. Students will be notified in advance. It will be held from 3:30pm – 4:30pm each Thursday afternoon in the designated room. During this teacher-supervised time, students will be required to complete work assigned by the detention teacher.
- **Saturday School** – reserved for more serious violations. Students are assigned from 1 to 4 hours of Saturday detention from 8:00am – 12:00noon. Saturday School will result in a \$25 fee.
- **In School Suspension** – the student may be temporarily removed from the rest of the class for certain misdeeds. This is often done for students who are seeking to gain attention by misbehaving, or who are distracted from doing their work by the presence of other students. All work will be assigned and completed independently by the student while separated from the normal class routine.
- **Out of School Suspension** – certain breaches of the school's standards for conduct may result in out of school suspension. Suspension from the classroom is usually preceded by a history of conduct problems. The Administration, in these cases, will contact parents. Work missed during any suspensions will be completed, but any quizzes or tests missed during this time will be an automatic zero. Any student who receives three suspensions in one school year will be

considered for dismissal. Students are required, upon return to school, to contact their teacher for the missed work, which should be completed outside of school hours. Supportive parental discipline is expected.

- **Restitution** – this is used in cases of theft or destruction of property. It is expected that any one found guilty of an offence of this nature will return what has wrongly been taken or replace what has been lost or damaged.
- **Expulsion** – expulsion is used in rare instances where a child is consistently antagonistic to a school standard/authority and is non responsive to other forms of discipline. It is also used when a child is having a significant negative influence on the school or other students. As with suspension, expulsion is usually preceded by a period of behavioral probations, which reflects a history of conduct problems.

Probation Policy – Probation gives a student the opportunity to correct a serious academic or disciplinary problem and remain enrolled at Grace Baptist Christian School.

REASONS FOR PROBATION:

- Insufficient academic progress
- Continued, deliberate disobedience
- A continued negative attitude and bad influence upon other students
- Committing a serious infraction inside or outside of school which has an adverse effect upon the testimony of the school
- Failure of the parents to support the disciplinary standards of the school

Steps to Invoking Probation:

When the administration believes that a student requires probation, a conference will be scheduled by the administrator to include the student and the parents.

- The concerns of the school will be discussed. Following the conference the specific reasons and terms of probation will be put in writing and mailed home.
- The administration will later review improvement by the student. If the terms have been met, probation will be lifted. If not, the student may be asked to withdraw.

Middle and High School Guidelines:

Violations fall into three categories, A, B, and C. Each category is not all-inclusive. Consequences may vary due to circumstances.

“A” Violations

Offense

- Gum, candy, food, or drink in any unauthorized place
- Running in the building/hallway
- Horseplay/disruptive behavior/passing notes
- Littering
- Casual display of affection
- Being in restricted area without permission
- Failure to sign in or out at the office upon late arrival or early departure
- Parking violation

Typical Penalty:

1st Offense – Detention

Excessive Detentions:

It is our desire that change of behavior and self-discipline occurs with the least amount of intervention possible. However, it is difficult to know exactly what interventions and to what extent the interventions are applied will succeed in accomplishing the desired change of behavior.

Additional detentions = Administrative discretion (Saturday School, Multiple day suspension, disciplinary probation, or withdrawal/expulsion).

Absence from detention will result in Saturday School. Absence from Saturday School will result in suspension. Repeated “No Shows” to assigned detentions will result in Suspension from school.

Suspensions:

Each day of suspension carries an academic penalty.

- Daily work for that day must still be completed or made up after the suspension period. The student must meet with his/her teacher(s) to get all assignments and complete these outside of school hours.
- Tests/major projects due on the day of suspension – must be made up and/or given to the teacher when they return to class.

“B” Violations

- Cutting class (absent without specific permission)
- Copying (Cheating) homework (**zero issued plus punishment below**)
- Profanity (general, not directed at anyone)
- Indiscreet behavior or language
- Disrespect/rudeness to any faculty, staff or adult
- Lying to a teacher (intentional deception)
- Careless driving/speeding may result in suspension of campus driving privilege and/or monetary fine
- Taunting, badgering, or provoking another student (including athletic events)
- Excessive or egregious “A” Violation(s)
- Cell phones- Cell phones and other communication and listening devices must be turned off and stored **ONLY** in the student’s locker or vehicle during school hours. Students may not have their phones in their possession, in their book bag or inside a purse that is carried during class periods, break, or lunch. **These devices may not be visible in any way once the school day begins.** We ask that students leaving school at any time of day refrain from use until after they exit the buildings. Students found in possession of a cell phone will have the phone taken to be returned to a parent only and will receive a Saturday detention for the first violation.

- Electronic devices, other than cell phones (equipment will be confiscated and given to the administrator and will be returned only to the parents) – Due to the continual introduction of new electronics such as I phones, etc. with cell phone and internet capabilities, it will be considered as a cell phone device even if the student is only listening to music files.

Typical Penalty:

(Any excessive violations could result in suspension or withdrawal)

1st Offense – Saturday detention (2-4 hours)

2nd Offense – Suspension (1-2 days) with academic penalty

3rd Offense – Suspension (3-5 days) with academic penalty

“C” Violations:

- Cheating on test or plagiarism on a paper/project– zero and suspension
- Cheating on exam – course failure for semester
- Truancy –suspension/expulsion
- Illegal drug use, sale, consumption, or possession – expulsion
- Alcohol/Tobacco use, sale, consumption, or possession –
 - 1st Offense – Suspension or Expulsion
 - 2nd Offense – Expulsion
- Present in situation above but not participating in drug, alcohol, or tobacco use - Suspension or Expulsion. **NOTE:** Tobacco use includes chewing tobacco, snuff, etc.
- Sexual Immorality/Fornication/Promiscuity/Obscenity - Suspension/Expulsion/Withdrawal
- Sexual Harassment (verbal or physical) – Suspension or Expulsion
- Pregnancy or responsibility for – Expulsion/Withdrawal
- Abortion or responsibility for – Expulsion/Withdrawal
- Possession of deadly weapons (fire arms, knives, explosives) – Expulsion (Cobb County Sheriff’s Department will be notified).
- Continued disrespect or profanity directed to any faculty, staff, or adult – Suspension or Expulsion
- Skipping School – Suspension with academic penalty
- Vandalism – materials to repair damage and labor costs will be reimbursed plus 1-5 days suspension or expulsion, depending on the damage – (Cobb County Sheriff’s Department will be notified)
- Fighting – Suspension
- Profanity (directed at someone) - Suspension
- Premeditated stealing/Theft – Suspension or Expulsion
- Threats or malicious actions either physical or verbal made to or against others or self that would be considered harmful in any way – Suspension/Expulsion
- Any other act of misconduct which, in the opinion of the administration, is found to be inexcusable, and/or brings dishonor to one’s personal testimony or Grace Baptist Christian School will receive discipline. This includes, but is not limited to any of the following:

Improper posts on “MySpace”, “Face Book” or text messaging. We have no desire to monitor student behavior outside the classroom or online; however, we have, on occasion, had to deal with discipline issues related to what a student has written or posted to these social networks or through the phone lines. Due to the limitless variations in offense, mitigating circumstances, and the potential to properly minister to students’ spiritual growth, punishment may vary. We pray for God’s wisdom, direction, and grace as these issues arise.

The discipline policy applies to students on campus, field trips and at all school related functions. However, when serious offenses outside of the school limits occur and become public and impact the reputation or character of the school (24/7/365), disciplinary measures may also be taken. When student behavior makes disciplinary measures necessary, such measures will be carried out firmly and consistently.

General:

Normally, classroom guidelines for behavior and work may vary slightly among teachers. Students are expected to adjust and accommodate these differences. While enrolled at GBCS, students are expected to be a good example and testimony 24/7/365 both on and off campus.

Ephesians 4:22 – 24

That ye put off concerning the former conversation the old man, which is corrupt according to deceitful lusts; and be renewed in the spirit of your mind; and that ye put on the new man, which after God is created in righteousness and true holiness.

It is expected that students will respond positively to Biblical teaching regarding good behavior and any discipline they may be assigned. In classroom and school activity situations students will answer to the teacher or staff member in charge for behavior and attitude. The Discipline Policy applies to students on campus, on a school bus or van, and at all school related functions. However, when serious offenses outside of these school limits occur and become public and impacting the reputation of the school, disciplinary measures may also be taken. **See the Disciplinary Guidelines in this document.**

A Positive Approach:

To conclude this document, let’s review how we can avoid conflict at home and at school, and insure God’s blessing in our lives. Here are “Ten Commandments” by which to live.

While a student at GBCS:

1. Be respectful to school personnel at all times
2. Follow school handbook guidelines
3. Be respectful of the rights and property of others
4. Be punctual
5. Be attentive and responsible to your teachers
6. Be polite, positive, caring, and gracious
7. Cheerfully abide by the dress code
8. Pursue morally pure conduct
9. Expect the best out of yourself

10. Prayerfully and physically support your school

The following is a list of characteristics that relate to this discipline policy:

1. Most discipline problems are initially taken care of by the classroom teacher.
2. Parents are notified of any problems.
3. Repeated infractions (patterns) will be dealt with by the administration and they will work with all involved to correct the problem.
4. Consequences will be swift in coming and appropriate for the infraction.
5. A series of steps will be taken to correct the problem; however, the seriousness of the infraction may require a skipping of steps to get to the appropriate consequence.
6. The ultimate goal is to get the student to a point of "self-control and self-discipline".
7. Up until expulsion, there will always be hope in correcting the problem.
8. The discipline process will involve a team effort with communication and parent/student cooperation vital to a positive outcome.
9. Students may be required to withdraw or not be allowed to reenroll based upon what is deemed to be an excessively uncooperative or unsupportive attitude by parents, guardians, or the students.

INTIMIDATION, HARASSMENT, BULLYING AND THREATS

Definition: Any unwanted and repeated written, verbal, electronic, or physical behavior including any threatening, insulting, or dehumanizing act by a student that is severe and pervasive (as determined by Administration) and that creates an intimidating, hostile, or offensive educational environment, causes discomfort or humiliation, or unreasonably interferes with an individual's school performance or participation.

Definition of Sexual Harassment: Unwanted and repeated verbal or physical behavior with sexual connotations by a student or adult that is severe or pervasive enough (as determined by Administration) to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Each student is entitled to a safe, peaceful, and healthy educational environment. Intimidation, harassment, bullying, and threatening behavior of any kind will not be tolerated. Allegations of harassment should be reported to the Administration within two days. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include, but not be limited to, suspension or expulsion and referral to law enforcement authorities.

Any student who knowingly and intentionally files a false complaint of harassment against an adult or student will be subject to immediate and severe disciplinary action.

GBCS FACULTY OR OTHER STAFF MEMBERS MAY NOT INVITE OR ALLOW ANY GBCS STUDENT OR GROUP OF STUDENTS TO STAY OVERNIGHT AT THEIR HOME. This includes athletic team members, individually or as a group. The only

exceptions are for students and faculty/staff that are related, or if a faculty/staff member's child has a friend(s) visit their home and stay overnight.

The following is a list of characteristics that relate to this discipline policy:

1. Most discipline problems are initially taken care of by the classroom teacher.
2. Parents are notified of any problems.
3. Repeated infractions (patterns) will be dealt with by the administration and they will work with all involved to correct the problem.
4. Consequences will be swift in coming and appropriate for the infraction.
5. A series of steps will be taken to correct the problem; however, the seriousness of the infraction may require a skipping of steps to get to the appropriate consequence.
6. The ultimate goal is to get the student to a point of "self-control and self-discipline".
7. Up until expulsion, there will always be hope in correcting the problem.
8. The discipline process will involve a team effort with communication and parent/student cooperation vital to a positive outcome.

**** Parents, the following page is a Parent/Student Handbook Signature Agreement Form. This form is to be printed, signed by parent and each student in K5-12, and returned to the school office or teacher by Open House.**

If your child is enrolled after the Open House, the agreement is due within one week of enrollment.

**Parent / Student Handbook
Agreement Form**

Please sign the statement below and return this page to your child's teacher.

My child and I have read and discussed the GBCS Parent & Student Handbook. We understand we are responsible for following the policies in this handbook. If you have more than one student attending GBCS, please list each student and teacher name. (Please print.)

Student's Name _____

Homeroom Teacher _____

Student's Signature _____

Parent Signature _____

Date _____