



# JESUS THE LIGHT OF THE WORLD

I AM THE LIGHT OF THE WORLD;  
HE WHO FOLLOWS ME WILL NOT  
WALK IN THE DARKNESS, BUT WILL  
HAVE THE LIGHT OF LIFE. JOHN 8:12

## GRACE COMMUNITY SCHOOL

### STUDENT HANDBOOK

2009-2010

### 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 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.

Each junior high student seeking enrollment in Grace Community School must sign a Statement of Cooperation, declaring his or her intent to cheerfully support the Philosophy, Mission Statement, and Standard of Conduct of Grace Community School.

## 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.

#### 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 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 attitudes. 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.

Accordingly, 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. 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, jumpers, skorts and shorts must be modest - not excessively short or close fitting.
- ❑ Socks are to be worn by both boys and girls.
- ❑ Belts (plain black, brown, or navy, solid or braided) are to be worn by both boys and girls.
- ❑ 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.
- ❑ 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.

### Grooming:

#### BOYS

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

**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:** may be worn in moderation by Junior High students only (*with parental permission.*).

### PE Uniform (JH Only)

You will purchase a PE uniform that includes a shirt and shorts. You are to wear this uniform to PE every class; you are responsible to keep your PE uniform clean and in good condition. If you lose or tear your PE clothes, you will be responsible to purchase replacements.

### 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. *(Please note: you must pass Bible each year in order to be promoted to the next grade.)*

*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, orchestra, guitar class, hand chimes, or worship team. All Grace School students will have the opportunity to participate in musical presentations at various times during the school year.

### 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 4-9, 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.

**Except for officially excused absences, no late homework will be accepted in any class.** This is consistent with our philosophy of encouraging each student towards personal responsibility.

As a general policy, opportunities to earn extra credit will be rare, and will be limited to extreme situations.

## ELEMENTARY (Grades K5-6)

Elementary students can expect to be assigned approximately ten (10) minutes of homework each night per grade level.

GRADE	HOMEWORK TIME	Special projects and book reports will generally require additional time.
K5	10 minutes	
1 <sup>st</sup> - 2 <sup>nd</sup>	10 - 20 minutes	
3 <sup>rd</sup> - 4 <sup>th</sup>	30 - 40 minutes	
5 <sup>th</sup> - 6 <sup>th</sup>	50 - 60 minutes	

## JUNIOR HIGH (GRADES 7-9)

Approximately 20-30 minutes per academic subject per night.

### 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

### 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.

### GRADUATION REQUIREMENTS:

In order to graduate from Grace Community School in your ninth grade year you must meet the following requirements.

- You must achieve Academic Good Standing.
- You must pass one performance enrichment class with a minimum grade of "C-".
  - Band
  - Choir
  - Guitar
  - Worship Team.

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.

Ⓢ *Academic subjects include all major disciplines: Bible, Math, Language Arts, Social Studies, Science, and designated enrichment courses.*

Ⓢ *PE and certain designated enrichment courses 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).*

- You must pass all of the following required classes with a minimum grade of "C-":
  - Computer Lab I
  - Latin
  - Research Paper
  - Speech I
- Exceptions to the above may be granted by the administration if a student has not attended GCS for a time sufficient to meet the above requirements.

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 1-9: You will receive letter grades on your report card for all subjects according to the following scale:

100	A+	79-83	C
95-99	A	77-78	C-
93-94	A-	76	D+
92	B+	71-75	D
87-91	B	69-70	D-
85-86	B-	0-68	F
84	C+		

Grading Standards

ELEMENTARY

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

JUNIOR HIGH

Junior High students, you will be graded for your work according to the following percentage standards:

<u>SUBJECT(S)</u>	<u>TESTS/PROJECTS</u>	<u>QUIZZES</u>	<u>HOMEWORK</u>
Mathematics	50%	30%	20%
All Other Subjects	60%	25%	15%

Progress Reports

Your parents may request a Progress Report at any time during the school year. Your Progress Report lists your test, quiz, and homework grades in each subject.

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.

Junior High semester report cards show the grades you earn each semester based upon the following standards:

\* Each quarter grade = 40%; \* Semester final = 20%.

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.

- ❖ Your must achieve a quarterly grade average of 2.0, including all subjects.
- ❖ You must not earn three or more grades below a "C-" (77%), 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.

If you are placed on Academic Probation You will be ineligible to participate in interscholastic athletics or other special activities and programs.

When you raise your grades to the above-listed requirements for Academic Good Standing, you will be placed on Academic Good Standing and be eligible to participate in extra-curricular activities.

- ◆ Any time that you are placed on Academic Probation, you will remain on Academic Probation for a minimum of three weeks.
- ◆ Your Principal and/or your Athletic Director reserve the absolute right to assess more stringent requirements for

you to re-earn Academic Good Standing solely at their discretion.

- ◆ Continued Academic Probation may lead to possible dismissal from Grace Community School.

#### 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. All Grace School tutors are academically qualified and are members of Grace Community Church. 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, 77% (C-).
- You earn a failing grade in either Mathematics or English for either the entire year *and/or* the second semester: (English includes all Reading/Language Arts grades.)
- You earn a failing grade in Bible for either the entire year and/or the second semester.
- 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).

#### Adding or Dropping Classes (Junior High students only.)

You may request permission to add or drop an enrichment class within the first two weeks of each semester. In order to add or drop an enrichment class, you must submit a completed "Class Transfer Form" to your principal. "Class Transfer Forms" are available in the Grace School Office.

You may add or drop an enrichment class after the second week of each semester only with special permission from your principal.

## 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.

#### Absences

JH Students, if you are absent for thirty or more minutes in any block or enrichment period, your teacher has the option of counting your absent instead of tardy for the entire period, based entirely upon his or

her judgment regarding the material already covered in that period.

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 all 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.) Therefore, you will be allowed to make up your school work *only* under the following conditions.

#### FOR ABSENCES

##### Elementary

For each day that you are absent from school for an excused absence, you will have two school days to make up any missed work, up to a maximum of five school days.

##### Junior High

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.

Junior High students, 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.

#### FOR UNFINISHED ASSIGNMENTS

Major Assignment: If you do not turn in a major assignment (book report, research paper, science or history project, etc.) on the day it is due for any reason other than an excused or unexcused absence:

- \* You may turn in the assignment the next school day for 75% of the credit you would have received if you had turned it in on time.
- \* You may turn in the assignment within two school days for 50% of the credit you would have received if you had turned it in on time.
- \* You may turn in the assignment within three school days for 25% of the credit you would have received if you had turned it in on time.

You will receive a grade of zero for any major assignment that you do not turn in within three days of the original date due.

Homework: **Except for officially excused absences, no late homework will be accepted in any class.**

#### 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

ELEMENTARY STUDENTS, please present your written excuse for absence to your teacher at the beginning of the day when you return to school.

JUNIOR HIGH STUDENTS, please bring your written excuse to the office **before school, on your own time.** (Please make sure you allow enough time to take care of this responsibility before first period.)

JUNIOR HIGH STUDENTS, You will be given an admit slip to present to each of your teachers for his or her signature. It is *your responsibility* to have this slip signed by each teacher whose class you have missed. Please be sure to present your admit slip to each of your teachers **at the beginning of the class that you missed.** Please do not ask your teachers to sign your admit slip outside of class or at any other time/location. Please give this admit slip to your teacher in the last class of the day.

#### Participation in Athletic Competition

Elementary students, if you are absent for half the school day – JH students, if you are absent for two block periods – 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.

#### Tardies

Elementary students, you are expected to be in your classroom no later than your teacher arrives in the classroom. If you arrive after school begins, but before 9:30 AM, you are considered tardy. If you arrive after 9:30 AM, you are considered absent for one half day. In either case, please report to the office. The office will

issue you an admit slip to class. **(Parents, please escort your tardy elementary children to class.)**

Junior High students, you are expected to be in your seat with all your texts and materials prepared when the bell rings for each period. If you are not in your seat when the bell rings, you are considered tardy. If you are tardy for first period, please report to the office. The office will issue you an admit slip to class.

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.

Elementary students, if you receive excessive tardies, you will be subject to disciplinary action at the discretion of your teacher. Junior High students, you will receive a Detention for each third tardy in each class in a given quarter.

#### Campus Passes (Junior High students)

You are expected to be in class for each class period. If for any reason you must leave class, your teacher will issue you a pass. You are required to have your pass with you any time that you are out of class during school hours.

## 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.)*

#### 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.*

#### Detention Notice (JH students)

Your teacher may issue you a Detention if a Behavior Guidance does not correct your actions. (Your teacher may skip the Behavior Guidance and issue you a Detention for improper actions or attitude at his or her sole discretion.)

You will serve your one-half hour detention after school in the assigned room.

If you earn three Detentions during a quarter, you may be subject to a one-day suspension.

Each time you serve a Detention, you will be charged \$3.00. You will not be able to serve your detention without paying this fee.

*(It is your responsibility to take the Detention slip home. You must have one of your parents sign it. You must present the signed Detention slip to the detention supervisor on the day it is scheduled.)*

If you do not serve detention on the day it is scheduled for any reason (other than an excused absence), your detention will be doubled. If you do not serve a re-scheduled detention, you will be subject to suspension for one or more days, depending upon the circumstances of the offense.

#### 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 may be suspended for at least one day for any instance of profane or obscene language.

Junior High students, if you earn three Detentions during a quarter, you may be subject to a one day suspension.

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. Elementary students, you wear your regular school uniform to P.E. (*Elementary girls are to wear shorts under their skirts or jumpers.*) Junior High students, you wear a P.E. uniform to Physical Education class. All students 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.) Junior High students, your grade will be lowered each time you do not “suit-out” for P.E.

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 4-9 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.

## 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 at least three weeks.

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.

### Lockers

Junior High students, you are provided lockers for your books and personal belongings. You are also provided a PE locker. You are to keep your locker(s) neat, clean, and orderly at all times. Please do not place anything in your lockers that is inconsistent with the philosophy and standards of Grace Community School. The use of a book or P.E. locker is a privilege, not a right. **The administration reserves the right to suspend locker privileges at any time, and to inspect student lockers at any time without notice.**

Please understand that while Grace School will take all reasonable measures to provide security for your lockers, we cannot be held responsible for items lost or stolen from lockers. *Please do NOT leave anything valuable in your locker, especially overnight. Please do NOT give your locker combination to any other student.*

## IMPORTANT INFORMATION FOR PARENTS

### Cell phones (Grades 5-9 only)

Parents of students in grades 5-9 may complete and submit a cell phone permission slip (available in the office) to allow students to have a cell phone on campus. Permission will be granted at the sole discretion of the administration. Permitted student cell phones may be used *only* by that student and his or her siblings, and only to call a parent or legal guardian after school or

after an athletic event. Student cell phones must be kept in backpacks or in lockers - out of sight - and turned off when not in use. **No student (except a sibling) may use another student's cell phone. Violation of this policy will result in revocation of permission to bring a cell phone on campus.** GCS will not be responsible for damaged or lost cell phones.

### 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

### School Telephone Policies

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.
3. 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.

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 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 (K5-9<sup>th</sup>).

### 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) or to make an appointment with any of them.

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](http://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  
2009-2010  
Monthly themes, Scriptures, Hymns

“JESUS, THE LIGHT OF THE WORLD”

John 8:12 – “I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life.”

<u>MONTH</u>	<u>THEME</u>	<u>SCRIPTURE</u>	<u>HYMN</u>
SEP	Jesus Reveals the Father	John 12:44-50	Christ, Whose Glory Fills The Skies *
OCT	Jesus Reveals Our Sinfulness	John 3:16-21	Thou Didst Leave Thy Throne (#127)
NOV	Jesus Reveals Eternal Life	John 1:1-14	Jesus Lives, And So Shall I (#224)
DEC	Jesus, the Light to the Nations	Isaiah 42:1-9	Break Forth, O Beauteous Heav'nly Light (#129)
JAN	Children of Light Walk in the Light	Ephesians 5:6-14	Be Thou My Vision (#382)
FEB	Children of Light Repent of Their Sins	1 John 1:5-10	It Is Well (#493)
MAR	Children of Light Wait Expectantly for Christ	1 Thessalonians 5:1-11	Lo, He Comes With Clouds Descending (#241)
APR	Children of Light Love Others	1 John 2:7-11	We Are God's People (#283)
MAY	Children of Light Proclaim the Light	Matthew 5:10-16	Ye Servants of God (#17)

\* Words- Psalter Hymnal #481; Tune- Dix (For The Beauty)