

GRACE COMMUNITY SCHOOL
Student Handbook 2011-2012
ELEMENTARY EDITION



*I will extol You, my God
O King, And I will bless
Your name forever and ever.*

GRACE COMMUNITY SCHOOL
STUDENT HANDBOOK 2011-2012
ELEMENTARY EDITION – GRADES K5-6

PHILOSOPHY OF CHRISTIAN EDUCATION

Education is life. It is the critical and essential impartation of life values from one generation to the next (*Deuteronomy 6:6-7, 11:18-19, 2 Timothy 2:14*).

The process of education consists of acquiring **wisdom, knowledge, and understanding**. (*Proverbs 3:13-18, 4:1-13, 5:1-2, 8:11*). **Knowledge** is learning facts from all the basic disciplines (math, language, history, science, fine arts, and Bible.) **Wisdom** and **understanding** consist of the following process: 1) learning to view and interpret these facts from God's point of view, i.e., from an eternal perspective; 2) developing a life value system (world view) based upon this proper perspective, and; 3) making the appropriate decisions in every area of life.

The ultimate and only sure source of **wisdom** and **understanding** is God's Word, the Bible. It is "God-breathed" verbally and plenary inspired truth. In God's Word, each student may discover the eternal and unchanging principles of **wisdom** and **understanding**, and even come to know God Himself. (*Proverbs 1:7, 2:1-9, 9:10, 15:33*).

Accordingly, the only true education is a Christian education. Any attempt to educate children (or adults) without a godly, biblical foundation of true **wisdom, knowledge, and understanding**, is fatally flawed and ultimately doomed. (*Proverbs 13:13,20, 14:6,12, 15:32*).

The responsibility to provide a Christian education belongs to the home. The church and its Christian School ministry can greatly assist the family in providing this education, but the ultimate responsibility before God for the education of the next generation rests squarely on the parents' (and especially the father's) shoulders. (*Ephesians 6:4, Proverbs 1:8, 4:1, 13:1*).

MISSION STATEMENT

Grace Community School, in full fellowship with all the resources of Grace Community Church, exists to:

- Instill foundational biblical truth.
- Inspire the formation of inner convictions.
- Impart academic knowledge essential for building skills:

so that our students are personally and professionally equipped to impact their world for Jesus Christ.

Grace Community School will purpose to effect its philosophy and mission statement via the following programs:

1. A Scripturally-based program of Christian character training and discipline.
2. A consistent, clear presentation of the gospel of Jesus Christ, to the end that every student come to know Him as Lord and Savior, and embrace a lifestyle that demonstrates a genuine conversion by its consistency with Scripture.
3. Academic, fine arts, and physical education programs that inspire to excellence and life service for Jesus Christ.

ADMISSIONS POLICY

Enrollment in Grace Community School is a privilege, not a right. Each student is admitted "At Will". This means that each student enrolled in Grace Community School may be dismissed "At Will" by the Elders of Grace Community Church, upon recommendation of the Administration of Grace Community School.

Each student admitted to Grace School may attend only so long as the Administration is convinced that the student is committed to cheerfully supporting the school's biblical philosophy and policies. Enrollment priority will be given to students from Christian families who are willing to wholeheartedly support and abide by the biblical principles espoused in Grace School's Philosophy and Mission Statement.

In addition to students from Christian families, Grace School may admit, on a space available basis, students from non-Christian families who agree to support Grace Community School's Standard of Conduct, as presented in the Student Handbook. Parents of each student admitted to Grace School must demonstrate their support of Grace Community School by signing a Statement of Cooperation.

STUDENT CONDUCT

Philosophy

As students of Grace Community School, you have a daily opportunity to practice the biblical principle of obedience to authority by your cheerful and prompt obedience to every member of the faculty and every staff member of Grace Community Church. Because griping and complaining are in direct opposition to God's Word, these behaviors will not be tolerated.

You are welcome to express your concerns and questions regarding Grace Community School policies, in a respectful manner, to your Principal or teacher at any time.

Because we are committed to partnering with your parents for your spiritual success, we will diligently strive to train you in the following very important character traits: *self-control, discipline, personal responsibility, and proper response to authority.*

Obey your leaders and submit to them; for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you. **Hebrews 13:17**

Do all things without grumbling or disputing; that you may prove yourselves to be blameless and innocent, children of God above reproach in the midst of a crooked and perverse generation, among whom you appear as lights in the world. **Philippians 2:14-15**

General Behavior Standards

Attendance at Grace Community School is a privilege – not a right. Accordingly, you are expected to conduct yourself in an orderly and respectful manner at all times.

Please do not bring on campus books, music, magazines, binders, folders, lunch boxes, or any other materials that depict or glorify anti-Christian characters or philosophies. Please do not place any of these inappropriate items in your backpacks, binders, lockers, or notebooks.

And do not participate in the unfruitful deeds of darkness, but instead expose them; for it is disgraceful even to speak of the things which are done by them in secret. **Ephesians 5:11-12**

Classroom/Chapel/Assembly Standards

1. You are encouraged and expected to attend all assigned classes, chapels, and assemblies. You are expected to arrive on time, to bring all the necessary books and materials, to be attentive, to fully participate, and to apply yourself diligently in order to learn.
2. You are encouraged and expected to offer complete obedience and respect to all your teachers, all other faculty, and chapel leaders at all times.
3. You are not to bring any candy, food, or drink into any classroom or chapel service; you are not to eat or drink in any classroom or chapel service except as part of an official school function. *(This prohibition includes water bottles.)*
4. **You may not chew gum** anywhere on campus anytime during regular school hours or during official after-school activities on campus.
5. Students are not to be in any classroom without a faculty/staff member present.

Outside Standards

The key words for outside (and especially playground) behavior: COURTESY, SAFETY and CHEERFUL SUBMISSION TO AUTHORITY.

1. You are encouraged and expected to *walk* on campus *(except where appropriate on the playground.)*

2. You are encouraged and expected to talk in a normal tone of voice (*No yelling.*) and to avoid excessive noise (*No slamming locker doors.*) (Please remember that we share this campus with many other ministries.)
3. You are encouraged and expected to keep your hands to yourself. (*No physical contact between boys and girls; no hugging or other public display of affection; no hitting, slapping, or kicking.*)

Serious Offenses

As students of Grace Community School, your behavior and attitude directly or indirectly affects the public Christian testimony of Grace Community Church 24 hours per day, 7 days per week. As such, the following behaviors are strictly forbidden at all times, on and off campus. Your participation in these or similar behaviors will result in severe discipline, up to and including suspension or dismissal from Grace Community School.

1. Physical fighting.
2. Possession and/or use of weapons on school property; use of weapons in any dispute.
3. Stealing or attempting to steal.
4. Deliberate destruction of church, school, or personal property, or acting as accomplice to such action.
5. * Possession, use, disbursement, or sale of narcotics, alcohol, tobacco, or any illegal substance; possession, use, or disbursement of any controlled substance without a doctor's prescription.
6. Lying or cheating in any form.
7. Profane or obscene language.
8. Moral behavior that defiles the testimony of Grace Community Church and School.
9. *Possession, use, or disbursement of pornography, or any vile, obscene, or profane literature.
10. *Possession, use, or disbursement of materials, devices, or products that endorse, encourage, or promote immoral behavior.
11. Endorsement and/or promotion of anti-Christian philosophies or behaviors.

*** These offenses carry an automatic suspension of at least one full semester.**

(For any action that includes a violation of criminal law, the proper law enforcement authorities will be called and asked to take appropriate legal action.)

*Therefore, consider the members of your earthly body as dead to immorality, impurity, passion, evil desire, and greed, which amounts to idolatry. For it is on account of these things that the wrath of God will come, and in them you also once walked, when you were living in them. But now you also, put them all aside; anger, wrath, malice, slander, and abusive speech from your mouth. Do not lie to one another, since you laid aside the old self with its evil practices, and have put on the new self who is being renewed to a true knowledge according to the image of the One who created him. **Colossians 3:5-10***

*But like the Holy One who called you, be holy yourselves also in all your behavior; because it is written, 'You shall be holy, for I am holy. **1 Peter 1:15-16***

*Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear. and do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. and be kind to one another, tenderhearted, forgiving each other, just as God in Christ also has forgiven you. **Ephesians 4:29-32***

DRESS CODE

Philosophy

Grace Community School is committed to the principles of modesty, decorum, and suitability for the pursuit of academic excellence in grooming, appearance, and dress code of our faculty and students. We are convinced that this creates a positive atmosphere for appropriate behavior and attitude. An appropriate dress code also contributes to maximum learning by minimizing distractions and fashion competition, and helps each student maintain proper focus on his or her academic studies.

We have developed Grace Community School's personal grooming, appearance, and dress code based upon these principles.

Standards

Consistent with the above principles, your attire must at all times be neat, clean, in good repair, and fit properly. Clothing that promotes or glorifies anti-Christian products or philosophies, is not allowed on campus

or at any activity of Grace Community School. In addition, neither baggy, oversized, sloppy nor excessively close-fitting clothes are allowed on campus or at any activity of Grace Community School.

As a student enrolled in Grace Community School, you will wear uniforms purchased from Mills Campus Wardrobe (or from another store as long as the clothing styles and colors are consistent with the Mills Campus Wardrobe ordering sheet). The information regarding specific clothing articles you may wear is available in the school office.

The following standards apply to each article of clothing you wear as a student at Grace Community School.

- Skirts, shorts, and jumpers must extend to the top of the knee (in a standing position).
- Socks are to be worn by both boys and girls.
- Boys are to wear belts (plain black, brown, or navy, solid or braided).
- Boys' shirts are to be tucked in at all times.
- Approved uniform sweaters, sweatshirts, and jackets are the only outer garments that may be worn to school, inside or outside.
- Shoes must be closed toed.
- Shoes and shoe laces must conform to the standard GCS uniform colors (black, brown, white, gray, navy, royal blue, sky blue).
- The current year's Theme T-Shirt (*and only the current year's T-Shirt*) may be worn to school any day of the week.
- Accessories (scarves, leggings, and long sleeved undershirts) must conform to the standard GCS uniform colors (black, white, gray, navy, royal blue, sky blue).

Grooming:

BOYS

Hair: must be neatly groomed, not excessively long, in your natural color, and not distracting (in regards to length, hair should be 1) out of the eyes, 2) off the ears, and 3) off the collar).

Jewelry: earrings and distracting jewelry are inappropriate.

GIRLS

Hair: must be neatly groomed, in your natural color, and not distracting.

Jewelry: excessive and distracting jewelry is inappropriate.

Makeup: Elementary students are not allowed to wear makeup at school or any GCS function on campus.

After School

After school clothing must meet the same standards of modesty listed in this handbook.

Sports Activities And School Programs

You are expected to wear modest, neat, and clean clothing consistent with the guidelines for the regular school uniform.

Because we are committed to your spiritual and academic success, we will do our best to enforce these guidelines consistently, equitably, and with kindness and compassion. We appreciate your cooperation. As always, your questions are welcome.

SPIRITUAL TRAINING/CHARACTER BUILDING

Grace Community School is a Christian education ministry of Grace Community Church. As indicated by the first two defining principles of Grace Community School's Mission Statement, this school exists to:

- Instill foundational biblical truth.
- Inspire the formation of inner convictions.

Accordingly, the Bible, God's inerrant, inspired Word stands at the center of our curriculum. The truth revealed in its pages is the standard by which every other textbook, and every program and activity of GCS is measured.

Bible Classes

As a student of Grace Community School, you will be enrolled in Bible class. You are encouraged and expected to participate in all Bible class activities, including Scripture memorization.

*But his delight is in the law of the Lord, and in His law he meditates day and night. **Psalm 1:2**
Thy Word I have treasured in my heart, that I might not sin against Thee. **Psalm 119:11**
I long for Thy salvation, O Lord, and Thy law is my delight. **Psalm 119:174***

Music Classes

Music classes are also an important part of Grace Community School's spiritual training and character building program. The Bible clearly indicates that music is an expression of worship to God.

*Serve the Lord with gladness; come before His presence with singing. **Psalm 100:2**
Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord.
Ephesians 5:29*

*While I live I will praise the Lord; I will sing praises unto my God while I have any being. **Psalm 146:2***

You will attend music classes on a regular schedule. You will also have the opportunity to audition for choir, band, and guitar class. All Grace School students will have the opportunity to participate in musical presentations at various times during the school year.

Please note: participation in GCS music programs is a course requirement for each music class. Failure to participate as assigned will result in severe grade reduction, up to an including failure in the course.

Chapel

You will attend chapel once each week. Chapel services provide an excellent opportunity for all Grace School students to worship in music and receive instruction from the Word of God.

Good Citizen Awards

Each month it is our privilege to recognize Grace Community School's Good Citizens. These are students selected by their teachers as those who have consistently demonstrated the following: 1) cheerful, prompt obedience to those in authority; 2) diligence in school work; 3) a willing, cooperative spirit; and 4) an eagerness to serve others when called upon to do so.

Church Services

Grace Community School encourages every student's family to be actively involved in a local, Bible-believing and Bible-preaching church. If your family is not a member of such a fellowship, we cordially invite you to visit Grace Community Church. Our church offers services, activities, and ministries for all members of the family. For more information, you are encouraged to call the church office at (818) 909-5500

ACADEMICS

Philosophy

Grace Community School is a Christian education ministry of Grace Community Church. As indicated by the third defining principle of Grace Community School's Mission Statement, this school exists to:

- Impart academic knowledge essential for building skills:

Therefore, Grace Community School's commitment to excellence in every endeavor includes our academic program. We actively promote and encourage academic excellence in all classes in every grade because we view academic achievement as one more avenue to glorify our Lord Jesus Christ.

*Whatever you do, do your work heartily, as for the Lord rather than for men: knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve. **Colossians 3:23-24***

Homework/Extra Credit

Homework is an important part of the academic program at Grace Community School. You will be assigned homework according to the guidelines listed below. Students in grades 4-6, you are provided an assignment notebook/planner. Please bring it to class every day, and carefully record your homework assignments. Homework will not be assigned that must be completed on Wednesday nights.

As a general policy, opportunities to earn extra credit will be rare, and will be limited to extreme situations. Elementary students can expect to be assigned approximately ten (10) minutes of homework each night per grade level. Special projects and book reports will generally require additional time.

Academic Honors

Grace Community School promotes academic excellence by offering Academic Honors. The standards for academic honors are listed on the next page:

GOLD HONOR ROLL: You may achieve Gold Honor Roll each quarter by earning an “A” in each academic subject.

BLUE HONOR ROLL: You may achieve Blue Honor Roll each quarter by earning an “A” or a “B” in each academic subject.

- Academic subjects include all major disciplines: Bible, Math, Language Arts, Social Studies, and Science.
- PE and Music are not considered Academic subjects. However, you must earn at least a “C-” in each of these subjects in order to be eligible for honor roll.
- In addition to the above requirements, you must earn at least a “C-” in Citizenship and Work Habits to be eligible for honor roll.
- For Academic Good Standing (AGS), Academic Probation (AP) and report card/transcript information, all classes are included in each student’s Grade Point Average (GPA).

GRADING SCALE

K5:

First Semester: Outstanding “O”, Satisfactory “S”, Needs Improvement “N”, or Unsatisfactory, “U”. Second Semester: Same grading Scale as grades 1-9.

Grades 1-6:

You will receive letter grades on your report card for all subjects according to the following scale:

98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Grading Standards

ELEMENTARY

Elementary students, you will be graded for your work according to the standards set by your elementary teacher.

Progress Reports

Grace Community School provides on-line access to parents with PASS (Parental Access Support System). Each teacher will make the determination whether additional grading reports need to be sent home with the student.

Academic Guidance

If you fall behind in your schoolwork, if you do not turn in homework, or if you earn a low grade on a quiz or a test, your teacher may give you an Academic Guidance. This is an important way to communicate with your parents regarding your school work. *(It is your responsibility to take your Academic Guidance home and give it to your parents.)*

Report Cards

QUARTER

Your quarterly report card shows the grades you earn each quarter, based upon the grading standards listed above.

SEMESTER

Elementary semester report cards are not cumulative. Each quarter is reported and counted separately.

Your quarterly and semester report cards will be mailed to your parents after the conclusion of each quarter.

Academic Good Standing – Academic Probation

(Academic Good Standing and Academic Probation are based upon Quarter Grades.)

ACADEMIC GOOD STANDING

In order to maintain Academic Good Standing, you must meet all three of the following requirements.

- You must achieve a quarterly grade average of 2.0, including all subjects.
- You must not earn three or more grades below a “C-“ (70%) , including all subjects.
- You must not earn a failing grade in any subject.

If, on any Report Card, you fail to meet any one of these three requirements for Academic Good Standing, you will be placed on Academic Probation. You will remain on Academic Probation for the entire quarter.

While you are on Academic Probation, you will be ineligible to participate in interscholastic athletics or other special activities and programs. You may re-earn Academic Good Standing by meeting all three of the above requirements on your next quarterly report card.

Tutoring

It is our goal to help you maintain academic success. Therefore, Grace Community School offers a reasonably-priced tutoring program to help you with difficult homework assignments, to help prepare you for tests and quizzes, and to help build your basic academic skills. For further information regarding our tutoring program, please contact the school office.

Incomplete Work

If you receive an “Incomplete” on your report card, you will have three weeks from the end of the grading period to make up any missed work. If you do not make up all missed work within three weeks, your grade will be changed to “F” for that marking period.

Retention

You may be required to repeat a grade for any of the following reasons:

- You do not meet the minimum attendance requirements (listed under attendance in this handbook).
- Your grade point average (GPA) at the end of the school year is below 2.0, 70% (C-).
- You earn a failing grade in Mathematics or English for either the entire year *and/or* the second semester: (English includes all Reading/Language Arts grades.)
- Your classroom teacher is convinced that you are not academically prepared to advance to the next grade.

The decision to require you to repeat a grade will be made by the administration, based upon the recommendation of your teacher(s).

Library

You are welcome to visit the Marian G. Swedberg Library to read or check out books. Books may be checked out for 1 or 2 weeks, depending upon your grade. You are expected to return library books **on time and in good condition**. If you keep a library book past the due date, you will be assessed a fine of **20 cents** per day (not including school holidays and weekends). You are required to pay any library fines, return (or replace) any overdue books, and pay for the repair of any books damaged while checked out to you before

you may check out any other books, and before your parents may pick up your report card at the end of each quarter. Please do not check out any books for use by any other student.

ATTENDANCE

You are encouraged and expected to attend school every day and to arrive on time for every class. This is consistent with Grace Community School's philosophy of education: a complete education includes training in individual responsibility, dependability, and punctuality. This helps us fulfill the goal of our Mission Statement:

so that our students are personally and professionally equipped to impact their world for Jesus Christ.

Minimum Attendance

You must attend at least two-thirds of the total class sessions in each quarter to pass the class for that quarter.

If you fail two or more quarters due to poor attendance, you will be retained.

EXCUSED ABSENCES: you will be granted an excused absence for the following:

- Personal illness.
- Medical appointment.
- Death in the family.
- Participation in a school-sponsored event during school hours.
- Emergency situation beyond your or your parents' control that renders it impossible for you to attend school.
- Family vacation *pre-approved in writing at least two days in advance* by the administration.

(If you are absent for five or more consecutive school days due to personal illness, Grace Community School reserves the right to require you to present a written Doctor's release before you may return to school.)

UNEXCUSED ABSENCES: your absence will be considered unexcused for any reason other than those listed above. The consequences for your unexcused absence may include:

- A grade of zero on HW and quizzes missed.
- Possible disciplinary action, depending upon the circumstances of the absence.

Make-Up Work

You are encouraged and expected to turn in all assignments on time. (This is part of your training in dependability and individual responsibility.)

FOR ABSENCES

For the first day that you are absent from school for an excused absence, you will have two school days to make up any missed homework or tests. For any additional days of excused absence, you will have one additional day to make up any missed homework and take any missed tests, up to a maximum of five school days.

It is *your responsibility* to contact your teachers in order to arrange to make up work you missed due to absences. Each GCS teacher has sole discretion regarding granting students permission to make-up quizzes missed due to absence.

LATE WORK

- Late homework will automatically lose ten points (one whole letter grade) for each day (or class meeting) it is late.
- For example, a homework assignment that would have been graded at 95% when turned in on time will instead receive an 85% when turned in one day late.

Written Excuse for Absence

You are encouraged and expected to present a written excuse for each absence. Your excuse must be signed by either your parent or legal guardian, or by a licensed health professional. Your excuse must also be dated and must explain the reason for the absence. Please present your written excuse on the first day you return to school.

If you do not bring a written excuse to school on the first day after you return from an absence, we may call your parents to verify the absence and the excuse before you will be allowed to attend class. If you do not present a written excuse within two days of returning to school, your absence will be considered unexcused.

Return to School After Absence

Please present your written excuse for absence to your teacher at the beginning of the day when you return to school.

Participation in Athletic Competition

If you are absent for half the school on the day of a game, you must present a valid, written excuse from a medical appointment or other legitimate scheduled appointment in order to participate in the game.

Punctuality

You are expected to be in your classroom no later than your teacher arrives in the classroom. If you arrive after this time, you are considered tardy.

EXCUSED TARDIES: you will be granted an excused tardy for the following:

- Personal illness
- Medical appointment
- Emergency situation beyond your or your parents' control that renders it impossible for you to arrive at school on time. (car trouble, fog, or a traffic accident.)

(If you are in a car pool, the student who causes the others to be late will receive an unexcused tardy; the other students will receive an excused tardy.)

The Grace Community School office staff has the final judgment in the administration of the tardy policy.

UNEXCUSED TARDIES: If you arrive late to school for any reason other than those listed above, your tardy is unexcused. If you receive excessive tardies, you will be subject to disciplinary action at the discretion of your teacher.

DISCIPLINE

Philosophy

Grace Community School is not a corrective institution. This is fully consistent with our Philosophy of Christian Education, our Mission Statement, and our Admissions Policy. We ask your parents *not* to enroll you with the hope or expectation that we will reform you. We recognize our role to assist each home in child training and education; however, we cannot and will not assume parents' God-given responsibilities to train their children (you) for life and for eternity.

At the same time, we the administration and faculty of Grace School recognize that a consistent program of discipline, correction, and reproof is a very important part of a Christian education, for the following reasons:

- Discipline provides a quiet, orderly, and respectful atmosphere in which genuine learning can take place.
- Discipline and self-control are just two of many character traits commanded in the Word of God; moreover, sloth and lack of self control are condemned in the Scriptures.
- Discipline ultimately reveals our hearts as sinfully willful and selfish; thus the Holy Spirit is provided an open door to minister the gospel to repentant hearts through the Word of God.
- Discipline teaches each of us the critical principles of obedience, submission to and respect for authority, and trust in a sovereign Creator who
- Discipline establishes all authority and orders the events and circumstances of our lives for His ultimate glory.

*For the commandment is a lamp, and the teaching is light; and reproofs for discipline are the way of life **Proverbs 6:23***

*Whoever loves discipline loves knowledge, but he who hates reproof is stupid. **Proverbs 12:1***

*Poverty and shame will come to him who neglects discipline, but he who regards reproof will be honored. **Proverbs 13:18***

*Stern discipline is for him who forsakes the way; he who hates reproof will die. **Proverbs 15:10***

Let every person be in subjection to the governing authorities. For there is no authority except from God; and those which exist are established by God. **Romans 13:1**

All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness. **Hebrews 12:11**

Obey your leaders and submit to them; for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you. **Hebrews 13:17**

For your temporal and eternal benefit, Grace Community School strives to maintain a discipline that is biblical, firm, consistent, equitable, and rooted in grace and love. The goal of our discipline program is best stated by the apostle Paul in his letter to Timothy:

But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith. 1 Timothy 1:5

Whenever you disobey a school rule or demonstrate behavior or attitude contrary to the biblical philosophy of Grace School, the level of discipline you receive will match the level of your disobedience. The primary disciplinary documents and actions are listed below.

Behavior Guidance

Your teacher may issue you a Behavior Guidance. This will happen whenever your speech or actions show an attitude that is contrary to the biblical philosophy or rules of Grace School. A Behavior Guidance is a signal to you and your parents that corrective action is needed right away. *(It is your responsibility to take the Behavior Guidance home and give it to your parents.)*

Playground/Recess Detention

Your teacher or teacher aide may require you to sit-out one or more recesses any time that your behavior, talk, or attitude shows disregard for GCS rules, or disrespect towards your teacher or other GCS faculty.

Dress Code Guidance

If you come to school in improper dress, you will be issued a Dress Code Guidance. This will list the specific dress code violation, and give you and your parents a specific time period to correct the situation. The specific violation must be corrected within the time specified in order for you to continue to attend Grace School. *However, please understand that the administration may call your parents and ask them to pick you up, take you home, and correct a dress code violation before you return to school.*

Suspension Notice

You may be suspended from school for one or more days if your speech, actions and attitude show a consistent disregard for the biblical philosophy and rules of Grace Community School. We will, of course, try all other means to correct your actions and attitude. But if these measures do not work, we reserve the right to ask your parents to keep you out of school for a period of time.

You will be suspended for at least one day for any instance of profane or obscene language.

The purpose of suspension is simple: 1) We want you to learn the importance of obedience and submission to authority; 2) We want you to realize that attending Grace School is a privilege, not a right. As with any privilege, you may lose it through consistent disobedience and disrespect. Suspensions will be issued by the administration. Any time you are suspended, you will receive a zero in all missed classes. *Exception: you will be allowed to make up tests missed due to suspension.*

Cheating Policy

As a Christian school committed to partnering with your parents for your spiritual and academic success, Grace School maintains a “zero-tolerance” cheating policy. This applies to tests, quizzes, homework, special reports and projects, and all other assigned school work. When you put your name on your test, homework, quiz, or other assignment, you are telling your teacher, “This is my own work. I completed this honestly by myself, with no unauthorized and/or improper help from any other student or adult (including my parents), or other outside source (including the internet).” **Any violation of this standard is considered cheating.**

The best guard against cheating is to do your own homework by yourself. Do NOT “work together” with any other student on your homework. Do NOT “check your answers” with another student’s homework when you arrive at school, or even at home. Do NOT “trade answers” to homework questions either at school or at home. These practices promote laziness, and the temptation to cheat on quizzes and tests.

Any incident of cheating on any assignment at Grace Community School (homework, class-work, quizzes, or tests) may result in a minimum one-day suspension. Serious and/or repeated offenses may result in dismissal from Grace Community School.

Spanking

Grace Community School is firmly committed to the biblical command regarding corporal correction (spanking). Consistent physical discipline is appropriate when administered without anger or abuse each time a student demonstrates active, open rebellion against authority.

*He who spares his rod hates his son, but he who loves him disciplines him diligently. **Proverbs 13:24***

*Foolishness is bound up in the heart of a child; the rod of discipline will remove it far from him. **Proverbs 22:15***

*Do not hold back discipline from the child. Although you beat him with the rod, he will not die. You shall beat him with the rod, and deliver his soul from sheol (hell). **Proverbs 23:13-14***

*The rod and reproof give wisdom, but a child who gets his own way brings shame to his mother. **Proverbs 29:15***

The administration and faculty do not administer corporal correction. However, we offer encouragement and support to our parents who use this Scriptural corrective action as necessary for their children’s spiritual success.

ATHLETICS

Physical Education

Grace Community School offers you Physical Education (P.E.) classes on a regular basis. You wear your regular school uniform to P.E. (*Girls are to wear shorts under their skirts or jumpers.*) You are to wear tennis shoes – no slip-ons – for P.E.

You are encouraged and expected to attend all scheduled P.E. classes and to participate in all activities as directed by your P.E. teacher (just as you would in any other class.)

You must present a written note from a licensed physician to be excused from a P.E. activity. (*Your parent may send a note to school requesting that you be excused from some P.E. activities; however, your P.E. teacher has the sole discretion to determine the extent of your required participation in P.E. class.*)

Interscholastic Sports

PHILOSOPHY

Grace Community School is committed to offering each student in grades 4-6 the opportunity to try out for interscholastic sports. Participation in interscholastic sports provides students tremendous character building and learning opportunities not always available in a structured classroom. These include: 1) discipline and self control; 2) perseverance in pursuit of a goal, both as an individual and as a member of a team; 3) teamwork (i.e., sacrifice of individual recognition for the good of the entire team); 4) quick thinking under pressure; 5) leadership; 6) obedience and submission to authority; 7) mental and physical stamina; 8) graciousness and humility in victory, and a positive attitude in defeat.

Accordingly, it is our goal to allow as many students as practical to participate in interscholastic sports. However, each student participant (and each parent) must also understand that Grace School teams play in competitive leagues. Score is kept for each game. At the end of every game, only one team is declared the winner. As each season progresses, win-loss records and league standings are maintained. At the end of each season, one team is declared the league champion, earning trophies and accolades for the winning school.

It is our goal to balance all of these concepts in choosing students to participate on our athletic teams. Accordingly, we will instruct our coaches to field teams in each sport that can best represent the philosophy,

goals, and values of Grace Community School and at the same time provide us with the best opportunity to be competitive in our league. Within this framework, we will take the court (or the field) in every game with the intent to win, playing within the rules and maintaining our Christian witness.

In practical terms, this means that some team members will play more during games than others. In fact, in some games, some team members may not play at all, depending upon the score, the time remaining in the contest, and the importance of the game. Ultimately, it is each coach's responsibility to determine the playing time of each team member.

Practice Attendance

Student-athletes are only allowed to miss three practices during the sports season in which they are participating. If more than three practices are missed, the athlete will be dismissed from the team. The school athletic director must approve any exceptions to this rule.

ELIGIBILITY

In order to play on any Grace School sports team, you must maintain Academic Good Standing. If you are placed on Academic Probation, you will not be able to participate in any interscholastic sports at Grace School for the rest of the quarter.

In addition to the above formal academic eligibility requirements, the administration reserves the right to declare you ineligible to participate in interscholastic sports, on a temporary or permanent basis whenever your conduct, attitude, or language compromises the testimony or witness of Grace Community School.

RETURN OF ATHLETIC UNIFORMS/EQUIPMENT

You are responsible to return or pay for any interscholastic uniforms and/or equipment issued to you by your coach. You will not be eligible to participate in any subsequent interscholastic sports – your parents will not be able to pick up your report card – until and unless you fulfill this responsibility.

FACILITIES/SCHOOL PROPERTY

Campus Hours/Student Supervision

You are welcome on the campus of Grace Community School between the hours of 7:30 AM and 3:30 PM. You are welcome on campus at other times during the school day only when under the direct supervision of your coach, a faculty member of Grace School, or a member of the pastoral staff of Grace Community Church. You may also be on campus outside of these hours during a school day when you are signed-in to Extended Supervision.

Church/School Property

You are encouraged and expected to respect the property of Grace Community Church and School, and the personal property of GCS staff and students. If you willfully and deliberately deface or damage church or school property, you will be suspended or dismissed from school.

In addition, you and your parents will be held fully responsible for the cost of repair or replacement of any damaged or defaced property.

If you witness or observe any student defacing or damaging church or school property, it is *your responsibility* to report this to the administration or a faculty member. If you knowingly refuse to report willful damage, you may be held accountable for your refusal to report.

Textbooks

You are encouraged and expected to maintain your textbooks in good condition. All non-consumable textbooks must be covered at all times. *(Please do NOT tape book covers to books. Please do NOT cover books with adhesive materials.* When you surrender your textbooks at the end of the school year, you will be charged for excessive wear and tear.

IMPORTANT INFORMATION FOR PARENTS

CELL PHONES

Students are not allowed to be in possession of a cell phone at any time when they are under the supervision of a GCS staff member. This includes during the regular school day, extended supervision, and at athletic/school events. Students will always have access to a phone either through the school office or the cell phone of a coach in order to contact parents/guardians. If a student is in possession of a cell phone, the phone will be taken to the office until it is picked up by a parent/guardian and the student will receive a detention as a consequence.

ELECTRONIC DEVICES

No electronic devices of any kind are allowed on campus or during participation in school events off campus. This includes (but is not limited to) cell phones, iPods, MP3 players, hand-held video game systems, portable music players, laptop computers, cameras, etc. If a student is in possession of an electronic device, it will be taken to the office until it is picked up by a parent/guardian and the student will receive a detention as a consequence.

LOST AND FOUND

Grace Community School maintains a Lost and Found closet. Please bring any clothes you find to the office right away. Please report to the office if you have lost an article of clothing, a book, or any other personal belonging. However, Grace School cannot be held responsible for lost clothing or other personal belongings. **Please label all of your children's clothing.** We will make every reasonable attempt to match personal belongings and clothes to the proper owner.

SCHOOL TELEPHONE POLICY

Office telephones are available for students to make *emergency* phone calls to their parents or legal guardians. Emergencies do *not* include calls for items forgotten at home (including):

- lunches
- HW
- projects
- team uniforms.

Parents, we work hard to support you in training your children in personal responsibility. We appreciate your cooperation as we work together in this important area.

VISITING SCHOOL

Grace Community School offers an Open Door Policy, especially for our parents. This means that you are welcome to visit any classroom at any time, within the following guidelines.

1. Please call the GCS office before you visit.
2. Please check in with the GCS office on the day you arrive before visiting the classroom. Please limit the purpose of your visit to observing the classroom. (If you would like to discuss your child's progress, we would be pleased to schedule an appointment through the GCS office.)

For incidental visits, please bring forgotten lunches, notes, permission slips, sweaters or jackets, and books to the school office.

PICKING UP YOUR CHILD EARLY FROM SCHOOL

If you must pick up your child early from school, please be sure to notify your child's teacher in advance. This will allow the teacher to prepare any necessary papers for your child to take home. This will also minimize unnecessary class disruptions before the end of the school day.

PICKING UP YOUR CHILD'S HOMEWORK

We are pleased to offer you the opportunity to collect your child's homework on any day that your child is absent. Please be sure to call the school office no later than 12:00 noon in order for us to properly serve you in this endeavor.

SCHOOL HOURS

Your children are welcome on the Grace Community School campus during the hours between 7:30 AM and 3:30 PM. They are welcome on campus at other times during the school day *only* when under the direct supervision of you, a GCS coach or member of the faculty, or a member of the pastoral staff of Grace Community Church. GCS students on campus between 7:00 AM - 7:30 AM, and between 3:30 PM - 6:00 PM during a regular school day will be placed in Extended Supervision. Extended Supervision applies to ALL students in ALL grades (K5-9th).

OFFICE HOURS

The Grace Community School office is open daily whenever school is in session between the hours of 7:30 AM and 4:30 PM. Summer office hours are 9:00 AM – 3:00 PM. Voice mail is available 24 hours per day, 7 days per week.

EXTENDED SUPERVISION

If your children are in Extended Supervision, please be sure to pick them up no later than 6:00 PM. If your child is in Extended Supervision after 6:00 PM, you are subject to a charge of \$1.00 per minute.

ILLNESS, MEDICATION, INJURY

If your child becomes ill at school, we will keep him or her in the school office and call you to come pick him or her up at your earliest convenience. If we cannot contact you, we will contact one of the persons designated by you on your child's Emergency Contact information.

Please deliver any medication your child needs directly to the office. When you bring your child's medication, we will ask you to complete and sign an official permission form. (These forms are available in the school office or on the GCS website.) Please understand that, by state law, Grace Community School cannot provide aspirin, cough drops, or any other medication to any student.

If your child is seriously injured, we will call 911 and request emergency medical help for him or her immediately. Of course we will contact you or your designated contact immediately.

FIELD TRIPS

Class and group field trips are an important part of each student's education. We appreciate parent participation and assistance in transportation and supervision. However, for many reasons, we cannot allow siblings to accompany any class or group on any field trip.

Thank you for your cooperation and understanding. In addition, all field trip parent driver-chaperones must supply proof of automobile insurance. (The appropriate forms are available either in the school office or on the GCS website.)

PARENT-TEACHER COMMUNICATIONS

We encourage you to contact your child's teacher(s) any time you have a question regarding your child's behavior or academic progress. Please call the school office to request a phone call from your child's teacher(s).

Please refrain from discussing your child's progress or challenges either before school or at church.

SCHOOL – HOME COMMUNICATIONS

Almost all important information regarding Grace Community School policies and calendar events may be found on the GCS website (www.gracecommunityschool.org)

WITHDRAWAL FROM GRACE COMMUNITY SCHOOL

If you must withdraw your children from Grace Community School for any reason, please come to the school office for a student withdrawal form. Your child will not be considered withdrawn from GCS until this form is completed and returned to the school office.

Grace Community School
MONTHLY THEMES, SCRIPTURES, AND HYMNS
 2011-2012

“O Worship the King” Theme Hymn for the Year - O Worship the King [#10]

Psalm 145:1 “I will extol You, my God, O King, and I will bless Your name forever and ever.”

<u>MONTH</u>	<u>THEME</u>	<u>SCRIPTURE</u>	<u>HYMN</u>
SEP	Worship God in Spirit and Truth	John 4:19-24	Sing Praise To God Who Reigns Above [#6]
OCT	Worship God in His Holiness	Exodus 20:1-6	Holy, Holy, Holy [#262]
NOV	Worship God in Praise and Thanksgiving	Psalm 95:1-5	Morning Has Broken [#60]
DEC	Worship God for His Redemption	Luke 1:68-75	It Came Upon the Midnight Clear [#128]
JAN	Worship God the Creator	Psalm 33:1-9	I Sing The Mighty Power Of God [#59]
FEB	Worship God for His Righteousness	Psalm 97:1-9	The God Of Abraham Praise [#34]
MAR	Worship God for His Lovingkindness	Psalm 63:1-5	Praise To The Lord, The Almighty [#8]
APR	Worship God for His Wisdom	Romans 11:33-36	My Savior’s Love [#512]
MAY	Worship God as a Way of Life	Colossians 3:12-17	Take My Life [#379]