

# Greenville Christian School



## Eagles

### 2011 – 2012 Parent / Student Handbook

#### Our Mission

“Our purpose is to love and honor God by providing the children of Christian families with a Christ-centered education that promotes Biblical principles, academic excellence, and life-time service to God and man.”

#### Administration

**Head Administrator: Steve Bowers**  
**Elementary Principal: SeLena Traverse**  
**Secondary Principal: Tom Witt**  
**Athletic Director: Larry Uland**

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# **GENERAL SECTION**

*(Students / Parents PK – 12<sup>th</sup> grade)*

## **GOVERNANCE**

The School is owned and operated by Greenville Christian School, Inc., a Texas nonprofit corporation. Government is vested in a Board of Trustees, commonly referred to as the “School Board”. Membership in the Corporation is open to any interested person who, in writing, acknowledges Jesus Christ as personal Lord and Savior and affirms agreement with the Statement of Faith. Members aged 21 and older may vote and hold office in the Corporation. Board members are elected in December and serve staggered three-year terms.

To assist the Board in effective planning and policy development, several permanent committees have been formed to study issues and develop recommendations for Board action. Each committee is chaired by a member of the Board, with the remainder of the committee selected from the school constituency. Committees function in areas such as Finance, Facilities, Educational Program, and Admissions.

The Headmaster is responsible to the Board for effective and efficient day-to-day management of the School.

## **MISSION STATEMENT**

The purpose of Greenville Christian School is to love and honor God by providing the children of Christian families with a Christ-centered education that promotes biblical principles, academic excellence and lifetime service to God and man.

## **OUR VISION**

Our students are well-educated, anchored in God’s Word and exhibit integrity and high moral character. They are encouraged and stimulated to discern, develop and utilize their God-given gifts and abilities to serve others and glorify God.

Our parents, board and supporting community form a dynamic partnership which upholds the Greenville Christian School through prayer, financial gifts, volunteer work, wise counsel and enthusiastic promotion of our school.

Greenville Christian School offers a friendly, nurturing, safe and progressive learning environment with a highly qualified staff. Our focused curriculum stimulates scholastic excellence, Christian character and a biblical worldview. Parents, staff, and administration work together to maintain a spirit of cooperation and open communication for optimal learning. The result is a challenging environment which promotes self-discipline, diligence and respect, and encourages interaction among students of all ages.

## **WE BELIEVE**

- ◆ Greenville Christian School is an extension of the Christian home
- ◆ In developing the whole person mentally, physically, and spiritually
- ◆ Our staff and parents are dedicated to the success of each student
- ◆ In providing a biblically integrated curriculum
- ◆ Our students have equal opportunity to reach their full potential
- ◆ In providing an atmosphere of accountability and responsibility for all

## PHILOSOPHY

A man's philosophy determines his thoughts, words, and actions. A school's philosophy determines the purposes and the goals of the institution. Greenville Christian School exists to give students the tools to develop a Biblical world and life view, enabling them to glorify and honor God in their thoughts, words, and actions.

It is our belief that the Christian school operates as an extension of the Christian home. God holds parents responsible for the teaching and training of their children, therefore, the school's purpose is to complement and strengthen the home. Scripturally, the total process of education seeks the development of the student toward true knowledge, righteousness, and holiness in Christ. Thus the student can mature spiritually, mentally, socially, and physically as we teach and lead in accordance with God's design. Christian education develops students who think biblically. One who thinks biblically holds a world and life view causing all issues to be understood within the context of the eternal and causing all issues to be seen as God sees them. Non-Christian, educational philosophy either ignores God's existence altogether or ignores His involvement in human affairs, thus developing students who think only in human terms, bounded by the limits of this life, and seeing all issues as man sees them.

Even though knowledge is factually the same for both viewpoints, the interpretation and significance of that factual knowledge is not the same. The full truth of any subject cannot be taught if God is ignored or denied. Therefore, Christian education cannot take place unless the following Biblical truths are taught and integrated throughout all areas of the school.

1. God is self-existent, infinite, sovereign, the source of all truth. He is the triune God — God the Father, God the Son, and God the Holy Spirit. Genesis 1:1  
Romans 8:28, 1:7  
Hebrews 1:8  
Acts 5:3,4
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23  
Romans 1:20  
John 1:3
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried and rose bodily from the grave. Christ will come again to establish His kingdom. Col. 1:15-17  
John 14:6  
I Timothy 2:5  
Luke 1:34-38  
Matthew 1:23  
I Cor. 15:3,4
4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God, He convicts righteousness of Christ, convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring Him to Christ and to give the new life. The Holy Spirit indwells the believer enabling Him to obey God in the process of conforming him to Christ John 14:16,17  
John 16:7-11
5. The Bible is truth, the living word, the specific revelation of God to man. In the original manuscripts it is inerrant. The Bible is complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17  
II Tim. 3:16,17  
II Peter 1:3
6. God created man in His own image, after His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Many Genesis 1:26  
Genesis 3:1-6

- chose to disobey God. Disobedience to God is sin and thus sin entered into the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations, and an imposed curse upon the rest of creation. Because of his sin nature man omits God and thereby fails to relate himself and his knowledge to God. Romans 5:12  
Romans 8:22,23  
Romans 1:24-28
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. II Cor. 5:17  
Romans 5:1  
Romans 5:10  
Ephesians 2:8,9  
Titus 3:5
  8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruits of the spirit, righteous living, and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29  
II Cor. 3:18  
Galatians 5:22-23  
Ephesians 2:10
  9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer, God's power and grace are made available to the believer. Philippians 4:6,7  
Matthew 6:9-15
  10. Christ has established the church and is its Head. Individuals are to be related to a church for Christian worship, instruction, fellowship, and service. Ephesians 5:23  
Hebrews 10:24-25

### **GCS CORE VALUES**

#### **FOR GOD'S GLORY**

Greenville Christian School is committed to glorifying God in all things.

#### **BIBLICAL WORLDVIEW**

The education that Greenville Christian School provides, as well as its processes, policies, and procedures, will be rooted in a biblical, Christian worldview.

#### **PERSONAL CHRIST-LIKENESS**

The faculty and staff of Greenville Christian School are committed to growing in their personal relationship with Christ, and to exhort students to do the same.

#### **EDUCATIONAL EXCELLENCE**

GCS is committed to training students to maximize their intellectual potential while growing in godliness. Excellence will be pursued in all curricular and extra-curricular activities.

#### **FAITHFUL STEWARDSHIP**

GCS is dedicated to faithfully use the resources He has given in a manner that reflects honesty and integrity. GCS families are encouraged to be involved in furthering the ministry by investing their time, talents, and resources to see that God is glorified.

#### **CELEBRATING CHILDREN**

GCS is committed to provide care and education in settings that are safe, healthy, nurturing, and responsive to the needs of each child. GCS is further committed to supporting children's development and learning, while respecting individual differences.

#### **COMMUNITY**

GCS is committed to providing training and opportunities for students to reach out and serve in the community, nation, and world.

#### **RELATIONSHIPS**

GCS is committed to establishing and maintaining settings and relationships that are biblically based, supporting productive and professional needs, utilizing individual gifts, and encouraging each other through prayer, Bible study, and fellowship.

#### **FAMILY**

GCS will support and promote the individual families that make up the school community through education, encouragement, and communication.

The primary responsibility for teaching and training young people has been given by God to parents. The Christian school should function as an extension of the home to aid parents in the instruction of their children.

The church, school and home should complement each other to promote student's spiritual, academic, social, and physical growth.

### **OBJECTIVES**

Greenville Christian School exists to give its students the tools to develop a biblical world and life view. Individual maturity is developed in a student's life when there is a definite growth in the spiritual, academic, physical and personal areas. The following objectives are the result of our philosophy and will determine the policies and programs of our institution.

#### ***Spiritual:***

- teach God is Truth
- teach God reveals Himself to man through the Bible (His divinely inspired Word) and through Creation
- present Jesus Christ as Lord and Savior that every student has opportunity to personally receive Christ
- present the Holy Spirit as the Revealer and Teacher of Truth
- encourage students to develop a heart attitude for daily fellowship and communion with God
- encourage each individual to know and obey God's will that the peace of God might rule in his heart
- encourage each individual to live a life consistent with and worthy of the Gospel of the Lord Jesus Christ
- teach students how to deal with temptation and sin
- encourage the individual to develop self-discipline and personal responsibility based on respect for and submission to God and those whom God has placed in authority over him
- develop an understanding of the role and responsibilities of each member in the Christian home
- develop an understanding of the role and responsibilities of each individual in the Body of Christ
- help the individual develop for himself a biblical world view by integrating all of life with the principles set forth in the Word of God
- help students understand the concepts of Acts 1:8. Specifically, these refer to comprehending what it means to be a witness for Jesus Christ and the implications of being a witness both locally and worldwide

#### ***Academic:***

- develop the individual's potential academic abilities by promoting high academic standards within the curriculum
- teach and encourage each student to develop good, personal study habits
- help each student gain a thorough command in the basic skills; oral, written and listening communication, mathematics, and reading
- instill in each student a desire to learn, and to teach each student to reason logically, think critically, and do independent study using biblical criteria for evaluation
- develop an appreciation for fine arts that encourages personal expression
- encourage each student to pursue areas of personal interest and develop their God-given abilities
- promote responsible citizenship through the development of biblical concepts of freedom, human dignity, and authority
- teach a God-centered view of history, government, and other sociological studies and to relate current events to God's plan for man and the world
- promote an understanding of and an appreciation for God's world, an awareness of man's role in his environment and that man is to use creation responsibly
- develop the creative skills of the student
- teach the student to work independently and cooperatively

***Physical:***

- teach that bodily discipline in pursuit of godliness is profitable by promoting habits that contribute to good health and the wise use of the body as the temple of God
- teach good sportsmanship and teamwork by applying the Christian principles of self-control and character while participating in physical recreation
- develop coordination, grace, and poise in movement, muscle tone, balance, endurance, and agility
- teach recreational activities profitable for worthy use of leisure time
- teach faith and works
- teach the three goals from Colossians 3:23:
  - Honor God
  - Improve
  - Win
- teach the five 'S' program:
  - Spiritual
  - Stamina
  - Speed
  - Strength
  - Skills

***Personal:***

- help the individual develop a proper understanding and acceptance of himself as the unique individual God created him to be
- teach Biblical perspectives toward interpersonal relationships
- teach the individual to practice Christian principles in each area of responsibility in which God has placed him
- teach that each individual is personally responsible and accountable for his thoughts, words, and actions and to teach the consequences suffered when we violate the principles of God's word
- teach each individual that his conscience is his own and needs to be respected and guarded
- teach Biblical perspectives toward marriage and the family
- promote an understanding of time as a God-given commodity and to teach effective stewardship of that time
- teach that God has given us all things and requires us to be faithful stewards to all we own or use
- encourage the individual to identify and develop fully his God-given talents and abilities
- encourage competition

**PORTRAIT OF THE GREENVILLE CHRISTIAN SCHOOL STUDENT**

The motivated student who takes advantage of the spiritual, academic and personal opportunities offered by GCS will....

***Spiritually be able to:***

- apply Biblical principles to real-life problems and situations
- be spiritually discerning to seek and apply God's will for his life
- demonstrate an understanding of Christian family roles
- develop Godly leadership and servant hood skills
- defend the faith (apologetics)
- share the gospel with others

***Academically be able to:***

- function with current technology
- function and compete at a post-secondary level
- apply learned academic skills to real-life situations
- successfully complete all curricular requirements

- develop an understanding and appreciation of other cultures

Personally and practically be able to:

- understand responsibilities of a citizen
- possess good organizational, time management and oral and written communication skills
- demonstrate entry-level job skills, including resume and interview skills
- exhibit fundamental compassion and respect for others
- possess and demonstrate wise financial management
- develop a personal work ethic
- apply Biblical principles to personal and sexual relationships

**STATEMENT OF FAITH**

The basis of Greenville Christian School shall be the Word of God as interpreted by the following STATEMENT OF FAITH.

- We believe the Bible to be the inspired and only infallible authoritative Word of God and believe it to be the standard for living for those who follow God (John 17:17; II Timothy 3:16-17; II Peter 1:3, 20-21; Psalm 119:1-8)
- We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit (Genesis 1:1, 26; Matthew 28:19 “in the *name* of”—singular)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Colossians 1:15-17; John 14:6; I Timothy 2:5; Luke 1:34-38; Matt. 1:23; I Corinthians 15:3-4)
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (John 3:5-8, 16-18; Titus 3:5-6)
- We believe that man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin, and that an individual is redeemed by God’s grace through faith, not works or service (II Corinthians 5:17; Romans 5:1, 10; Ephesians 2:8-9; Titus 3:5; Galatians 3:23-25; I John 2:1-2)
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Romans 8:29; II Corinthians 3:18; Galatians 5:22-23; Ephesians 2:10)
- We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (Matthew 13:27-30; 25:46; II Corinthians 5:9-10; John 5:28-29)
- We believe that godly sexuality consists of celibacy for the single and fidelity for the married and that the homosexual lifestyle is not acceptable in God’s sight (Romans 1:26,27; Romans 7:2-3; Matthew 19:5-6; Galatians 5:19)
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Ephesians 4:1-6)

THIS STATEMENT OF FAITH OF GREENVILLE CHRISTIAN SCHOOL IS THE FOUNDATION FOR INSTRUCTION UPON WHICH THE CURRICULUM IS BASED.

## HOME AND SCHOOL COOPERATION

The philosophy of Greenville Christian School is predicated on cooperative harmony between home and school. Parents become involved in actively supporting the School through prayer, and a variety of other ways as well. As partners in the Christian education of your children we anticipate wholesome relationships in the following areas:

### Relationship of parent to teacher:

- communicate directly and frequently with teachers, who are available to discuss any academics or behavior problem concerning your child
- cooperate in parent-teacher interviews
- attend P.T.F. meetings to keep informed of school programs and pupil programs
- return promptly, and with proper signatures(s), excuse slips, and other home-school communications
- support standards and principles for which the school is established
- under-gird the teachers and the school program by prayer
- work together in making homes God-centered

**Families may be asked to withdraw their children from GCS when their personal speech and conduct are not consistent with biblical standards set forth in the Parent/Student Handbook as determined by the Headmaster and Board of Trustees.**

### Relationship of parents to school projects:

- participate regularly in school service projects. A number of important jobs can be done by cooperative parent effort, which effectively reduces operating expenses and provide an outlet for Christian service. Several workdays are held throughout the year which require parental help
- assist the school by making available the benefit of experience, technical expertise, equipment or skills

## PROBLEM SOLVING

A school is made up of people and there is always the potential for misunderstanding, irritation, or even strong disagreement. Scripture outlines a procedure to follow when such difficulties arise. Matthew 18:15-17 describes the process and John 13:34-35 indicates the proper spirit.

Based on these passages the Greenville Christian School board, faculty, staff, parents, and students are exhorted to face problem situations in the following manner:

### **If you have a complaint:**

1. Express it promptly. Keeping it to yourself can cause ill feelings and friction which decreases our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system. Express it promptly.
2. Tell it to the right person. Complaints about school policy or operations should be expressed directly to the school administrator. Complaints against specific individuals should be expressed first to the individual in question and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel he should know about it.
3. Express it clearly. Make sure the person you are expressing your complaint to knows all the details of the situation, exactly what you are complaining about, and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
4. Don't broadcast it. Express your complaint only to the person who should hear it. Unheeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.

4. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and this in the glory and growth of His kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

**If you overhear or are told a complaint:**

Encourage the person speaking to go to the person(s) involved and try to resolve their problem. Try to limit any further discussion about the matter and do not repeat anything you heard.

“As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.” Ephesians 4:1-3.

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.” Colossians 3:12-13

**If a complaint is made to or about you:**

1. Understand the problem. Make sure you know exactly what the complaint is and why it is being made. Ask the person making the complaint, if necessary.
2. Give it prompt attention. Talk to the person who is complaining about you, or, if necessary, the administrator, as soon as possible. Try to agree on an effective solution to the problem as soon as possible. This will show your concern and desire to cooperate and will stop the problem from getting bigger or worse. Give it prompt attention.
3. Make it into a growth experience. Instead of taking offense at the complaint, realize that someone has pointed out something that can help you to grow as a Christian. Solomon says many times that the wise man is one who can accept and learn from counsel, reproof, and/or instruction. Learn from your mistake or from what has displeased the complainer. Make it a growth experience.

Parents should always go directly to the teacher if a problem arises with their child. If the matter remains unresolved, it should then be taken to the appropriate administrators. It is very important that the chain of authority be followed in such cases. This is the clear Biblical standard of Matthew 18:15-17.

In summary, these scriptural guidelines direct that parents confer with teachers regarding student problems before talking to an administrator. If necessary, the headmaster will take the matter to the Board of Trustees. It is beneficial to deal with problems in the order just mentioned. The attitude of all involved should reflect love and conciliation with the goal of establishing an acceptable solution.

**PROFESSIONAL ASSOCIATIONS**

Greenville Christian School is accredited by the Association of Christian Schools International (ACSI); it’s regional affiliate, the Association of Christian Schools of Texas; the Texas Private School Accreditation Commission; and the Texas Association of Private and Parochial Schools (T.A.P.P.S.).

**ADMISSION POLICIES AND PROCEDURES**

Greenville Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students. A person’s God-given racial or ethnic heritage is never a factor in admission, in the administration of educational policies, or in a student’s participation in school-sponsored activities.

Each year a member of the School Board serves as Chairman of the Admissions Committee, which supervises the screening of prospective students and recommends admission policies to the Board. Admission of new applicants is subject to approval by the Admission Committee and the School Board.

## **GENERAL ADMISSION REQUIREMENTS**

All families interested in enrolling students at GCS must apply through the Administration Office and meet the following admission requirements:

1. At least one parent must genuinely acknowledge a relationship with Jesus Christ through the process of a family interview.
2. At least one parent must annually sign the Greenville Christian School Statement of Faith acknowledging that it is the standard of instruction of Greenville Christian School. It is also understood that all instruction is based on the Bible and the philosophy and objectives of GCS.
3. A student's acceptance at any grade level is contingent upon the student's ability measured by a standardized testing program and by the interview data. A probationary period of nine school weeks will be required for final placement of grade. Should a change be deemed necessary, parents will be notified before the end of the nine week period. Retesting is only allowed after at least a three month interval.
4. NO student will be admitted who:
  - has emotional or disciplinary problems that cannot be met by Greenville Christian School
  - has a court record or a reputation that is un-Christian
  - has a physical handicap or learning disability for which our program is not staffed
  - Students applying for re-enrollment (or admission) at GCS must be drug and alcohol free.
5. Families seeking admission to GCS must meet the following standards:
  - The parent(s) or guardian(s) must have legal custody of the child(ren) and they must reside in the household for the majority of the time.
  - The family must have at least one parent or guardian residing in the household. If there are two parents residing in the household, they must be a legally married man and woman. This is based upon the Biblical standards of marriage based on Romans 7:2-3, Matthew 19:5-6, and Ephesians 5:22-33.
  - The family must be active in a local Bible-believing church.
6. Married individuals or individuals who have been previously married will not be admitted as students. Unwed parents will not be admitted as students.

Due to various circumstances, there may be legitimate exceptions to these standards. All exceptions must be approved on an individual basis by the Admission Committee and the Board prior to or for continued enrollment of the student.

The Headmaster, in consultation with the Admissions Committee, may deny the admission of any prospective student who, in the opinion of the headmaster, would not promote the Christian environment of the school.

## **STUDENT REQUIREMENTS**

- Greenville Christian School cannot meet the educational needs of all students, even the needs of all students of Christian parents. While the school desires to be helpful, it is not intended to function as a remedial or correctional school. Although it is our desire to minister to delinquent, emotionally disturbed and learning different students, we are not equipped to meet their special needs. GCS will consider a student for enrollment whose learning differences do not limit him from participating successfully in all classes with minor accommodations. Greenville Christian School reserves the right to ask parents to withdraw a student who does not adjust to our expectations.
- Current scores on standardized achievement tests are to be submitted when application is made. A student whose scores do not fall within the average of the class for which he/she is enrolling may be held back at least one grade year if accepted for admission.

- Pre-Kindergarten students:
  - Must be at least four years old on September 1 of the current school year.
  - Must present a current immunization record on or before registration day.
  - Must be able to take care of restroom needs on their own.
- Kindergarten students:
  - Must be at least five years old on September 1 of the current year.
  - Must present a current immunization record on or before registration day.
- Entering students will be given a placement test prior to final acceptance. The test for kindergarten is to determine readiness for our program which is both academic and developmental. Retesting may occur at the discretion of the Administration.
- Transfer students are responsible for furnishing official transcripts of previous school records; registration is not considered final until the following documents are on file in the school office.
  - transcripts from the schools previously attended
  - most recent standardized test scores
  - copy of birth certificate
  - current immunization record
- When space in a class is limited, priority is given to approved applicants in order of the date of receipt of application.
- Students in grades 7-12 must submit three (3) recommendation forms attesting to character and two (2) forms from core subject teachers of the previous year.
- Final grade placement will be determined by school personnel.
- Grade placement will not be considered final until the student has successfully completed a full nine-week period at GCS. Should a change in grade placement be deemed necessary, parents will be notified before the end of the first nine-week period.
- Students entering grades 7-12 will be interviewed by the Headmaster.
- GCS may set probationary requirements where there are concerns academically and/or behaviorally.

## **RE-ENROLLMENT OF CURRENT STUDENTS**

Families currently enrolled are provided a priority period for re-enrollment in March, with open enrollment beginning April 1. Return of the re-enrollment form with the appropriate fees secures space for those students for the coming year. Families are allowed to pay out the resource and registration fees over the months of March, April, and May. All registration and resource fees and required paperwork for the coming year must be received in full by June 1 or the student will not be considered officially enrolled. If a family fails to pay all fees or simply chooses to not re-enroll until after June 1, a surcharge will be assessed per student. Students applying for re-enrollment (or admission) at GCS must be drug and alcohol free. Re-enrolling students who cannot meet this standard may request that the Headmaster schedule a Discipline Committee Review. The family may appeal to the school board as a whole should the family disagree with the Discipline Committee Review recommendation.

For a student to participate in GCS summer related Fine Arts or Athletic activities they must be currently enrolled at GCS – this includes enrollment fees paid and tuition current.

## **NEW STUDENT PROBATION**

Students new to Greenville Christian School are considered “probationary” during their first semester. These students are not restricted from participation in school activities for which they are eligible. However, the faculty and administration will review at semester’s end the student’s performance during their first two grading periods. Academic effort, attitudes, and conduct consistent with the standards of Greenville Christian School are required for continued enrollment.

## **WITHDRAWAL PROCEDURE**

If a student withdraws during the course of the year, it is the parent's responsibility to complete the standard withdrawal procedure through the school office. It is preferable that parents notify the school at least 2 days in advance. The withdrawal procedure will be complete when a parent has signed the withdrawal forms, cleared outstanding debts and returned all library books and textbooks and returned the completed exit survey/interview. Records will not be released to parents or any other school until this process is complete. If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition and any outstanding balances.

Should a parent decide to withdraw a student during the school year, please notify the office in writing. **Please do not verbalize withdrawal intentions through the student or a teacher.**

## **RE-ADMISSION OF STUDENTS**

Students who have been expelled or who have voluntarily withdrawn from GCS due to disciplinary and/or academic reasons may apply for re-admission which is reviewed by the Admissions Committee. These students may only re-apply beginning in the fall of the next school year. The standards of re-admission will be determined by the committee on a case-by-case basis. Students applying for re-enrollment (or admission) at GCS must be drug and alcohol free. Re-enrolling students who cannot meet this standard may request that the Headmaster schedule a Discipline Committee Review. The family may appeal to the school board as a whole should the family disagree with the Discipline Committee Review recommendation.

Re-enrollment for students who had withdrawn in "good standing" does not require testing if re-enrolled within 12 months.

## **FINANCIAL POLICY**

Greenville Christian School is a work of faith. It has no single church or group of people on whom it depends for its existence and continuance. Rather, a number of people and churches have shared in the work of the school as the Lord has enabled them.

Tuition and fees are reviewed annually by the School Board, and rates for the coming year are published at the time of re-enrollment. Every effort is made to keep tuition rates at a reasonable level so that families of limited means are not excluded. However, tuition and fees are expected to cover the basic expenses of operating the school. Other elements of a quality school program, such as extracurricular activities, field trips, and equipment must be funded by other means, sometimes by assessed fees or through the systematic giving of parents and friends of the School. This entails sacrifice, but a worthwhile work of the Lord usually involves costly dedication on the part of His people. And God has promised to "supply all your needs according to His riches in glory by Christ Jesus".

As a Christian institution we sense keenly the duty to meet on time our own financial obligations to staff and vendors. This is only possible when parents make their tuition payments on schedule. Monthly payments are due in the school office on the first day of each month, June through May; a late fee is assessed if payment is not received by the 10<sup>th</sup> of the month. Families experiencing temporary difficulty in making a payment should contact the school immediately. *For re-enrollment policies and procedures, please refer to the appropriate section of this handbook.*

Accounts in arrears will be reviewed by the Board of Trustees; the Board reserves the right to dismiss students when satisfactory arrangements for payments are not forthcoming. The school reserves the right to retain the student's cumulative records when funds are in arrears until payment has been received. Accounts must be current at the start of each semester in order to start school on those dates.

## **REFUND POLICIES**

Tuition paid during June, July and August is non-refundable, even when the student does not attend any days of school. Extenuating circumstances permit an appeal to the Board. Tuition refunds are typically made only if the family is moving out of town, or when serious illness or injury makes it impossible for the student to attend GCS. Registration and resource fees may be refunded prior to June 1.

## **TUITION ASSISTANCE**

A Tuition Assistance Fund has been established to assist qualifying families. The School Board intends that no family committed to Christian education be denied that opportunity because of financial need. The distribution of monies within this fund is dependent upon the amount available in this account on an annual basis. Families requiring assistance should make application on forms available through the school office within the application period. Tuition assistance is granted on an annual basis by a tuition assistance committee. You must re-apply each year if assistance is needed. Financial assistance is available to those who demonstrate actual need without regard to nationality, gender, God-given race, color or ethnic origin.

Tuition assistance will be withheld if an outstanding balance remains from the previous year. The assistance will go into effect when the account is current.

## **HOURS OF OPERATION**

Grades 5 – 12: 8:00 A.M.-3:15 A.M. (7 hours, 15 minutes)

Grades PK – 4: 8:15 P.M.-3:00 P.M. (6 hours, 45 minutes)

Early Dismissal Times:      Secondary 7 – 12      11:20 A.M.  
   Elementary PK – 6      11:30 A.M.

Hours for half-day PK - K students: 8:15 A.M.-11:30 A.M.

## **BEFORE SCHOOL:**

School personnel assume responsibility for student supervision at 7:30 A.M. Elementary and intermediate students will be supervised on the playground in good weather or in the extended care room when the weather is inclement. Students in grades 7-12 will be supervised in the gym. It is preferred that students not arrive before 7:45 A.M. unless arriving for a practice. Secondary students must remain in the gym until the 7:50 A.M. bell.

## **AFTER SCHOOL:**

Elementary students are to be picked up no later than 3:15 P.M. Students remaining after this time will be required to go into the extended care program at an additional cost. Intermediate and secondary students are dismissed at 3:15 P.M. Teacher supervision is provided until 3:30 P.M. Students in grades 5 – 8 will be required to go to extended care at 3:30 P.M. for an additional cost.

*At 3:30 P.M., all secondary students must leave campus unless attending a scheduled extracurricular activity, such as team practice. Siblings are not allowed to wait on campus for the brother or sister involved in practice.*

## **EXTENDED CARE**

The extended care program provides child supervision for families whose work prevents them from adhering to regular school hours.

Parents whose work schedule requires that children (PK - 8<sup>th</sup> grade) be at the school later than 3:15 P.M. must arrange for the extended care service, for which an additional fee is charged. Please contact the school office for additional information if your family will be using this service.

***Service Times:***

Care of students will be provided on official school days between the hours of 3:15 and 5:45 P.M. Early dismissal Extended Care services is offered on most school days which dismiss at 11:30 A.M. and will be available until 5:45 P.M.

***Fees:***

The fees for Extended Care service are as follows:

Daily afternoon until 4:00 P.M.	\$3.00
Daily afternoon until 5:00 P.M.	\$5.00
Daily afternoon until 5:45 P.M.	\$6.00

The fees for Extended Care service on Early Dismissal Days are as follows:

Early release time until 3:00 P.M.	\$3.00
<i>Then the daily rate begins:</i>	
Daily 3:00 P.M. until 4:00 P.M.	\$3.00
Daily 3:00 P.M. until 5:00 P.M.	\$5.00
Daily 3:00 P.M. until 5:45 P.M.	\$6.00

Fees may be paid on a daily, weekly, or monthly basis. Charges are due on the day the service is used if paid on a daily basis. For weekly payment, fees are due on the first of the week. Monthly, they are due on the first of the month. Accounts in arrears or habitually late pick up could be cause for dismissal from the extended care program.

***CAUTION: If a student is picked up after 5:45 P.M. there will be a penalty charge of \$1.00 per each minute late.***

***Enrollment***

Parents may enroll students in the Extended Care program by requesting and completing an extended care enrollment form from the extended care worker. The parents must have on file with the school the Emergency Medical Care and Consent Form as well as current immunization records.

***Release of Students***

Students will be released only to parents or those authorized by parents. The names and identity of the authorized individuals must be included on the enrollment form.

**CLOSINGS**

When emergencies arise that warrant school closing, parents and students are advised to listen to the radio for a school closing announcement and check the GCS website: [www.greenvillechristian.org](http://www.greenvillechristian.org).

Local:                    KIKT                    93.5 FM  
Dallas:                    KCBI                    90.9 FM                    Channel 5, NBC/Channel 8, ABC/Channel 11, CBS

***Please do not call the station, administrators, or faculty members. An all-school email will be sent as well. The website of Channels 5,8 and 11 also has an updated list of closings.***

If school must close early due to weather or other emergency, an all-school email will be immediately sent.

## **THE SCHOOL OFFICE**

The office staff serves well and is of great benefit to our school family. The office area is usually alive with activity; therefore, we ask students to refrain from visiting the office except on specific business. Students who find it necessary to pay accounts should endeavor to do so before or after school. At no time is a student to go behind the counter in the office or use office computers.

### **CUMULATIVE RECORDS**

A student's cumulative record is a valuable file with academic and legal significance. Greenville Christian School complies with the provisions of the Family Rights and Privacy Act. This means that cumulative records are securely stored, that all information in a student's file may be reviewed by a parent (or the student if age 18 or over) on request with approval from the headmaster, and that information is available to school personnel only on a need-to-know basis.

### **STUDENT ILLNESS AND MEDICATION**

If a student becomes sick during the school day, he may be sent to the office by their teacher for assistance. Office personnel will determine the proper course of action and will notify parents if necessary (students are not to call their parents directly unless instructed by office personnel.) Students should not call parents to pick them up using a cell phone. Students must be fever and throw up free for 24 hours prior to returning to school.

Any prescription or over-the-counter medication that must be administered during school hours should be accompanied by a written request from a parent/guardian. All medications must be in their original, properly labeled container. The written request from the parent/guardian should include the following information:

- Student's name
- Name of medication
- Dates to be given (must be specific)
- Times to be given (must be specific)
- Dosage, which must indicate a physician's written direction if different than the recommended dosage.
- Signature of the parent or guardian
- Date request written
- All medication must be in the original container with original label and the student's name.
- The office will not accept medication in unlabeled bottles or zip lock bags.

Any medication left in the school office must be picked up by a parent or guardian. Medication will not be sent home with a student. Medication left after the expiration date and at the end of the school year will be disposed of. Asthma inhalers may remain with the student and be self-administered. Students should not share medications with others, prescription or over the counter.

### **OFFICE TELEPHONES**

Students are permitted to use the office telephone ONLY in cases of emergency. Calls pertaining to items left at home or change in practices can only be made between classes. Other land lines on campus are not to be used by students. Parents should contact the office in the case of an emergency or in the event an important message needs to be left for their child.

## CAMPUS SECURITY

All visitors, alumni, parents, and grandparents to the campus must first go to the office, sign in, and receive a visitor's badge. This badge must be worn at all times while on campus.

GCS is a "closed campus," thus access to campus by visitors, alumni and parents and departure from campus by students during the school day must be authorized through the office. Parental consent in writing or by telephone, in an emergency, is required; if the parent cannot be reached, the Headmaster will act in the best interest of the student's welfare. Students should not expect authorization to return home for forgotten items. In granting permission to leave campus the parent assumes responsibility for the student, and releases the school from liability in the event of accident or injury.

## INSURANCE

School time coverage student accident insurance is provided. This coverage provides insurance protection for students while they are participating in school activities (including P. E. and team practices during school hours as well as athletic activities), traveling to or from a school activity, or traveling with a school-sponsored group on transportation arranged by the school. Information may be obtained through the school office. When a student insured under this plan is injured, he will be given a claim form from the school office. This form must be completed by parents and presented to the doctor or hospital. The school acts solely as a channel for communication between parents and insurer and assumes no liability, either for the injury or the subsequent negotiations with the insurer. Details of coverage are available at the school office.

## TRAFFIC FLOW PROCEDURES

### **Before School Drop-Off:**

- Parents may park in the designated parking areas to walk students to class.
- Parents who chose to drop off their child must do so between the annex and main building. If the student arrives early, he/she will walk through the breeze way to the teacher on duty outside or in the extended care room. Otherwise the student should go straight to class.
- Secondary students should be dropped off at the gym when arriving before 7:50 A.M. After 7:50 A.M. they can be dropped off between the annex and the main building.

### **After School Pick-Up:**

- Elementary students are dismissed at 3:00 P.M. between the gym and annex. Intermediate students are dismissed at 3:15 P.M. between the gym and annex.
- Elementary students will be loading in the elementary pick-up area between the annex and gym. Three (3) lines will be formed and parents will shut off their car engines while children are loading. Once students are loaded, then, under the direction of a designated faculty member, the cars will start to proceed out of this area in one lane. **Reminder: Cars may NOT be running while students are loading.**

Parents of intermediate students are asked not to get in line to pick up their child until 3:15 P.M. If you are picking up a student in elementary and secondary, you may be asked to proceed through the turn-around and get back in line again. Two lines will be formed for intermediate pick-up. Please leave space in the middle so cars who are loaded may leave.

Parents of Secondary students will line up along the inside curve of the driveway. Students may only cross these lanes at the crosswalks.

- ALWAYS drive SLOWLY and CAREFULLY for SAFETY of students. One ought to be able to walk beside your car when driving on campus. PLEASE REFRAIN FROM USING CELL PHONES WHILE DRIVING ON CAMPUS!

- Parking between the speed bumps is reserved for visitors and handicapped individuals during school hours. The parking area in front of the courtyard is reserved for drop-offs and pick-ups only during the school day. Unloading only is permitted near the entrance of the gym. All fire lanes must be observed at all times.

## PK – 12<sup>th</sup> DRESS CODE

**THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF A STUDENT IS NOT DRESSED MODESTLY, NEATLY, OR APPROPRIATELY.**

### General Philosophy

The standard of dress at Greenville Christian School is designed to reflect **modesty, neatness, and appropriateness**. It is designed to contribute to a distinctive Christian education and promote an effective learning environment.

*Modesty can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.*

*Neatness can be defined as a look that is clean with clothes that are proper fitting and in good repair.*

*Appropriateness can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself.*

The dress code is not designed to support or encourage the latest fashion trends or fads. This means that clothing bought at some of the popular clothing stores may not meet GCS guidelines.

GCS recognizes that families, and sometimes school officials, interpret the dress code in different ways. We know consistency is a must and to that end have identified specific items for students to provide better guidelines of what is and what is not acceptable.

We ask that parents take responsibility for making sure their child complies with the dress code. If necessary, the student may be allowed to call home for a change of clothes.

*Students **may wear** the following:*

- Individuals, groups, images, or wording that does not conflict with biblical principles.
  - Should a student wear a questionable item, he/she may be asked to change.

*Students **must wear** the following:*

- Appropriately worn and sized clothing which completely cover shoulders, abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Appropriate undergarments – which should not be seen

*Students **may not wear** the following:*

- “Gothic”, occult, negative, or violent themes and images
- Lettering on the rear end of clothing
- Pajama tops or bottoms
- House shoes or slippers
- Clothes with holes
- Athletic attire of any kind outside of PE clothes during PE (5<sup>th</sup> – 12<sup>th</sup> grade students only)

## SHIRTS:

- All shirts as a part of regular dress code may be worn un-tucked.
- All shirts must completely cover shoulders, abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Boys' shirts must have sleeves.

## PANTS/SLACKS/CAPRIS/SHORTS/SKORTS

- All pants/shorts, etc. must be in good repair and neatly hemmed (no fraying). Patches must be permanent.
- No holes, sagging, oversized, or tight pants/shorts are permitted.
- Short lengths: PK - K: at least mid-thigh  
1<sup>st</sup> – 12<sup>th</sup>: 3" above the knee when standing
- Skort (short garment with an attached front panel) lengths are the same as short lengths.
- **PK – 4<sup>th</sup> grade**: may wear athletic shorts / pants as long as they do not have holes (no mesh materials)

## DRESSES/SKIRTS

- Dress and skirt lengths are to be at the top of the knee when standing.
- Dresses must completely cover shoulders, abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Elementary: shorts must be under dresses and skirts
- **PK – 4<sup>th</sup> grade**: May wear dresses / skirts 3 inches above the knee as long as leggings that come below the knee are worn.
- **5<sup>th</sup> – 12<sup>th</sup> grade**: Leggings / form-fitting pants may be worn as long as the skirt/dress/top comes to the top of the student's knee.

## SHOES

- Shoes must be worn at all times while on campus.
- PK – 4<sup>th</sup> grade students may wear sandals that have a heel strap.
- All students must wear or bring athletic shoes and socks on their PE days.
- 5<sup>TH</sup> – 12<sup>TH</sup> grade students may wear athletic slides, flip-flops, and sandals.
  - 5<sup>th</sup> and 6<sup>th</sup> graders should understand that they will not be allowed on the playground equipment on days they choose to wear shoes without back straps.

## ACCESSORIES AND MAKEUP

- Hats and sunglasses are not permitted during regular school hours.
- Boys may not wear earrings.
- Girls may wear no more than three earrings in each ear.
- Other than earring piercing for girls, there is to be no body piercing of any kind.
- Makeup applied in a manner that is not a distraction is allowed for girls only.
- Tattoos are not permitted unless they are temporary and for the express purpose of school spirit, school events, or special programs. Any temporary tattoos for that purpose must be pre-approved ahead of time through the administration.

## **HAIR**

- Boys' hair should be neatly cut. Hair cannot extend past the collar. The side length should allow the lobe of the ear to show. The hair may not touch the eyebrows. Boys must also be cleanly shaven with sideburns not extending below the bottom of the ears.
- Extreme hairstyles, including an insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted for boys or girls.
- Girls' hair must be kept out of the eyes at all times.

GCS reserves the right to require a student to get a haircut, change a style, or change a color, if, in the judgment of the administration, the student's choice has created a distraction.

## **SPECIAL EVENT DRESS CODE GUIDELINES**

The administration reserves the right to identify particular events and days wherein compliance with announced special event dress code guidelines will be required. These events and days include, but will not be limited to:

- Picture Days
- Awards Assemblies
- Special Event Chapels/Concerts
- Special Field Trips

Special Event Dress:

Guys:

- Pants: Slacks or dress jeans (NO patches or frays)
- Shirts: Collared shirt tucked in
- Shoes: Athletic, casual, or dress shoes (NO slides or flip-flops)

Girls:

- Slacks or dress jeans (NO patches or frays)
- Dresses, Skirt and top
- Shoes: Athletic, casual, or dress shoes (NO slides or flip-flops)

## **BE MY WITNESS**

### **MISSION OBJECTIVE**

Be My Witness is the arm of ministry that is meant to fulfill the last portion of the GCS Mission Statement, "to encourage students to live a lifetime of service to God and man". The purpose of Be My Witness is to help equip and disciple this generation of students, encouraging them to magnify Jesus Christ through intentional service, mentoring, and evangelism.

### **MISSION POINTS**

**EQUIPPING: The equipping of students in the classroom with the Word of God, a biblical worldview, and the tools to minister to others.**

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

"May the God of peace, who through the blood of the eternal covenant brought back from the dead our Lord Jesus, that great Shepherd of the sheep, equip you with everything good for doing his will, and may he work in us what is pleasing to him, through Jesus Christ, to whom be glory for ever and ever."  
Hebrews 13:20-22

**DISCIPLESHIP: The godly mentoring that students receive at all levels of GCS and the opportunities that students are given to disciple others.**

“Then Jesus came to them and said, ‘All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.’” Matthew 28:18-20

“Then Jesus said to his disciples, ‘If anyone would come after me, he must deny himself and take up his cross and follow me.’” Matthew 16:24

“If anyone comes to me and does not hate his father and mother, his wife and children, his brothers and sisters—yes, even his own life—he cannot be my disciple. And anyone who does not carry his cross and follow me cannot be my disciple.” Luke 14:26-28

**EVANGELISM: Students putting hands and feet to the gospel by sharing their faith in Christ to the lost world.**

“All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting men's sins against them. And he has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. God made him who had no sin to be sin for us, so that in him we might become the righteousness of God.” 2 Corinthians 5:20-21

**SERVICE: Students glorifying God through the giving of themselves to help and serve others.**

“...whoever wants to become great among you must be your servant, and whoever wants to be first must be slave of all. For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” Mark 10:43-45

## **MISSION STRATEGIES**

Elementary / Intermediate:

- Adoption of local organization/ministry
- BMW Mission fundraiser
- Foreign focus/prayer/adoption of missionaries
- Participation in “Be My Witness Day”
- Interschool discipleship
- Co-curricular mission activities
- Evangelism training

## **Chapel:**

Chapel programs are held once each week. Students are divided according to grade level and the chapel is designed for their level. Students in grades K – 4<sup>th</sup> present one chapel presentation per year. Chapel programs are planned for the purpose of worship and spiritual stimulation. In chapel students are to remain quiet, display a reverent attitude and pay close attention. There are separate chapels for grades PK4 – 6 and 7 – 12 grades.

## **LEARNING DIFFERENCED STUDENTS**

While GCS strives to provide an exemplary education to meet the needs of students, we may or may not be able to provide services to meet the needs of every student. All GCS students must be able to participate successfully in all classes with minor accommodations. When a teacher suspects a learning difference, a student may be referred to a learning specialist for initial evaluation. The parents may be contacted for a conference at which diagnostic testing may be recommended or required.

## ***WHAT TO DO IF YOU THINK YOUR CHILD HAS LEARNING DIFFERENCES***

1. Consult your child's pediatrician and/or ophthalmologist to eliminate any physical explanation.
2. Discuss your concerns with your child's teacher. If there is a consensus on the child's difficulties, testing may be advised.
3. Schedule testing.
4. Contact your teacher to review the results.
5. Some learning differences may include but are not limited to ADHD, dyslexia, and dysgraphia.

GCS requires that parents notify the school and provide diagnostic testing results of students with learning differences, including ADD/ADHD. Accommodations will not be considered without documentation and conferencing.

## **LIBRARY POLICIES**

- *General circulation for books:*
  - Grade K: Two weeks (Books checked out will be kept in the classroom for student use.)
  - Grades 1 - 4: Two weeks, plus renewal
  - Grades 5 - 12: Two weeks, plus renewal
- *Circulation exceptions:*
  - Reference books may be checked out overnight for special projects. Many students need the same resources; therefore renewals will be at the discretion of the librarian.
- *Overdue Book Fines:*
  - Grades 1 – 4: \$ .10 per school day
  - Grades 5 – 12: \$ .25 per school day

Books should always be returned on the date stamped in the back of the book. There will be a one-day grace period after which fines will be charged. Book fines are not incurred on weekends, holidays, or during excused absences. **ALL OVERDUE BOOKS AND FINES MUST BE TAKEN CARE OF BEFORE REPORT CARDS ARE RELEASED, OR EXAM EXEMPTIONS AWARDED.**

## **SPECIAL COLLECTIONS**

Magazines, newspapers, reference works and audio-visual materials are intended for use in the library or in classroom when checked out by the teacher. On occasion some reference works or A-V materials may be checked out overnight. Requests for this privilege must be made in advance to the librarian: each request will be judged on its own merit.

## **PHYSICAL EDUCATION**

Each student in grades PK - 11 participates in physical education class. PE is required for senior athletes at the discretion of their coach. Students in grades PK – 3<sup>rd</sup> grades need to wear athletic attire on P.E. days. Students in grades 4 – 12 need to wear P.E. uniforms which will be determined by the P.E. Department. Students in grades 4 – 12 will be given five minutes to change clothes and be seated in their assigned spot on the gym floor.

Students who are not dressed out will not be allowed to participate and will receive a deduction on their daily grade. Students will not be excused from P.E. for a runny nose, coughing, and/or minor respiratory ailments; the P.E. staff will moderate the extent of activity as necessary. Students must bring a note signed and dated from parent/guardian stating the reason for a request for modified participation. Non-participation requires a doctor's excuse. Non-participating is the equivalent of an absence. Any athlete who is too sick to participate in Physical Education class is considered too sick to participate in athletics.

## ***CONCLUSION***

This handbook has been designed to provide clear guidelines and expectations for the families of Greenville Christian School. The administration and/or school board reserve the right to change any policy or procedure in this handbook at any time when it is deemed to be in the best interest of the school.

# **ELEMENTARY / INTERMEDIATE HANDBOOK Grades PK – 6<sup>th</sup>**

## **CELL PHONE POLICY**

Greenville Christian School is committed to providing the best possible opportunities for student learning and success without distractions.

To that end, we ask that parents commit to seeing that:

- no student in grades PK – 6<sup>th</sup> grade has a cell phone on campus.
- cell phones are not taken on field trips or class trips. Sponsor/teacher cell phone numbers will be available for emergencies.

## **FOOD SERVICES**

### **FRUIT BREAK**

Students in grades PK – 4 will have a fruit break each day. Parents are asked to provide some wholesome nourishment for a mid-morning break. Please do not send sweets or "junk food" items.

Students in grades 5 – 6 are given the first 5 minutes of third period to partake of a simple snack and bottled water (no other drinks allowed) during announcements. Students are not allowed class time to purchase items.

### **LUNCH**

Students may bring their own lunches, or utilize the hot lunch program on designated days. Use of a thermal lunch box to prevent food spoilage is strongly recommended during hot weather. Please include napkins and any necessary utensils (fork, spoon, straw, etc.) when they are needed.

Please do not include the following items in elementary lunches:

- PreK – 6<sup>th</sup> grades are only allowed soft drinks on Fridays.
- No microwavable foods for students PK – 1 grades.

Parents are asked not to bring in a hot lunch for students in grades PK – 6 unless it is an emergency. Parents are allowed to take their child out to lunch on special occasions such as a birthday.

## **PARTIES**

In the elementary grades, parties are given on special occasions and parents are often asked to participate for these events. Children are also allowed to celebrate birthdays with refreshments at morning snack time or at lunch.

If a student in the elementary grades has a birthday party, either on campus or off, and invitations are distributed in class, parents are asked to make sure that ALL students, or ALL of same gender, in the class are invited; otherwise invitations must be mailed by the parent.

## **ATTENDANCE POLICIES**

Academic achievement is directly related to school attendance and punctuality. The accepted standard for attendance at GCS is ninety percent: students must be present and punctual ninety percent of the time. The responsibility of regular and punctual attendance has a direct relationship to privileges. Greenville Christian School, therefore, records student absences in one of two categories: **excused and unexcused**.

### **ABSENCES**

#### ***Excused Absences***

Any absence that is documented by the parent (i.e. any absence the parent sends a note regarding) or by an administrator is an excused absence. This includes but is not limited to: medical, family trips, minor illnesses, personal business, college visits, didn't feel good, etc.

#### ***Unexcused Absences***

Any absence that cannot be documented by the parent or by an administrator is an unexcused absence.

A student who (with prior headmaster permission) does not participate in a class trip will be counted absent in all classes for all days and should not expect to be on campus during the duration of the trip. If some of a student's classes meet, he will be allowed to attend those.

**Absences in excess of 17 days per semester may place continuing enrollment or promotion to the next grade in jeopardy. Parents will be notified with a warning letter after the 12<sup>th</sup> absence. Total absences includes excused and unexcused.**

**Please see the Handbook section in Academics for Make-up work policies and deadlines.**

#### ***Reporting Absences***

When students are absent, it is requested that a parent call the school office before 9:00 a.m. and report the absence via the voice mail system (903-454-1111). **The voice mail message is considered the same as sending a note.** The phone call and message must be made by the parent/guardian. Should the student return to school without a note or phone call from the parent, the absence will be temporarily considered as "unexcused". Failure to bring a note on the second day back to school will result in the absence remaining unexcused.

## **TARDIES AND PUNCTUALITY**

<b>Tardies (excused or unexcused) will be counted at a 3:1 ratio (every three tardies to a class counts as one absence).</b>
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Punctuality has a direct relationship to a well-ordered instructional environment and well managed classrooms. Greenville Christian School, therefore, records student tardies in one of two categories: **excused and unexcused**.

### ***Excused Tardies***

Any tardy that is documented by the parent (i.e. any tardy the parent sends a note regarding by the next day) or by an administrator is an excused tardy. This includes but is not limited to: minor illnesses, personal business, didn't feel good, overslept, etc.

### ***Unexcused Tardies***

Any tardy that cannot be documented by the parent or by an administrator is an unexcused tardy.

### ***Late arrivals/tardy to class***

Students arriving late to school OR are not in the room when the first morning bell rings must report to the school office. Elementary parents should come to the office to sign in their small children if they arrive late. Failure to do so may result in absences being credited.

Students must turn in all assignments that are due in the classes missed due to late arrival. Failure to do so may result in a reduction of the grade.

### **Tardies/Half Day Absence**

Intermediate students who are not in their seat and ready to work at 8:00 A.M. are considered tardy. Elementary students who are not in their classroom and ready to work at 8:15 A.M. are considered tardy. Students arriving between 8:15 A.M. and 10:30 A.M. are considered tardy. Students arriving between 10:30 A.M. and 1:00 P.M. are considered absent for one half day.

### ***Reporting late arrivals***

When students arrive late to school, it is preferred that a parent send a note. The parent may call and leave a message via the voice mail system (903 454-1111) before 9:00 A.M. to report the tardy. The phone call and note must be made by the parent/guardian. Should the student arrive at school without a note or phone call from the parent, the tardy will be temporarily considered as "unexcused". Failure to bring a note on the second day back to school will result in the tardy remaining unexcused.

### **PERMITS TO LEAVE SCHOOL EARLY\SIGNING OUT**

Students who are leaving campus early for any reason must be signed out at the attendance counter (main office).

### **VACATIONS DURING SCHOOL TIME**

Families are encouraged to plan their vacations around the school vacation days. Family vacations should not be scheduled during the last two weeks of school due to end of year testing.

### **FIELD TRIPS**

Each student is required to have the Student Information and Consent to Medical Care of a Minor on file in the office. Drivers will be provided with copies of these consent forms for each student riding in their vehicle.

Parents wishing to provide transportation for students on field trips must sign and comply with the Field Trip/Athletic Event Driving Agreement.

In order to participate in a field trip, a student must demonstrate that he/she has the discipline to obey rules and regulations that are necessary to have a safe and successful trip. Students are required to wear seat belts and only listen to music by Christian artists. Any faculty member, with the consent of the Headmaster, may

choose not to take any student who has demonstrated a lack of self-discipline and may be potentially disruptive influence on a trip.

The school bus may be available for field trips if the teacher desires to utilize these vehicles.

## **PK - 6<sup>TH</sup> ACADEMIC GUIDELINES AND POLICIES**

### **PHILOSOPHICAL BASIS**

The Mission Statement of GCS makes reference to our desire to promote Biblical Principles and Academic Excellence. The goals of our Academic Guidelines and Policies are an extension of that Mission Statement:

- Preparation for Life and Leadership (the Biblical Principle)
- Preparation for Middle and High School (an element of an instructional environment that promotes Academic Excellence)

### ***GRADING POLICY***

With the exception of PK and K, all courses taught at GCS are graded on a percentage basis. A grade of 70 or higher will be considered passing.

These numerical grades will be listed on the report card each quarter. A grade of 100 is considered a perfect grade, although a grade higher than 100 may appear on the report card as a quarter or exam grade if the student received bonus points.

### ***PK - 6<sup>th</sup> GRADING SCALE***

#### Kindergarten:

E = Excellent      N = Needs Improvement  
S = Satisfactory      U = Unsatisfactory

#### Pre-Kindergarten:

M = Mastered      Minus = Working in Concept  
 = Meets Expectation      NI = Not Introduced

#### Grades 1<sup>st</sup> – 4<sup>th</sup>:

Academic grades are reported on a percentage basis, 0-100%. Seventy percent is the minimum passing score; grades of 69 or below are failing. Music, Physical Education, Computer, Library, and Conduct are evaluated according to the following scale:

#### Grades 5 and 6 will have weighted grades:

E – Excellent	N – Needs Improvement	40% daily/homework
S – Satisfactory	U – Unsatisfactory	30% quizzes
		30% tests

### **K – 6<sup>th</sup> HOMEWORK**

Not all learning can be completed within the school day. Teachers are directed to assign meaningful and reasonable tasks that will further enhance student learning. The length of assignment is appropriate to student grade level.

To encourage students and their families to participate in Wednesday night church activities, there will be no assignments given for Wednesday evening and no major tests will be given on Thursday. (Exceptions to the test rule, at Headmaster discretion, in rare cases of holidays during the week and quarter/semester exams.) Also, there will be no GCS sponsored extra-curricular practices or activities after school on Wednesdays to allow time for church activities.

## **K – 6<sup>th</sup> MAKE-UP WORK**

- Immediately upon returning to school after an absence, **the student or the student’s family is responsible** for determining the necessary make-up work.
- Students are allowed the same number of days of make-up time as the number of days absent. **This does not apply to tests.**
- Any work assigned before the absence, is due on the day the student returns.
- **Long-term class projects must be turned in on the due date at the regular class time, even if the student is too ill to attend school.** Exceptions to this policy may be granted by the Headmaster with the teacher’s approval.

## **K – 6<sup>TH</sup> MAKE-UP TESTS**

- Students who miss a review for a test due to absence are not excused from taking the test at the scheduled time.
- Students who are absent the day of a test, but present the next school day must make up the test that day.
- Immediately upon returning to school after an absence of two or more days, the **parent or student (as age appropriate) is responsible** for approaching the teacher to arrange for make-up test(s).
- Students may be required to come in before school, at lunch, or after school if so requested by the teacher. Rarely are make-up tests given during the regular class period.

## **K - 6<sup>th</sup> LATE WORK**

Work is considered “late” if the assignment was not turned in on time without an excused absence to account for the lateness.

Work is also considered “late” once the allowed “make up” days have passed without the work being turned in to the instructor (**absent on Friday means the make up deadline is beginning of class on Tuesday**). Assignments are due at the beginning of the period, unless otherwise stated.

### **Late Work Grading:**

- 1<sup>st</sup> Grade: Late -10 points
- 2<sup>nd</sup> and 3<sup>rd</sup> Grades: first day late -10 points; second day late -20 points; a zero will be recorded after that
- 4<sup>th</sup> grade: first day late -20 points; second day late -30 points; a zero will be recorded after that
- 5<sup>th</sup> and 6<sup>th</sup> grades: first day late -30; second day late the work becomes a droppable zero; **Only 3 droppable zeros in a quarter.**

## **PK - 6<sup>th</sup> STUDENT PROMOTION POLICY**

Grades PK - K: Students are promoted upon showing evidence of the satisfactory completion of the work for a given grade. The school reserves the right to retain a student upon recommendation of the teacher with the approval of the Headmaster. Other factors to be considered in promotion: birth date, maturity, skill in reading and mathematics, health, and general academic competence. Students either pass or fail the whole year. Readiness tests are used along with report cards to make a determination. Students who are being retained in kindergarten will not participate in commencement.

Grades 1 - 4: Students are promoted upon showing evidence of the satisfactory completion of the work for a given grade (having passed all core subjects for the year). Students who fail for the year one or more “core” courses (language/reading, history, math, Bible, and science)

will be subject to an Annual Status Review and must make up the course in a recognized summer school program to meet the requirement. Deadlines set by the Annual Status Review Committee will be strictly upheld including, but not limited to, a student's delay in beginning a semester, possible retention, or dismissal. Failing two or more core courses will factor into the decision for possible retention of the student.

Grades 5 - 6: Students must pass the "core" courses (language/reading, history, math, Bible, and science). Students who fail, for the year, one or more "core" courses must make up the semester(s) in a recognized summer school program to meet the requirement. Otherwise, that student may have to repeat the grade level again. Independent study projects may be assigned for the student (under parental supervision) to make up a failed Bible course, computer course, or fine arts class. Students who fail one or more classes, core or elective, will be subject to an Annual Status Review. Deadlines set by the Annual Status Review Committee will be strictly upheld including, but not limited to, a student's delay in beginning a semester, possible retention, or dismissal. Failing two or more core courses will factor into the decision for possible retention of the student.

### **PK - 6<sup>TH</sup> Advancing a Grade**

A student must be 4 years of age by September 1 to enter pre-kindergarten. A student must be 5 years of age by September 1 to enter kindergarten. Unless a student has been in an accredited kindergarten the previous year, the student must be 6 years of age prior to September 1 to enter first grade.

GCS policy states that students seeking to advance a grade level in the elementary or intermediate school *must meet the following criteria:*

- "Mastery Percentage Scores" of at least 90% on the Credit by Examination tests for the core subject areas (language, math, science, social studies). Credit by Examination (CBE) units are recognized by the Texas Education Agency as an approved means for accelerating promotion and the tests are easily obtainable through Texas Tech University Distance Education Program. On the Middle School level, there are 2 tests (one for each semester) for each core subject. The 90% mastery score would then be an average of the two tests in that subject.
- A letter from a licensed professional counselor stating that the candidate for accelerated promotion is socially and emotionally mature enough to benefit from such a decision.
- Headmaster approval.

### **Accelerated Reader Testing Policies**

Accelerated Reader (AR) is a reading program designed to enhance reading comprehension and complement classroom instruction. The following rules apply to testing in the Accelerated Reader program:

- One individual test and one classroom test may be taken per day.
- The student is allowed to test only after reading a selected book in its entirety.
- A student may test only when the school librarian or classroom teacher is present.
- All AR tests are closed book exams.
- AR progress reports are distributed to the classroom teacher and parent on a weekly basis.
- AR testing will be used for reading comprehension in 2<sup>nd</sup> – 4<sup>th</sup> grades. AR testing will count as part of the reading grade in 5<sup>th</sup>-6<sup>th</sup> grades.
- The librarian or classroom teacher may determine the level of book on which the student will test, based on previous testing results.
- Books-on-Tape/CD are available for selected books. Students may check out these items with teacher or librarian approval.
- A current AR book/test list is maintained on RenWeb for students and parents.

Current GCS Accelerated Reader Goals:

- 2<sup>nd</sup> Grade – 12 points per quarter
- 3<sup>rd</sup> Grade – 15 points per quarter
- 4<sup>th</sup> Grade – 20 points per quarter

## **AWARDS**

Christian character development and academic strength are of vital importance in accomplishing the purpose and goal of GCS. Therefore, as students display academic achievement and Christian character virtues, recognition is given as indicated below.

- *Christian Character Awards Pre-K-6th*
  - Given to elementary students at the end of the year within their classes honoring spiritual qualities.
- *Perfect Attendance Pre-K-6th*
  - To qualify for this award, a student must be present every day during a given year. (See page for attendance guidelines, specifically the section entitled “Tardies”.)
- *Library Awards 2<sup>nd</sup> – 6<sup>th</sup>*
  - Given to students at the end of the year to reward students for hard work on meeting or exceeding Accelerated Reading goals.

## **DISCIPLINE POLICIES**

### **PK - 6<sup>th</sup> CLASSROOM MANAGEMENT**

PK - 6<sup>th</sup> grade children are in widely varying stages of development, maturation, cognitive functioning, and reasoning ability. A “one size fits all” approach to classroom management is, at best, ineffective.

As a part of Parent Orientation, elementary teachers provide an overview of their specific class rules, procedures, and management plan (elementary teachers usually have a name for their plan: Check Marks, Pull Cards, Smiley Faces, etc.). For most children, simply knowing about and understanding the plan results in compliance and self-discipline. For some, compliance and self-discipline will be a process that comes through crossing boundaries, receiving correction, and experiencing consequences. For others self-discipline will not be attained by the classroom management process and will require the intervention of the Elementary Supervisor or Headmaster and the application of administrative consequences.

### **PK - 6<sup>th</sup> REFERRING AND SENDING**

For each classroom discipline plan, there is a point at which students must be referred to the Elementary Principal. A parent can expect a child’s behavior to be referred to the Elementary Principal when it is:

- disrespectful
- inappropriate
- disruptive to the learning environment
- injurious, or potentially so, to self or others
- abusive or
- handbook infraction

Clearly, the preceding list is one of broad categories that are open to interpretation. It is the classroom teacher who has primary responsibility to manage and provide a well ordered instructional environment. The classroom teacher, then, must have discretionary authority to involve the Elementary Principal or Headmaster whenever he or she feels that administrative intervention must be taken into consideration.

## **PK - 6<sup>TH</sup> ADMINISTRATIVE INTERVENTION**

### ***Process***

1. The Elementary Principal discusses the referral or incident or behavior with the student. The Principal will pray with the child and administer consequences for the behavior. Parents will be notified in an email or by phone of the incident.
2. The Elementary Principal assigns consequences that she feels are appropriate, fair, and most likely to be effective in light of:
  - the student's age and grade level;
  - the nature of the infraction;
  - the degree to which a boundary was violated;
  - the student's discipline record for the current school year.
3. The potential consequences include, but are not limited to, the following:
  - recess restrictions;
  - detentions;
  - out of school suspension;
  - privilege restrictions;
  - extra-curricular participation restriction;
  - on campus community service,
  - corporal discipline\*;
  - expulsion. or;
  - other.

For situations that could involve expulsion, a parent will be contacted for a formal meeting about the nature of the infraction in question, and regarding the administrative consequences if any.

Clearly, the Principal and Headmaster reserve the right, and has the responsibility, to exercise Discretionary Authority in assigning consequences.

### **PK - 6<sup>th</sup> \*Regarding Corporal Discipline**

Corporal discipline (swats or a spanking) is never the preferred consequence for the Elementary Principal or Headmaster's office. It is, however, biblical and effective. It is often the quickest path to self-discipline. In the event that corporal punishment may become necessary, parents will be asked to come and administer it to their child or take their child home suspended for a set number of days.

Corporal discipline will be an option available for students in grades K - 6 only.

### **PK - 6<sup>th</sup> CONSEQUENCES CAN BE APPEALED**

Occasionally a parent or student questions whether or not the disciplinary action taken by the school is warranted. The following procedures should be followed:

1. If there is a question as to what happened or why the referral was written, or why the student was taken to the office, the parents must contact the teacher or staff member for clarification (the exception to this would be when discipline was initiated by the Elementary Principal or Headmaster without referral from teachers or staff members).
2. If there is a question regarding consequences (what was assigned and why) the parents must contact the Elementary Principal for clarification.
3. You may set up a conference with the teacher through the voice mail system. Please do not call the teacher at home or try to conference while the teacher is in the classroom, lunchroom, or in the hallway.

4. If, after meeting with the teacher, the parent does not feel the question has been resolved, then, and only then, will a meeting be set up with the parent and the Elementary Principal.
5. If, after that meeting, the parent does not feel that the question has been resolved, then a meeting will be set up with the parent, teacher, Elementary Principal, and Headmaster. The previous meetings must have been held to reach this level.
6. For disciplinary consequences other than expulsion, there is no appeal beyond the Headmaster and his decision is final.

### **PK - 6<sup>TH</sup> QUARTERLY STATUS REVIEWS**

At the end of each quarter students who find themselves in the following categories will be subject to a review of their status as students of Greenville Christian School:

- students who, from the Elementary Principal/Headmaster's perspective, have multiple visits to the Principal's office for infractions considered to be serious
- students who have failed a subject for the quarter

#### ***PK - 6<sup>th</sup> Initial Review***

This review is carried out by the Headmaster and is automatic for any student who falls into one or more of the categories outlined above. The Elementary Principal / Headmaster will examine the academic \ behavioral \ attendance record of all students on the review list for that quarter and determine if any action needs to be taken. The Headmaster has discretionary authority to decide that, beyond an informal conversation with the student; no administrative action is warranted and may therefore terminate the review process. No student file will reflect an initial review wherein the process is terminated in this manner.

The Headmaster may decide that the student and family is best served by taking administrative action and will therefore initiate the second level of the status review.

#### **PK - 6<sup>th</sup> Student/Family Consultation**

In this stage of the process, the student, one or more of the parents, the Elementary Principal, and the Headmaster meet together to discuss the reasons for the status review (behavioral/attendance/academic progress) and how the situation can be remedied for the future. The Headmaster has the discretionary authority to decide that no further action is warranted and may terminate the review process and, indeed, this is the goal of the consultation. Alternatively, the Headmaster has discretionary authority to exercise other options:

- Additional consequences from the Process section of the Discipline Plan;
- Discipline Committee Review.

The Headmaster may decide that the needs of Greenville Christian School are best served by taking more serious administrative action and will therefore inform the parents regarding the initiation of this third level of the status review.

#### **PK – 6<sup>th</sup> DISCIPLINE COMMITTEE REVIEW**

If the status review reaches this stage in the process, it is to determine whether or not Greenville Christian School is still the appropriate placement for the student in question. The Headmaster has discretionary authority to call for a Discipline Committee Review if, in his judgment, an infraction has occurred that in and of itself is grounds for removal from school.

An ad hoc committee of GCS School Board Members (no less than three, plus the Headmaster) will review the student's academic/behavioral/attendance record for the current and previous, if any, quarter(s). The student and parents will be invited to address the committee and state what they believe to be compelling reason to allow their student to continue at GCS. The family will be excused and the committee will then begin deliberations leading to a recommendation to the Headmaster regarding the students continued enrollment at GCS.

Upon review, the committee may recommend that no further action is required and that the Headmaster should terminate the status review process. Alternatively, the committee may recommend that the Headmaster exercise additional consequences from the Process section of the Discipline Plan. Finally the committee may recommend that the student be removed from GCS.

The Headmaster is not bound by the committee's recommendation but would only set it aside in the rarest of cases. If the recommendation is for removal from school the parents may, of course, appeal that decision to the Board as a whole.

### **PK – 6<sup>th</sup> ANNUAL STATUS REVIEW**

At the end of each school year students who find themselves in the following categories will have their re-enrollment status placed on hold pending an annual status review:

- students who, from the Headmaster's perspective, have multiple visits to the Principal's office over the course of the year, for infractions considered by the Headmaster to be serious
- 1<sup>st</sup> - 6<sup>th</sup> grade students who have failed more than one core subject for the year

An ad hoc committee of GCS School Board Members (no less than three, plus the Headmaster) will review the student's academic/behavioral record for the year and for the totality of the student's time at GCS. The student and the parents will be invited to address the committee and give what they believe to be compelling reason to set aside questions regarding the student's eligible status. The family will be excused and the committee will then begin deliberations resulting in a recommendation to the Headmaster regarding the student's status.

Upon review, the committee may recommend that the student be declared eligible for re-enrollment with probation or to declare the student ineligible return. The Headmaster is not bound by the committee's recommendation but would only set it aside in the rarest of cases. The parents may, of course, appeal any decision with which they disagree to the Board as a whole.

*Please note: GCS reserves the right to refuse re-enrollment for any student when, in the judgment of the administration, that re-enrollment would not be in the best interest of GCS, its students, or faculty. Previous attendance does not guarantee re-enrollment.*

### **ACSI COMPETITIONS**

Students in various elementary and secondary grades are eligible to participate in ACSI competitions as they are announced and requirements given. ACSI competitions include: Science Fair, Music competitions, Young Authors, and Math Olympics.

### **PARENT-TEACHER FELLOWSHIP**

The Parent-Teacher Fellowship is an organization of parents and teachers working to promote welfare in home, school, church, and community. It is the desire of this organization to bring into closer relationship the home and the school, so that parents and teachers may cooperate intelligently in the training of the child. It is also the desire of this fellowship to seek divine guidance in securing for our children the highest advantages in physical, mental, moral and spiritual education.

The objectives of the Parent-Teacher Fellowship are:

- To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
- To acquaint both parent and teacher with the importance of recognizing and adequately coping with specifically the emotional, spiritual, and disciplinary needs of the student.
- To provide an opportunity for parents and teachers to know and have fellowship with each other.
- To enable our parents to become acquainted with one another.

The PTF sponsors events such as Teacher Wish Lists, Auction, Fall Festival, Teacher Appreciation breakfasts/luncheons, Christmas Shoppe, and numerous other fellowship and service opportunities.

The Parent-Teacher Fellowship is a vital necessity in Christian education. We learn as we teach both at home and school. Every GCS parent and teacher is automatically a member of the Parent-Teacher Fellowship.

### **6<sup>th</sup> Grade Athletes Only**

#### **SIXTH GRADE PARTICIPATION IN MIDDLE SCHOOL ATHLETICS**

- Participation in middle school athletics is VOLUNTARY.
- Parents should understand the risks (students will compete with students in grades 7-8), requirement (practices/game time/money) involved PRIOR to making the commitment to a team.
- Athletic fees will be required of sixth grade athletes.
- Practices will begin as early as 7:00am (come dressed for practice) and conclude at 7:55am in time for students to get to their first period class. NO EXCUSED TARDIES will be given.
- Sixth graders will be able to learn skills in their combined fifth/sixth grade P.E. class 2-3 times a week.
- Sixth graders will not be required to participate in the weight program.
- Sixth graders will not be required to be at any after school practices.
- Sixth graders will be allowed to travel to out of town games or tournaments only if/when the opportunity is made available by the coach and parental permission in writing is on file with the coach. Students should be able to handle their homework load and the responsibilities of traveling out of town with the team. At any time, the coach, teacher, and/or parent may revoke the privilege of out of town travel, when in his/her opinion; it is not in the best interest of the student or the team.
- Parents will understand that participating as a sixth grader is a privilege. It should not be expected that the student will have a great deal of playing time. The goal is to introduce the student to the sport.
- Students will have to meet the same eligibility requirements as a middle school student.
- If coaches are not available for appropriate supervision as agreed on by the Athletic Director and Headmaster, the offer open to sixth graders will be withdrawn and fees returned.

#### **Sports Offered for 6<sup>th</sup> grade:**

##### **Girls' Sports**

- MS Volleyball
- MS Cheerleading
- MS Girls Basketball
- MS Track

##### **Boys' Sports**

- MS Football
- MS Boys Basketball
- MS Track

#### **6<sup>th</sup> GRADE INELIGIBILITY**

Please see the High School Athletic portion of the handbook for Ineligibility on page 47.

# SECONDARY HANDBOOK

## Grades 7 – 12

### STUDENT VEHICLES

Driving to school is a privilege that involves responsibility. Students are to exercise extreme care in driving and observing all traffic regulations. Reckless driving or the involvement in an accident at school may require the revoking of the privilege of driving to school.

Students are not to drive vehicles around the parking and drive area or on the grass. Students should follow the regular traffic flow patterns. Cars should be parked in the designated student area. Any student who does not park in the designated parking areas will receive a Category B referral. Vehicles are to be left unoccupied until leaving school. They are not places to eat lunch or visit with friends. Permission to return to a car during the day can only be given by the office. Student drivers are responsible and accountable before / during / and after school hours, when driving to or from school activities / events.

*If a student who drives himself to school is going to be absent, his parent must call the school office to report it before 9:00 A.M.*

### **DRIVER LICENSE ATTENDANCE VERIFICATION**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form from the office.

### BE MY WITNESS

#### **MISSION STRATEGIES**

<p><b>Middle School:</b></p> <ul style="list-style-type: none"> <li>• Participation in “Be My Witness Day”</li> <li>• BMW Mission fundraiser</li> <li>• Interschool discipleship</li> <li>• Foreign focus/prayer/adoption of missionaries</li> <li>• Co-curricular mission activities</li> <li>• Evangelism training</li> <li>• In-state Mission Trip</li> </ul>	<p><b>High School:</b></p> <ul style="list-style-type: none"> <li>• Participation in “Be My Witness Day”</li> <li>• BMW Mission fundraiser</li> <li>• Interschool and community discipleship</li> <li>• Foreign focus/prayer/adoption of missionaries</li> <li>• Co-curricular mission activities</li> <li>• Evangelism training and opportunities</li> <li>• In-state Mission Trip</li> <li>• BMW Service Hours</li> <li>• Mission Trip</li> </ul>
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### BE MY WITNESS SERVICE HOURS

BMW Service Hours are intended to provide a vehicle for students to express their faith in Christ in the community. Each high school student is required to spend 10 hours per semester in various types of ministry in the community.

In the fall and spring semesters we sponsor a Be My Witness Day, and each student who participates in a satisfactory matter (as determined by the teacher supervising that activity) will receive 5 hours BMW credit for that semester. In order to avoid confusion about what services will and will not be counted for credit, guidelines have been written.

**Procedures and policies are listed below that include answers to the most commonly asked questions.**

- The total number of community service hours will be recorded each semester, by the Missions Director.
- These hours will be used as 50% of the Bible semester exam. To exempt a Bible exam, student must complete all 10 hours of service for the semester. If the student does not follow the proper procedures, it will result in the rejection of a project by the director, or in the loss of hours (all or partial) spent on a project.
- NOTE: The appropriate documentation of a student's project is essential for Bible credit.

## **POLICIES & PROCEDURES**

1. The first step is to choose an agency or organization. Prior to contacting the organization, the student should get the approval of the Missions Director. Upon approval, the student should contact the organization and schedule times to complete the project. No student should ever arrive at a community agency without both approval of the Missions Director at GCS and contact with the director of the local organization. A list of community organizations with the name and phone number of the contact person is available from the Missions Director.
2. An interview or confidentiality training session may be required before working with some of the agencies (these include the Women In Need shelter and the mentally handicapped workshop). The training/interview time is counted for credit with the exception of training done in the classroom at GCS. Contact the director of the organization to arrange the preliminary session.
3. When an agreement has been reached between the agency and the student, the student must:
  - a. have parental permission to go to the location in the community, (this needs to be turned into the Missions Director)
  - b. provide his/her own parent-approved transportation to and from the project,
  - c. have the agency director or supervisor complete a BMW Verification Form (without this signed form, a student will not receive credit), **PARENTS' SIGNATURES DO NOT CONSTITUTE AS THE AGENCY'S. IT MUST BE SIGNED BY SOMEONE APPROVED WITH THE AGENCY ITSELF.**
  - d. and return the form to the Missions Director as soon as possible. (A list of due dates for each quarter will be provided. No exceptions will be made for forms turned in later than the published due date.)
4. Any student desiring to do an independent project (i.e., one not associated with a recommended social service agency) must first submit a written request describing the nature of the project to the Missions Director. The project must be approved before it can be started. The Missions Director will work closely with the headmaster to screen projects that have not had prior approval.

**The purpose of this program is to reach others in our community. Any projects that primarily benefit GCS or its students or families, while appreciated, would not qualify for credit.**

5. GCS students not living in Greenville are encouraged to find appropriate community service projects in their area. These would need proper approval from the Missions Director. (see number 4)
6. Service projects done with church youth groups need to be approved by the Missions Director in advance in order to receive credit. Working with backyard Bible clubs, Special Olympics, rest home ministry, etc., is encouraged; however, it must have prior approval.

**While strongly encouraged, summer mission/ministry activities do not count for BMW credit.**

7. A place for written evaluation by the community agency director is on the verification form. In addition, the Missions Director will personally contact these agency directors periodically to check on the projects and the GCS students involved.
8. All GCS students should exemplify the Lord Jesus Christ in their behavior at all times while serving in the community. Misconduct will result in serious disciplinary action.
9. The BMW grade will count as 50% of the semester Bible exam. To exempt a Bible exam students must complete all 10 hours of service for the semester.
  - 10 hours = 50 pts
  - 7 hours = 35 pts
  - 4 hours = 20 pts
  - 1 hour = 5 pts
  - 9 hours = 45 pts
  - 6 hours = 30 pts
  - 3 hours = 15 pts
  - 8 hours = 40 pts
  - 5 hours = 25 pts
  - 2 hours = 10 pts
  - 0 hours = 0
10. Services performed for family members do not count for credit. We realize that you may have some legitimately needy family members, but it is our philosophy that you should help them just because they're "family," not because you're receiving credit for it.
11. Services performed for your church do not count for credit. This includes babysitting in the nursery, yard work done on the church property, maintenance of church facilities, etc. However, if you participate in any type of community outreach done by your church that targets a needy group in our area, this is considered appropriate for BMW credit. For example, the youth group at one church interacts with children in certain neighborhoods of our town, and this is an "approved" activity for credit. For the most part, any work done for a mission church sponsored by your church is acceptable for BMW.
12. Opportunities for BMW credit will be announced frequently during the year. However, when a student cannot participate in scheduled events, there are plenty of services that can be performed on his/her own time. Suggestions include: visiting a local nursing home (pass out tracts, take cookies with permission from the nursing staff, or just chat!), doing yard work or cleaning house for an elderly neighbor, or asking a local agency (such as Women in Need) if they could use some volunteer help in the office.
13. As a part of Be My Witness and to extend their Christian influence, seniors are encouraged to complete at least 5 of each semester's BMW hours with one local agency. A contract with the agency must be approved by the Missions Director.
14. Be My Witness Service hours are due the Friday BEFORE the exam or as announced to receive credit.
15. BMW Service hours must be complete and hours turned in by the due date before a student is eligible for a Bible semester exam exemption.
16. Summer ministry hours, though strongly encouraged, do not count for BMW credit.
17. Summer Mission Trips, which are pre-approved by the Missions Director, may count toward the next semesters BMW hours (no more than 5 hours).
18. There will be no more than 5 hours given for any specific mission work done by the student with the exception of the BMW MISSION TRIP, which gives you a total of 10 BMW hours. Five hours from the BMW Mission trip may be applied to each semester. For example, if you paint a house on a

Saturday with Habitat for Humanity and you are there all day long, you will still receive no more than 5 BMW hours for that event.

### **CELL PHONE POLICY**

Greenville Christian School is committed to providing the best possible opportunities for student learning and success without distractions.

To that end, we ask that parents commit to seeing that:

- cell phones, while allowed on campus for students in grades 7-12, not be seen, on, heard, or used on campus except during the lunch period in the gym and after school.
- messages left for their children are timed to coordinate with the lunch period.
- they and their children support the policy with the understanding that should a phone be visible, turned on, heard, or used **for any reason** during the school day (except for lunchtime in the gym), it will immediately be taken up and turned in to the office. The phone will be released only to the parent. Disciplinary action will accompany each violation.
- cell phones are not taken on field trips. Sponsor/teacher cell phone numbers will be available for emergencies.
- Parents should contact the office in the case of an emergency or in the event an important message needs to be left for their child.
- The content of a cell phone may be examined, if considered relevant to the offense, by the Administration.

### **FOOD SERVICE**

The school does not provide a cafeteria service; drinks and snack items may be purchased on campus from vending machines. Several campus organization offer a hot lunch from time to time. Parents are advised in advance of the hot lunch days, menus, and prices.

### **FRUIT BREAK**

Students in grades 7-12 are given the first 5 minutes of third period to partake of a simple snack and bottled water (no other drinks allowed) during announcements. Students are not allowed class time to purchase items.

### **LUNCH**

Students may bring their own lunches or utilize the hot lunch program (on designated days). Parents are urged to give students only the amount of food they typically eat.

Use of a thermal lunch box to prevent food spoilage is strongly recommended. Please include napkins and any necessary utensils (fork, spoon, straw, etc.) when they are needed.

Items such as water, sport drinks, soft drinks, chips, crackers, and candy may be purchased through vending machines located in the gym at lunch.

**Only seniors**, with a permission form on file and an adjoining off period, are permitted to leave campus during lunch.

Students serve on a rotational lunch clean up duty.

## ATTENDANCE POLICIES

The accepted standard for attendance at GCS is ninety percent: students must be present and punctual ninety percent of the time. Greenville Christian School, therefore, records student absences in one of two categories: **excused and unexcused**. Absences, regardless of category, count against the ninety percent standard. However, unexcused absences also require disciplinary action.

### ABSENCES

#### *Excused Absences*

Any absence that is documented by the parent (i.e. any absence the parent sends a note regarding) or by an administrator is an excused absence. This includes but is not limited to: medical, family trips, minor illnesses, personal business, college visits, didn't feel good, etc.

#### *Unexcused Absences*

Any absence that cannot be documented by the parent or by an administrator is an unexcused absence.

Participating in school field trips, athletic events, etc. are not considered absences.

A student who (with prior headmaster permission) does not participate in a class trip will be counted absent in all classes for all days and should not expect to be on campus during the duration of the trip.

### **ABSENCES AND PRIVILEGES- PRIVILEGES CAN BE LOST DUE TO ABSENCES**

**NOTE TO STUDENT ATHLETES (6<sup>th</sup>-12<sup>th</sup> grades): On game day or the day of an extra-curricular activity, you must be in attendance for at least four periods (for at least one half of the classes school is in session that day) in order to be eligible to compete/participate that day.**

**7<sup>th</sup> – 12<sup>th</sup> grade** students who have been absent from any class or classes for more than **ten percent** of the scheduled class time (TOTAL absences *including* excused or unexcused) for that semester will **not be exempt from the semester final exam for that class regardless of grade point average.**

**Absences in excess of 17 days per semester may place continuing enrollment or promotion to the next grade in jeopardy. Parents will be notified with a warning letter after the 12<sup>th</sup> absence. Total absences includes excused and unexcused. No more than 20% absences for classes that meet less than 5 days a week for the semester.**

#### *Reporting Absences*

When students are absent, it is requested that a parent call the school office before 9:00 a.m. and report the absence via the voice mail system (903 454-1111). **The voice mail message is considered the same as sending a note.** The phone call and message must be made by the parent/guardian. Should the student return to school without a note or phone call from the parent, the absence will be temporarily considered as "unexcused". Failure to bring a note on the second day back to school will result in the absence remaining unexcused.

Please see the Handbook section on **Make-Up Work** policies.

### TARDIES AND PUNCTUALITY

Greenville Christian School records student tardies in one of two categories: **excused and unexcused**. Tardies in the excused and unexcused categories count against the ninety percent standard (three tardies equal one absence). However unexcused tardies also require disciplinary action.

### ***Excused Tardies***

Any tardy that is documented by the parent (i.e. any tardy the parent sends a note regarding by the next day) or by an administrator is an excused tardy. This includes but is not limited to: minor illnesses, personal business, didn't feel good, overslept, vehicle problems, etc.

### ***Unexcused Tardies***

Any tardy that cannot be documented by the parent or by an administrator is an unexcused tardy. **Note: unexcused tardies require disciplinary action (see section on discipline).**

Tardies (excused or unexcused) will be counted at a 3:1 ratio (every three tardies to a class counts as one absence).

### ***Late arrivals/tardy to class***

Students arriving late to school OR are not in the room when the first morning bell rings must report to the school office. **Teachers are not to allow a student to enter class late without a permit from the attendance clerk or someone else in administration.**

Students must turn in all assignments that are due in the classes missed due to late arrival. Failure to do so may result in a reduction of the grade or a zero. It is the responsibility of the student to get assignments from the teachers when they miss because they are late.

**Students who are not in their seat and ready to work when the bell rings are considered tardy.** Students arriving to any one class twenty-five or more minutes late will be counted absent, not tardy. Similarly, a student who leaves class not having spent at least twenty-five minutes in class will be counted absent for that period.

### ***Reporting late arrivals***

When students arrive late to school, it is preferred that a parent send a note. The parent may call and leave a message via the voice mail system (903 454-1111) before 9:00 A.M. to report the tardy. The phone call and note must be made by the parent/guardian. Should the student arrive at school without a note or phone call from the parent, the tardy will be temporarily considered as "unexcused". Failure to bring a note on the second day back to school will result in the tardy remaining unexcused.

## **PERMITS TO LEAVE SCHOOL EARLY/SIGNING OUT**

Students who are leaving campus early for any reason must be signed out at the attendance counter.

Senior students whose schedule allows them to leave early need to sign out and they must have a signed permission form on file in the office.

- The student must present a note from the parent to the school office. He will then sign out immediately before leaving for the appointment. If returning to school the same day, the student must check back in at the office for an admit slip.

Seniors may be granted permission to leave campus if they have greater than one hour of unscheduled classes (lunch and a class period or two consecutive class periods)

## **VACATIONS DURING SCHOOL TIME**

Families are encouraged to plan their vacations around the school vacation days. Vacation days count against the 90% standard. They may also affect exam exemptions and possible credit for the course. Family vacations should not be scheduled during the last two weeks of school due to end of year testing.

## ACADEMIC GUIDELINES AND POLICIES (7<sup>th</sup> – 12<sup>th</sup>)

### **7<sup>th</sup>-12<sup>th</sup> PHILOSOPHICAL BASIS**

The Mission Statement of GCS makes reference to our desire to promote biblical principles and academic excellence. The goals of our Academic Guidelines and Policies are an extension of that mission statement:

- Preparation for life and leadership (the biblical principle)
- Preparation for college (an element of an instructional environment that promotes academic excellence)

### **7<sup>th</sup>-12<sup>th</sup> TESTING**

GCS administers the TERRA-NOVA to grades 7 and 8. The Otis-Lennon Scholastic Aptitude Test (OLSAT) is also given to grades 7 and 10. The Orleans-Hanna algebra diagnostic test is given to seventh graders near the end of the second semester to help in determining math placement. All Freshman will take the EXPLORE test (sibling of the ACT); All Sophomores will take the PLAN test (sibling of the ACT); and All Juniors will take the PSAT and/or ACT. Sophomores and Freshman are allowed to take the PSAT for a nominal fee.

### **7<sup>th</sup>-12<sup>th</sup> MATH TRACKS AND PLACEMENT**

The Secondary Math Department at GCS offers regular and accelerated math tracks for students. It is important to note here that the regular track is not a remedial track. Either track, if successfully completed, will prepare graduates for the courses they will need to take in college.

<u>GRADE</u>	<u>Regular Track</u>	<u>Accelerated Track</u>
7 <sup>th</sup>	Pre-Algebra	Pre-Algebra
8 <sup>th</sup>	Algebra Ia	Algebra I (not included in GPA/ONA)
9 <sup>th</sup>	Algebra Ib (Algebra I credit)	Geometry *
10 <sup>th</sup>	Geometry	Algebra II *
11 <sup>th</sup>	Algebra II	Pre-Calculus *
12 <sup>th</sup>	Pre-Calculus * or Senior Math Prep/DC College Algebra	AP Calculus

\* Indicates Honors' Courses

### PLACEMENT BEGINNING IN 8<sup>TH</sup> GRADE

To begin in the accelerated track, the student must meet the following criteria:

- Passed pre-algebra
- 75% average of the following three measures:
  - Orleans-Hanna algebra diagnostic test
  - Stanford Achievement Test total math
  - Teacher Evaluation (when available)
- Total absences (including excused and unexcused) greater than 10% will require departmental approval for placement.

Experience shows that middle school students who have difficulty with the pace and expectations of the accelerated track continue to struggle in high school if they remain in the accelerated track. This is an indication of misplacement and usually results in a poor foundation for the remaining math courses required for graduation.

Middle School students who fail an accelerated track math course will be placed on the regular track. Parents of students who do not fail, but nevertheless find the pace and expectations of the class to be an excessive

challenge, will be counseled to place the student in the regular track. Again, regular is not remedial. Appropriate math placement results in strong math students on both the regular and accelerated tracks.

### **OPTIONS FOR ADVANCING TO THE ACCELERATED TRACK**

#### **Between the 8<sup>th</sup> and 9<sup>th</sup> grade:**

- Must pass the 2<sup>nd</sup> semester of Algebra I from Texas Tech by correspondence or Credit By Examination. Scores must be officially reported to GCS by the first day of fall classes.

#### **During high school:**

- If a student begins high school on the regular track, he or she will likely remain on that track until graduation. A student can seek to change to the accelerated track by earning the specific math credit needed by:
  - successfully earning a CBE (Credit by Examination)
  - successful completion of the course in an accredited Distance Learning Program.

Deadlines will be set in place by the teacher and administration for accelerated course work.

The math track placement of incoming and transfer students will be carried out according to:

1. performance on a standardized math battery,
2. GCS basic math skills test,
3. previous math courses, and
4. teacher recommendation.

### **9<sup>th</sup> – 12<sup>th</sup> GRADE ENGLISH ADVANCED TRACK**

Advanced English students who fail for the quarter or who fail for the semester will be placed in the regular English track. Placement in Honors English is determined by parent giving approval, student writing an essay and teacher recommendation. Only Honors English 11 students may qualify for Dual Credit English in the 12<sup>th</sup> grade.

### **7<sup>th</sup> - 8<sup>th</sup> ADVANCING A GRADE**

GCS policy states that students seeking to advance a grade level in the middle school *must meet the following criteria:*

- “Mastery Percentage Scores” of at least 90% on the Credit by Examination tests for the core subject areas (language, math, science, social studies). Credit by Examination (CBE) units are recognized by the Texas Education Agency as an approved means for accelerating promotion and the tests are easily obtainable through Texas Tech University Distance Education Program. On the Middle School level, there are 2 tests (one for each semester) for each core subject. The 90% mastery score would then be an average of the two tests in that subject.
- A letter from a licensed professional counselor stating that the candidate for accelerated promotion is socially and emotionally mature enough to benefit from such a decision.
- Headmaster approval.

### **POLICIES CONCERNING GRADES**

Equivalent value of numerical grades and letter grades:

97 – 100: A+	87 – 89: B+	77 – 79: C+	0 – 69: F	P: Pass
93 – 96: A	83 – 86: B	73 – 76: C		F: Fail
90 – 92: A-	80 – 82: B-	70 – 72: C-	I: Incomplete	

With the exception of course work completed under the supervision of an approved private instructor/tutor, all courses taught at GCS are graded on a percentage basis. A grade of 70 or higher will be considered passing.

These numerical grades will be listed on the report card each quarter. A grade of 100 is considered a perfect grade. No grade higher than 100 will be given for a quarter average, semester exam or semester average that will subsequently be placed on the high school transcript.

### **9<sup>TH</sup>-12<sup>TH</sup> GRADE POINT AVERAGE (GPA) AND OVERALL NUMERIC AVERAGE (ONA)**

GPA for high school transcripts for college and university use is to be calculated at the end of the junior year, the end of the first semester of the senior year, and upon graduation. Only courses taught at the GCS campus will be calculated in the student's GPA. Core courses such as Math, English, Science, Bible, History, Computer, and certain electives are included in calculating the GPA and ONA. Physical Education, Art, Music, Drama, Family Living, Journalism, Remedial, Correspondence, summer school, and home school courses, for example, will not figure in GPA. High school courses will be weighted for purposes of GPA calculation according to the following system:

<u>Grade</u>	<u>Regular Courses</u>	<u>Honors/AP * Courses</u>	<u>Dual Credit</u>
95 – 100	4.0	4.5	5.0
90 – 94	3.5	4.0	4.5
85 – 89	3.0	3.5	4.0
80 – 84	2.75	3.25	3.75
75 – 79	2.0	2.5	3.0
70 – 74	1.0	2.0	2.0
Below 70	0.0	0.0	0.0

The ONA is also weighted. Five points will be added to the semester average of honors courses. Ten points will be added to dual credit courses.

Honors courses will be averaged into the student's GPA based on a 4.5 scale and into the Overall Numeric Average by adding five (5) points to the semester average. Dual credit classes will be averaged into the student's GPA based on a 5.0 scale and into the Overall Numeric Average by adding ten (10) points to the semester average. This addition of points will be done only for purpose of GPA and ONA. This does not apply to honor roll or exam exemptions.

### **7<sup>th</sup>-12<sup>th</sup> QUARTERLY GRADES**

Nine weeks grades are derived by averaging homework grades, daily grades, quiz grades, test grades, and at 1<sup>st</sup> and 3<sup>rd</sup> quarters, a comprehensive quarterly exam grade. The following weight range will be used to average the grade for the 1<sup>st</sup> and 3<sup>rd</sup> quarters:

	<u>9<sup>th</sup> – 12<sup>th</sup> GRADES</u>	<u>7<sup>th</sup> – 8<sup>th</sup> GRADES</u>
Quarter Exam:	20%	20%
Tests:	30% - 40%	30%
Quizzes:	10% - 30%	25%
Homework:	10% - 25%	25%

**The computer program that teachers use to average grades will automatically delete the 20% quarter exam grade requirement at the end of 2<sup>nd</sup> and 4<sup>th</sup> quarters.**

Fifty percent of the semester exam grade for Bible will come directly from successful completion of the hours required as a part of the Be My Witness Service program. For more information regarding the BMW Service program (how it affects grades, graduation requirements, etc.) please see the relevant handbook section.

### **7<sup>th</sup>-12<sup>th</sup> GRADE SEMESTER GRADES**

The semester grade is derived by averaging the first and second quarterly grades and the semester exam:

1 <sup>st</sup> Quarter: 40%	2 <sup>nd</sup> Quarter: 40%	Final Exam: 20%
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If a student is passing going into the semester exam and subsequently fails the course due to a poor exam grade, the student may re-take the semester exam. If the exam successfully raises the semester average to a passing level, the student will receive a grade of 70 for the semester average of the course.

**7<sup>th</sup>-12<sup>th</sup> grade students may be exempt from a semester exam wherein they meet the following grade/attendance and general requirements:**

**Grade/Attendance Requirements:**

90 = 0 absences	93 = 3 absences	96 = 6 absences	99 = 9 absences
91 = 1 absences	94 = 4 absences	97 = 7 absences	100 = 10 absences
92 = 2 absences	95 = 5 absences	98 = 8 absences	(3 tardies = 1 absence)

**General Requirements:**

- Eligible for exam exemption according to the Discipline Plan (see Secondary Discipline Plan).
- BMW Service hours must be COMPLETE by the Friday before the ‘call it’ date to be exempt in Bible.
- Book records must be cleared in order to be eligible to exempt or take a semester exam.
- Fines and IOU’s must be cleared to be eligible to exempt or to take a semester exam.
- All other requirements for ending the semester must be met (turning in uniforms/equipment, etc.) before eligibility is granted in any subject.

When both of these requirements are met the student will be allowed to exempt as follows:

8 <sup>th</sup> Grade: 1 exam per semester	10 <sup>th</sup> grade: 3 exams per semester	12 <sup>th</sup> grade: 5 exams 1 <sup>st</sup> semester
9 <sup>th</sup> grade: 2 exams per semester	11 <sup>th</sup> grade: 4 exams per semester	All exams 2 <sup>nd</sup> semester

**7<sup>th</sup>-12<sup>th</sup> POLICIES CONCERNING ASSIGNMENTS AND TESTS**

**7<sup>th</sup>-12<sup>th</sup> Regular Homework**

Teachers will make assignments to students as clear as possible. The student must take the initiative and responsibility for being certain that he/she understands and completes these assignments. If a student arrives late to school, it is the student’s responsibility to report to the teacher of the class(es) he/she missed and turn in any homework due that day and get the homework assignment for the following day. Students who fail to follow this policy will have both assignments counted as late work.

**To encourage students and their families to participate in Wednesday night church activities, there will be no assignments given for Wednesday evening and no major tests will be given on Thursday. Likewise, no major projects should be due on Thursday. Also, there will be no GCS sponsored extra-curricular practices or activities after school on Wednesdays in keeping with the above. Exemptions for quarter and semester exams maybe necessary at headmaster discretion.**

**7<sup>th</sup>-12<sup>th</sup> Make-Up Work**

- Assignments, homework, and tests can be made up; direct instruction, labs, and reviews cannot.
- Immediately upon returning to school after an absence, **the student is responsible** for determining the necessary make-up work.
- On all excused absences, students are allowed the same number of days of make-up time as the number of days absent. **This does not apply to tests.**
- Any work assigned before the absence is due on the day the student returns.
- **Long-term class projects must be turned in on the due date at the regular class time, even if the student is too ill to attend school.** Exceptions to this policy may be granted by the Headmaster with the teacher’s approval.

### **7<sup>th</sup>-12<sup>th</sup> Make-Up Tests**

- Students who miss a review for a test due to absence are not excused from taking the test at the scheduled time.
- Students who are absent the day of a test, but present the next school day must make up the test that day. Students leaving early may be required to take the test prior to leaving campus. Similarly, students arriving later in the day are also required to take a test missed earlier that same day.
- Immediately upon returning to school after an excused absence of several days, **the student is responsible** for approaching the teacher to arrange for make-up test(s).
- Students may be required to come in before school, at lunch, or after school if so requested by the teacher. Rarely are make-up tests given during the regular class period.

### **7<sup>th</sup>-12<sup>th</sup> Late Work / Extra Credit / Advance Assignments Prior to Family Trip**

**There are no policies that require a GCS teacher to accept or give credit for, “late work”; to give extra credit; or give advanced assignments.**

#### **What is “late work”?**

In general, work is considered “late” if the assignment was not turned in on time without an excused absence to account for the lateness.

Work is also considered “late” once the allowed “make up” days have passed without the work being turned in to the instructor (absent on Friday means the make up deadline is beginning of class on Tuesday). Assignments are due at the beginning of the period, unless otherwise stated.

### **7<sup>th</sup>-12<sup>th</sup> PROGRESS REPORTS**

Academic Progress Reports are e-mailed to the family once the first quarter, twice each quarter (at the conclusion of the third week and the conclusion of the sixth week) for each class. At the teacher’s discretion, notices may be sent home any time there is reasonable concern about the student’s academic or behavioral progress.

### **7<sup>th</sup>-12<sup>th</sup> REPORT CARDS**

At the end of each nine weeks period, report cards will be prepared for all students and e-mailed home.

### **7<sup>th</sup>-12<sup>th</sup> CONDUCT GRADES**

Conduct grades are given for each class. The conduct grade reflects the teacher’s perception of the general behavior of the student while in the classroom.

- **S – (Satisfactory)** Student generally conducts himself in a manner that contributes to the learning atmosphere in the classroom.
- **N – (Needs Improvement)** Student has occasional behavior/repeated actions that disrupt the classroom.
- **U – (Unsatisfactory)** Student has frequent behavior that interferes with the learning atmosphere more often than is in his best interest or the best interest of the other students. A ‘U’ will be given in conduct if the student has received an ‘N’ and improvement has not been noted to bring it to an ‘S.’

**If a student receives a U in conduct on a report card, he will be ineligible for the following off campus lunch.**

## 7<sup>th</sup>-12<sup>th</sup> CLASS SCHEDULES

Class schedules are available on RenWeb the week before school starts. In grades 9-12, electives are chosen during a spring or summer meeting between the student, parents, and the Director of Guidance. Because of the nature and size of GCS, there is limited flexibility in scheduling. Changing or dropping classes must be kept to a minimum so that the student will stay on track for graduation. Any requests of schedule changes must meet the following criteria:

- The change cannot hinder the completion of graduation requirements.
- A schedule change request form must be filled out and signed by the student, parent, and teacher of the classes involved.
- The request for change must be for a valid reason. Schedule changes to accommodate student employment would not usually constitute a valid reason.
- Changes in the schedule should be accomplished at the end of the first full week.
- The Director of Guidance must approve all changes.
- A student may stay in a course up to the first full week of classes (or semester if a one semester course) and drop with no record.
- Course withdrawals are at Headmaster/Director of Guidance discretion.

## 7<sup>th</sup>-12<sup>th</sup> RETENTION

**7<sup>th</sup> and 8<sup>th</sup> grade students** must pass the “core” courses (English, History, Math, Bible, and Science). Students who fail, for the year, one or more “core” courses must make up the semester(s) failed in a recognized summer school program to meet the requirement. Otherwise that student may have to repeat the grade level again. Independent study projects may be assigned for the student (under parental supervision) to make-up a failed Bible course, computer course, or fine arts class. Students who fail more than one course for the year, core or elective, will be subject to an Annual Status Review. Deadlines set by the Annual Status Review Committee will be strictly upheld including, but not limited to, a student’s delay in beginning a semester, possible retention, or dismissal.

## **9<sup>TH</sup>-12<sup>TH</sup> GRADES**

**Two failing semester grades in any single subject or combination of subjects are a basis for removal from the school.**

### **A FIRST SEMESTER GRADE OF 60-69**

A student whose second semester grade is sufficiently high enough to bring the yearly grade (the average of both semesters) to a 70 or above will be given full credit for the course. The failing grade, however, remains on the student report card and transcript.

*Note: Our intent is to reward improvement. Students, therefore, who pass the first semester but fail the second, will not have this option.*

*Seniors:* Any senior who fails the first semester of any course required for graduation will be required to meet with the teacher and administrator, along with his parents, to discuss the implications and needed improvements.

### **A FIRST SEMESTER GRADE OF 59 OR BELOW OR A FAILED SECOND SEMESTER GRADE**

The semester must be repeated or made up in an accredited summer school, or an accredited distance learning program, Credit by Examination (CBE), or an approved independent study program. The deadline for completion of the work is set by the administration.

## **A ONE SEMESTER COURSE (A COURSE OFFERING .5 CREDIT UPON COMPLETION) WITH A GRADE OF 69 OR BELOW**

The semester must be repeated or made up in an accredited summer school, or an accredited distance learning program, Credit by Examination (CBE), or an approved independent study program if the course is being taken to satisfy course/credit requirements for graduation. Deadlines for the completion of make-up courses are set in place by the headmaster.

One semester courses required for graduation include: computer programming, government, economics, speech, and health.

### **9<sup>th</sup>-12<sup>th</sup> CLASSIFICATIONS**

Freshman: under 5 credits

Sophomore: at least 5, but less than 10 credits

Junior: at least 10, but less than 15 credits

Senior: at least 15 credits

### **ADDRESSING INCOMPLETES, FAILING PROGRESS REPORTS/QUARTER GRADES AND INELIGIBILITY**

#### **7<sup>th</sup> - 12<sup>th</sup> OFF CAMPUS LUNCH**

To be eligible for OFF CAMPUS LUNCH, a student must have passed ALL subjects for the quarter, have no INCOMPLETES, and no U's in conduct.

#### **7<sup>th</sup> - 12<sup>th</sup> INCOMPLETES**

All students who receive an "Incomplete" (Inc.) on their report cards will forfeit the privilege of participating in all extra-curricular activities until the "incomplete" is removed by a passing grade and presented to the Headmaster. The Headmaster will then remove the restriction and inform the student of their eligibility.

#### **6<sup>th</sup> - 12<sup>th</sup> ATHLETIC INELIGIBILITY**

If a student is failing at a progress reporting period, parents and coaches/extra-curricular sponsors will be notified. Coaches and extra-curricular sponsors will take necessary action to encourage the student to improve his academic standing.

If a student is failing at the progress reporting period, he will be considered INELIGIBLE for a period of seven (7) days. If a student is failing at the quarter, he will be considered INELIGIBLE for a period of fourteen (14) days. The period of ineligibility begins the Monday after the grade reports are issued. If at the end of the designated time (7 days or 14 days respectively) the grade is at a passing level, the student will be allowed to return to the team/activity. If the student is still failing at the end of the designated time, he will remain ineligible until the grade is brought up to passing.

During the ineligibility period, the student may not participate in any athletic or extra-curricular activities including practices, meetings, participating in pep rallies, or representing the team or school in any way outside of regular school hours. Students who are enrolled in the Competitive Communications class compete at TAPPS events as a part of their class and are only ineligible if failing that class.

After the seven or fourteen day period, and as soon as the student is passing, he may have the "Notification of Ineligibility" form signed by the teacher(s) and returned to the office to be reinstated.

A student who is failing two or more courses at the quarter will be ineligible for TAPPS athletic or art/academic events for at least two weeks and until passing. (TAPPS policy)

## 8<sup>th</sup> GRADE REQUIREMENTS FOR PARTICIPATION IN THE 8<sup>th</sup> GRADE TRIP AND COMMENCEMENT

The 8<sup>th</sup> grade trip to Austin and San Antonio is a mandatory educational trip for all 8<sup>th</sup> graders who are eligible. The student who does not attend the 8<sup>th</sup> grade trip will not be allowed to attend school during that time and therefore accrues absences. Students who accrue 30 or more detentions prior to the trip will forfeit the privilege of participation in the trip. Students must be passing to participate in commencement. Cancellation policy: *If a student is not able to participate in the class trip, he may be responsible for reimbursing the class for all non-refundable items. (This amount may be prorated to take into account amounts paid to the class fund fee.)*

## 12<sup>th</sup> GRADE REQUIREMENTS FOR PARTICIPATION IN THE SENIOR TRIP

At a date set by the senior sponsor and Headmaster, seniors who are failing any course required for graduation, have not complete distance learning courses, have not made up courses previously failed, who have unserved detentions, or 30 or more detentions will not be allowed to participate in the senior trip. The student who does not attend the 12<sup>th</sup> grade trip will not be allowed to attend school during that time and therefore accrues absences. There will be no refund of any money already contributed to the class fund. Cancellation policy: *If a student is not able to participate in the class trip, he may be responsible for reimbursing the class for all non-refundable items. (This amount may be prorated to take into account amounts paid to the class fund fee.)*

## 12<sup>th</sup> GRADE REQUIREMENT FOR PARTICIPATION IN THE COMMENCEMENT EXERCISES

**SENIORS WHO DO NOT FULFILL ALL REQUIREMENTS FOR GRADUATION (INCLUDING ACADEMICS, CURRENT ACCOUNTS, and CLEAR DISCIPLINARY RECORD) WILL NOT BE ALLOWED TO PARTICIPATE IN THE COMMENCEMENT CEREMONY AND WILL NOT RECEIVE THEIR DIPLOMA UNTIL ALL REQUIREMENTS ARE MET WITHIN A SPECIFIED TIMEFRAME AS SET BY THE HEADMASTER.**

**PRIOR TO COMMENCEMENT, SENIORS ARE REQUIRED TO HAVE AN SAT OR ACT SCORE ON FILE IN THE OFFICE.**

## 9<sup>TH</sup>-12<sup>TH</sup> GRADUATION PLANS AND PROGRAMS OF STUDY

Greenville Christian School offers three programs of study. Each high school family should seek to match the program of study to the goals each has set for their children upon graduation.

**The Basic Plan** reflects basic graduation requirements and exceeds the basic requirements for graduation in the state of Texas.

**GCS Recommended Plan** reflects GCS requirements to graduate “With Honor.”

The Recommended Plan meets or exceeds the requirements of “The Recommended Program” for the state of Texas. Students must take a minimum of four honor courses (see section listing GCS Honor Courses).

**GCS Distinguished Achievement Plan** meets or exceeds the “Distinguished Achievement Program” for the state of Texas when combined with additional advanced measures listed below. Please schedule an appointment with the guidance counselor for further information regarding the advanced measures. This program is suggested for students considering highly selective institutions and/or merit scholarships.

	<u>Basic</u>	<u>Recommended</u>	<u>Distinguished Achievement</u>
Bible	4	4	4
English	4	4	4
Math	3.5 (alg I,II/geom)	4 (alg I, II, geom)	4 (alg I, II, geom)

Science	3 (biol/IPC/chem)	4 (biol; 2 from IPC / chem / physics)	4 (biol; 2 from IPC / chem / physics)
Social Studies	4	4 (w hist/w geog/us hist/.5 govt/.5 econ)	4 (w hist/w geog/us hist/.5 govt/.5 econ)
Spanish	2	3* (may substitute 2 DC classes)	3
Computer	1	1	1.5
Fine Arts	1	1	1
Speech	.5	.5	.5
PE	1.5	1.5	1.5
Elective	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
Advanced measures	0	0	4
	<b>25 credit total</b>	<b>28 credit total (including 4 honors' courses)</b>	<b>28.5 credit total (including 4 advanced measures + 4 honors' courses)</b>

High School credit on a student's transcript for Algebra I, taken in 8<sup>th</sup> grade, does not fulfill the math requirements listed above for high school credit.

Students in grades 9th-12th are also required to perform 20 hours of community service each school year through the Be My Witness program.

For more information regarding the BMW program (how it affects grades, graduation requirements, etc.) please see the appropriate section.

**ADVANCED MEASURES:**

**COLLEGE COURSES:**

A grade of 3.0 or higher on courses that count for college credit

- Academic challenge
- Academic opportunity
- Resume enhancement
- Dual Credit / Dual Requirement
- GPA Weight
- Financial advantage
- Distinguished Achievement Status Graduate

**DUAL CREDIT CLASSES**

***PARIS JUNIOR COLLEGE***

U.S. History 1301: 3 hours  
 Biology 1406: 4 hours  
 English 1301: 3 hours  
 College Algebra: 3 hours

U.S. History 1302: 3 hours  
 Biology 1407: 4 hours  
 English 1302: 3 hours  
 \* *To be eligible to take 1302, a student must have at least an 80% average in 1301.*

***DALLAS CHRISTIAN COLLEGE***

Bible 1332: 3 hours (Old Testament Survey)  
 Bible 2310: 3 hours (Life of Christ I)  
 \* *Seniors Only*

Bible 1331: 3 hours (New Testament Survey)  
 Bible 2320: 3 hours (Life of Christ II)  
 \* *Seniors Only*

#### TO BE ELIGIBLE FOR DUAL CREDIT:

- Must be classified as a junior.
- Must register, pay for, and pass the reading portion (for the current course offerings) of the ACCUPLACER or THEA test (or comparable test accepted by PJC/DCC prior to the first day of school) unless exempt on the basis of SAT/ACT scores:
  - SAT: at least 500 on math and 500 on English with a composite score of at least 1070
  - ACT: at least a 23 with a minimum of 19 on both math and English.
- Must complete all the necessary registration steps including payment of fees (see below).
- Must have Director of Guidance and/or Headmaster approval.
- Students registering for DC English 1301 must have successfully completed Honor English 11.

#### TESTING FOR STUDENTS WITH LEARNING DIFFERENCES

Special testing accommodations may be requested for students with diagnosed learning differences. Parents are responsible for securing and completing the necessary forms in a timely manner.

**ONLY COURSES OFFERED ON THE GCS CAMPUS TAUGHT BY GCS INSTRUCTORS WILL BE GIVEN CREDIT ON THE GCS TRANSCRIPT.**

#### DUAL CREDIT COURSES ARE HYBRIDS

Most policies are still in place for dual credit courses. Refer to instructor's syllabus for explanation of variants from typical school policy. All variations are approved by the headmaster.

#### TEXTBOOKS

Students are responsible for purchasing their own textbooks for the course(s) in which they are enrolled.

#### TRANSFERRING DUAL CREDIT COURSES

**PLEASE NOTE:** Colleges and universities vary in what they will accept as dual credit. It is the student's responsibility to research what a particular college will accept. A great beginning place is the Texas Common Course Numbering System website if you are considering a Texas college or university.

### **VALEDICTORIAN AND SALUTATORIAN**

Overall Numeric Average (ONA), based on semester grades, is used to compute class rank. Class rank is used to determine Valedictorian and Salutatorian. Only full-time students who have attended GCS their **ENTIRE** High School career (9<sup>th</sup> – 12<sup>th</sup>) are eligible for Valedictorian and Salutatorian. Physical education, art, music, drama, some general electives, remedial, correspondence, summer school, and home school courses will not figure in the numeric average. Only courses taken for credit on the GCS campus will be included in computing class rank.

### **DISTANCE LEARNING\OFF-CAMPUS COURSES\CREDIT BY EXAMINATION**

Any off-campus courses, distance learning courses, or CBE (Credits by Examination) must have prior approval by the Headmaster. In general, the only acceptable reasons are the make up of a failed course, a scheduling conflict that precludes taking a course needed for graduation, or the opportunity to fulfill an advanced measure required for the Distinguished Achievement Program of Graduation. Otherwise, the course must be taken on the GCS campus if it is offered. Unless there are special circumstances approved by the Headmaster, a student may not apply to their GCS transcript more than 3 semesters taken from off-campus courses, distance learning courses, or CBE's. Deadlines set by the Annual Status Review Committee and/or Headmaster will be strictly upheld including, but not limited to, a student's delay in beginning a semester, possible retention, or dismissal.

Students wishing to make up credit for a failed course by earning a CBE (Credit by Examination), must take and pass the examination within one year (or the deadline set by the Headmaster) after the failed course was taken. Make up for more than three failed semesters (during grades 9-12) will require Headmaster approval

and will be considered only special circumstances. Note: two failing semester grades in one year are considered grounds for removal from school. Making up a failed course does not set aside this standard.

### HONORS/ADVANCED PLACEMENT POLICY

These courses are extremely rigorous and are designed for the advanced student who shows a strong aptitude in a particular subject area. In order to maintain the integrity of these honors classes, the following policies have been established. The policies apply to the following classes:

Geometry (taken in 9 <sup>th</sup> )	Algebra II (taken in 10 <sup>th</sup> )	Pre-Calculus	AP Calculus
Honors English I, II, III	Biology II	Physics	Spanish III

### INDIVIDUAL COURSE REQUIREMENTS

<i>AP Calculus</i>	Prerequisite: The student must have completed Algebra I, Geometry, Algebra II, and Pre-Calculus. (with an average of 85+ in Pre Calculus). Teacher approval is required. Students are required to pay for and take the AP Calculus test given on the date in May specified by the College Board.
<i>Pre-Calculus</i>	Prerequisite: The student must have completed Algebra I, Geometry, and Algebra II. Teacher approval is required.
<i>Physics</i>	Prerequisite: The student must have completed Algebra I, Geometry, Algebra II, Chemistry, and Pre-Calculus (student may be concurrently enrolled in Pre-Calculus and Physics with teacher approval).
<i>Biology II</i>	Prerequisite: The student must have completed Biology I and Chemistry.
<i>Spanish III</i>	Prerequisite: The student must have completed Spanish I and II and obtain approval from the Spanish teacher.
<i>Honors English</i>	Placement: <ul style="list-style-type: none"> <li>• The student must have completed the previous course with an 85 or higher.</li> <li>• Teacher recommendation / Approval</li> <li>• Written essay</li> <li>• Parental approval</li> <li>• Continued Placement: No additional requirements</li> </ul>
<i>Honors' Algebra II:</i>	The student must have completed the previous course and entering 10 <sup>th</sup> grade.
<i>Honors' Geometry:</i>	The student must have completed the previous course and entering 9 <sup>th</sup> grade.

### 7<sup>th</sup>-8<sup>th</sup> GRADE PROGRAM OF STUDIES

All courses in Grades 7 and 8 are prescribed for all students: most are full-year subjects, but some meet for a single semester only. Beginning in Grade 8 students with high aptitude and achievement in math can accelerate their program to accommodate a "fifth year" of high school mathematics.

<u>Grade 7:</u>	Bible Art Pre-Algebra	English Latin Physical Education	Music Texas History Reading	Computer Life Science
<u>Grade 8:</u>	Bible Art Algebra Ia or Algebra I	English Earth Science Physical Education	Music U.S. History Spanish	Computer Health

## CREDITS AWARDED FOR SPECIAL ACTIVITIES

Athletics:	.25 credits per sport .5 credits per year for athletic class Athletic class is MANDATORY for: Football                      Volleyball                      Basketball Cheerleading                  Baseball                          Softball
Cheerleading:	.25 credits per quarter (MAX per year: .75 credits)
Drama:	.25 credits are awarded (with the approval of the drama sponsor) for participation in the play .50 credits are given for the semester class

## QUARTERLY STATUS REVIEWS

At the end of each quarter, students in the following categories will be subject to a review of their status as students of Greenville Christian School

- Students who have received a failing grade in any subject for that quarter.
- Students who have earned ten or more demerits for that quarter.

### **Initial Review**

The initial review is conducted by the Headmaster and is required for any student who falls into one or more of the above categories. The Headmaster examines the academic, behavioral, and attendance record of the student and determines if any action needs to be taken. The Headmaster may decide that the student is best served by taking administrative action and initiates a Student / Family Consultation.

### **Student / Family Consultation**

The student, his parent(s), the High School Principal, and the Headmaster meet to discuss the reasons for the review and how the situation can be remedied. Based on the outcome of this review, the Headmaster may decide that the student is best served by taking administrative action and initiates a Discipline Committee Review.

### **Discipline Review Committee**

The purpose of the Discipline Committee Review is to determine whether or not Greenville Christian School is the appropriate environment for the student. The Discipline Committee is an ad hoc committee of GCS School Board Members, the High School Principal, and The Headmaster. The committee reviews the student's record. The student and parents are invited to address the committee. The family will be excused and the committee deliberates leading to a recommendation to the Headmaster regarding the student's continued enrollment at GCS. The Headmaster is not bound by the committee's recommendation. The parents may appeal the decision of the Discipline Review Committee to the Board.

## SEMESTER STATUS REVIEW

If a student in grades 7-12 fails one course for the semester, a Semester Status Review will be held with the student, at least one parent, the teacher, and the administration to discuss plans for developing a second semester plan for improvement and/or making up course work (9-12) for the semester.

### **ANNUAL STATUS REVIEW**

At the end the school year students who find themselves in any of the following categories will be ineligible for re-enrollment at Greenville Christian School.

- Students in grades 9-12 who have received two failing semester grades for that school year.
- Students in grades 7-8 who have failed more than one course for that school year.
- Students who have earned fifty or more demerits for that school year.

- Students who have outstanding detentions at the end of the school year.

These students will undergo an Annual Status Review by the discipline review committee to determine if there is any compelling reason to set aside ineligibility and restore the student to eligible status. GCS reserves the right to conduct an annual status review for any student, if, in the judgment of the Headmaster, the student's academic, behavioral, or attendance record warrants a review. The student and parent(s) are invited to address the committee. The Headmaster is not bound by the committee's recommendation. The parent(s) will be notified of the decision of the committee. The parent(s) may appeal the decision of the Committee to the Board as a whole.

GCS reserves the right to refuse re-enrollment to any student who does not meet eligibility requirements. GCS reserves the right to refuse re-enrollment for any student when, in the judgment of the administration, that re-enrollment would not be in the best interest of GCS, its students, or faculty. Previous attendance does not guarantee re-enrollment.

### **ATHLETICS, Participation in**

Participation in athletics develops the student mentally, physically, socially, and spiritually. The activities of the athletic department are a part of GCS's total educational program of "developing the whole person for the glory of God." All participants are expected to maintain the same Biblical standards that are required during the school day. The standards of conduct apply to practice sessions, home and away games, and any other time the student is representing the school. All students represent GCS at sporting events, whether on the field or in the stands, so one's conduct needs to reflect Christian sportsmanship toward the opposing team(s) and toward the officials.

#### **ELIGIBILITY**

- Student Information and Consent to Medical Care of a Minor on file with the athletic director.
- Athletic Events Driving Agreement on file with athletic director for those parents who agree to drive athletes.
- Physician's certificate completed and on file with athletic director.
- Parent and athlete verification of having read and signed the Acknowledgement of the Rules.
- See the INELIGIBILITY section on pages 47 and 48 for Academic Eligibility.
- Age eligibility for student-athletes in grades 9-12 concur with TAPPS, National Federation, and our own conference's regulations. A student has a maximum of four years of varsity eligibility: students, who are nineteen on or before September 1, may not compete in that school year.
- If a student is suspended from school, he/she may not participate in practice or a game for that day in which they are suspended.
- All students who receive an "Incomplete" (Inc.) on their report cards will forfeit the privilege of participating in all extra-curricular activities until the "incomplete" is removed by a passing grade and presented to the Headmaster. The Headmaster will then remove the restriction and inform the student of their eligibility.

#### **TEXAS ASSOCIATION OF PAROCHIAL AND PRIVATE SCHOOLS (TAPPS)**

##### **Participation In/Beyond**

The GCS athletic department has committed itself to participating in six (6) varsity sports:

##### **BOYS**

Six-man football  
Basketball  
Baseball

##### **GIRLS**

Volleyball  
Basketball  
Softball

However, an individual student may participate in a sport beyond GCS athletics through TAPPS. To be eligible, the following conditions must be met:

- The student must present evidence to the athletic director of significant participation and achievement in the sport that indicates the student is capable of competing at the state level.
- The parents of the student are responsible for all TAPPS participation fees and any other expenses related to participation in the sport.
- Participation in an additional sport is subject to the approval of the athletic directory and the school administration.
- The student must get approval from the school administration if they have to miss school for the sake of participating in the sport. Excessive absences will not be allowed. The student will also be expected to make arrangements with their teachers in regard to class work that will be missed during an absence. The administration reserves the right to restrict participation for disciplinary and/or academic reasons.
- Students must be enrolled in at least four core academic courses to participate in TAPPS events both athletic and academic.
- The coach, student, or parent receiving a fine related to ejection from a sporting event will be required to pay the fee.

## **AWARDS**

Christian character development and academic strength are of vital importance in accomplishing the purpose and goal of GCS. Therefore, as students display academic achievement and Christian character virtues, recognition is given as indicated below. The presentation takes place in an assembly held during the month of May.

### **MIDDLE SCHOOL AND SENIOR HIGH, GRADES 7 - 12**

#### *1. Christian Character Development in honoring Christ*

- Middle School (Grades 7,8)
  - Servant's Heart Award - selected from each grade
  - Joseph Award - one who faces adversity well
  - Barnabas Award - a tireless encourager
  - Jonathan Award - a loyal, compassionate friend
  - Steadfast Spirit Award - reliable, firm stance for God
  - Leadership Award – active in planning/leading middle school activities
- Senior High (Grades 9-12)
  - Servant's Heart Award - selected from each grade
  - Joseph Award - one who faces adversity well
  - Barnabas Award - a tireless encourager
  - Jonathan Award - a loyal, compassionate friend
  - Christian Character awards - given to students for specific Godly qualities
  - Steadfast Spirit Award - reliable, firm stance for God
  - David Award - Godly leadership (*Seniors only*)
  - Daniel Award - Personal Christian Integrity (*Seniors only*)
  - Outstanding Contribution - One who has given much of themselves to the school or a particular school activity (*Seniors only*)

With the exception of the Servant's Heart Award, students can receive an award only once in a particular category while in Junior High and in Senior High.

Any student receiving a Level 4 or 5 offense will be ineligible for Christian Character awards.

## 2. *Perfect Attendance*

To qualify for this award a student must be present every day during a given year having not more than three tardies.

## 3. *Academic*

- Diligence - A student may qualify for this award by manifesting diligence in every subject regardless of academic percentage.
- Outstanding Achievement - A student may qualify for this award by displaying exceptional achievement in any given subject.
- Honor Rolls
  - Merit Roll: 85-89% quarterly average--no grades below 70
  - Honor Roll: 90-94% quarterly average--no grades below 70
  - High Honor Roll: 95-100% quarterly average--no grades below 70
  - Highest Academic Standing - 8th Grade
  - Valedictorian and Salutatorian - senior class
  - (See Grading Policy for guidelines/restrictions.)

All courses count in calculating honor roll status, with the exceptions of art, music, drama, Living Today, journalism, yearbook, leadership development, competitive communications, newspaper, P.E., and added electives. The academic average is computed as the mean of all numerical nine-weeks grades.

# **DISCIPLINE POLICY** **GREENVILLE CHRISTIAN SCHOOL** **SECONDARY (7-12)**

## **PHILOSOPHICAL BASIS**

GCS' purpose is to love and honor God by providing children of Christian families with a Christ-centered education that promotes biblical principles, academic excellence, and a lifetime of service to God and man.

This Mission Statement emphasizes GCS' desire to promote biblical principles and academic excellence. The goal of this Discipline Plan is to be an extension of GCS' mission statement promoting self-discipline and enabling a well-ordered secondary school. The purpose of discipline is to effect a positive change in our students.

Despite efforts to be clear regarding rules and expectations, the need will arise for judgment calls to be made and discretionary authority to be exercised by the GCS administration.

## **HONOR COVENANT FOR STUDENTS**

One of the most important qualities expected of Greenville Christian School students is his / her honor and Christian integrity. The differences among the student body are many, but a common thread that marks us individually and collectively is that we are people who are distinctive and uphold individual honor. I Peter 2:9 reminds us that we are a "chosen people and a people belonging to God". Hebrews states that "we are sure that we have a clear conscience and desire to live honorably in every way." Understanding this, GCS seeks to establish an environment in which young men and women grow as distinctive followers of Christ who live with honor and integrity. This Honor Covenant provides a foundation for character and integrity that encompasses all aspects of life. This covenant is expected of all GCS secondary students and is a binding agreement upon all students.

- **Christian Example:** At all times I will set a Christian example before others on and off campus.
- **Obedience:** I will obey school/classroom rules.
- **Submission:** I will submit to all in authority over me.
- **Truthful:** My written work will be my own, and my spoken words will be true.

## **DISCIPLINE**

At GCS there is a distinction between discipline and punishment. Discipline is the application of consequences with the goal of eliminating unacceptable behavior that is not in the students' or GCS' best interest. Discipline that leads to self-discipline is a part of character training that is part of GCS.

## **TERMS / DEFINITIONS**

The following are definitions for terms used in this Discipline Plan:

- Teacher Detention: 20 minute detention assigned by a teacher. These are primarily after school, but can be assigned at other times.
- Referral: An e-mail notification sent to Director of Guidance and Discipline.
- Demerit: A record keeping indicator of an infraction as indicated in a referral. Demerits will lead to assignment of detention(s).
- Detention: Tuesdays and Thursdays from 7:20 to 7:50 am or 3:20 to 3:50 pm allocated as detention periods.
- ISS: In-School Suspension – served at school during a full day of school and supervised by the office staff.
- OSS: Out-of-School Suspension – served at home and supervised by a parent. See “suspension” below to see other consequences with an Out-of-School Suspension.

## **TEACHER DETENTION**

Teachers will handle problems such as minor classroom situations and general disruptions. Parent(s) will be contacted if problematic behavior persists. Problems that continue may result in a teacher detention. Teachers will refer more serious problems to the director of guidance and discipline. A teacher detention is not a writing detention. It is the designated time for teachers and students to discuss behavior and find resolution. A teacher detention does not accrue demerits; however repeated teacher detentions will earn appropriate demerits and detentions. Failure to report to a teacher detention will earn a detention and three demerits.

## **REFERRALS**

Referrals are assigned by teachers, staff, and administrators in order to maintain a learning environment that is secure and free from disruption. Demerits affect a student's ability to participate in school privileges and programs and, ultimately school attendance.

- Referral forms are filled out online by a teacher, staff member, or administrator regarding an infraction.
- Referral forms are e-mailed to the Director of Discipline and Guidance who uses the “Referral Categories and Consequences” section of the Discipline Plan to assign demerits.
- Demerits earn detentions that must be served immediately.
- The Director of Discipline or the Headmaster has a conference with the student depending upon the nature or frequency of the infraction as well as the student's discipline profile.
- A copy of the referral form is provided to the student and parent(s).
- The referral form becomes part of the student's discipline file.

## **REFERRALS LEAD TO CONSEQUENCES**

The Director of Guidance and Discipline assigns demerits or other consequences based on a referral. Should a student receive a demerit, a demerit notification will be sent to parent(s) via e-mail. Every third demerit earns one detention. After the 21st demerit, or 7th detention, a detention is assigned for every demerit. Should a student earn a detention, a detention notice will be served and the detention must be served by the next serving day. Detention time is from 7:20 A.M. until 7:50 A.M. or from 3:20 P.M. until 3:50 P.M. on Tuesday and Thursday. Detentions are overseen by the school staff. Students who do not serve the detention the next serving day will incur further disciplinary action. If multiple detentions are earned for a single infraction, the director of guidance and discipline may assign an in-school (ISS) or out-of-school (OSS) suspension in lieu of detentions, but demerits will still be assigned.

## **DEMERITS LEAD TO LOSS OF PRIVILEGES**

GCS expects a lot from its students. The following is a partial list of privileges that may be affected as a result of demerits: Free Dress Days, Off Campus Lunch, On or Off campus extracurricular activities, Mission Trip, Senior Trip, Eighth Grade Trip, Student Council, National Honor Society, Fellowship of Christian Athletes, Class Officers, Graduation, or Exam Exemption.

## **FORFEITURE OF PRIVILEGES**

Students who have demerits and/or who accrue detentions will find their list of available privileges limited as follows:

- Students who have **one or more** un-served detentions are automatically ineligible for exam exemptions until all assigned detentions have been served.
- Students who accrue **twenty-one** year-to-date demerits are automatically ineligible for exam exemptions, off campus lunch, and/or headmaster discretion item(s). Additionally, a detention will be earned for every demerit for the remainder of the school year.
- Students who accrue **thirty** year-to-date demerits are automatically ineligible for items listed above as well as school trips.
- Students who accrue **forty** year-to-date demerits are automatically ineligible for items listed above as well as participation in athletic, academic, or fine arts competition / performances.
- Students who accrue **fifty** year-to-date demerits are automatically ineligible to participate in any activity deemed a “school privilege” for the remainder of the school year and will be placed on administrative leave until the Discipline Committee convenes to determine their eligibility to continue at GCS for the remainder of the school year. If allowed to remain, future enrollment eligibility will be determined at the student’s Annual Status Review.

Refer to Appendix A, Referral Categories, for information regarding discipline associated with referrals.

## **REFERRALS CAN BE APPEALED**

If there is a question whether or not the disciplinary action is warranted, the following procedures should be followed:

- **Informal Appeal**  
Carried out by the student and is simply a conversation with the staff member who wrote the referral and/or the Director of Discipline and Guidance.
- **Formal Appeal**
  - Carried out by the parent(s) and is simply a conversation with the staff member who wrote the referral or the Director of Discipline and Guidance.
    - Questions regarding the content of the referral should be addressed with the staff member who wrote the referral.
    - Questions regarding the number of demerits assigned are addressed with the Director of Discipline and Guidance.
  - If the meeting with the staff member or the Director of Discipline and Guidance has not resolved the issue, then a meeting should be arranged at the next level.
  - For disciplinary consequences other than expulsion, there is no appeal beyond the Headmaster, and his decision is final.

## **PROBATION**

GCS may set probationary requirements for students where there are academic and/or behavioral concerns.

## **SUSPENSION (In-School – ISS; Out-of-School – OSS)**

The Headmaster or his designated representative may suspend a student based on a student’s academic or discipline record. Suspension may pertain to extra-curricular activities or the required absence from campus for a prescribed amount of time.

OSS students should expect:

- Unexcused absences to be recorded in all classes missed.
- Zeroes in all work, including projects and research papers, due while the student is suspended.
- Zeroes on all tests and quizzes taken the day the student is suspended.
- Not to be allowed on campus during the time of suspension for any reason or activity.

## **CHEATING**

Is defined as, but not limited to the following.

- Sharing answers either verbally, written, or via electronic means.
- Copying answers or work from another student's work.
- Using notes, book, or any other unauthorized material during a quiz, test, or exam.
- Putting your name on a project or paper in which you did not adequately participate.
- Plagiarism.
- Using unauthorized material on homework, test, or an exam.
- Discussing a quiz, test or exam that has yet to be given to another class section or student.

Cheating is in direct contradiction with GCS and will not be tolerated.

## **STUDENT PROPERTY SEARCHES**

GCS is responsible to provide a safe environment for all of its students. The administration reserves the right to conduct appropriate searches when there is a reasonable basis for suspicion. These searches would include, but may not be limited to, lockers, purses, book bags, and vehicles on campus. Students may also be asked to empty their pockets in the event of a suspicion by the administration. If a student declines to empty their pockets or refuses to allow their property to be searched, the parent(s) will be contacted to come and assist in the search. If the student and/or parents still refuse a search, then the school reserves the right to dismiss the student.

## **PARENT-TEACHER FELLOWSHIP**

The Parent-Teacher Fellowship is an organization of parents and teachers working to promote welfare in home, school, church, and community. It is the desire of this organization to bring into closer relationship the home and the school, so that parents and teachers may cooperate intelligently in the training of the child. It is also the desire of this fellowship to seek divine guidance in securing for our children the highest advantages in physical, mental, moral and spiritual education.

The objectives of the Parent-Teacher Fellowship are:

- To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
- To acquaint both parent and teacher with the importance of recognizing and adequately coping with specifically the emotional, spiritual, and disciplinary needs of the student.
- To provide an opportunity for parents and teachers to know and have fellowship with each other.
- To enable our parents to become acquainted with one another.

The PTF sponsors events such as Teacher Wish Lists, Auction, Fall Festival, Teacher Appreciation breakfasts/luncheons, Christmas Shoppe, and numerous other fellowship and service opportunities.

The Parent-Teacher Fellowship is a vital necessity in Christian education. We learn as we teach both at home and school. Every GCS parent and teacher is automatically a member of the Parent-Teacher Fellowship.

## **EIGHTH GRADE TRIP**

Students in grade eight are privileged to participate in the mandatory class trip to Austin and San Antonio in the spring of their eighth grade year. Students are required to participate in a variety of fundraising activities to offset the cost of the trip. Students must meet eligibility requirements to participate.

## **SENIOR TRIP**

Seniors are privileged to participate in a class trip to Washington, D. C. and New York during their final quarter at GCS. Students are required to participate in fundraising activities throughout their time at GCS to fund the mandatory senior trip. Eligibility requirements to participate in the trip are listed under the academic and discipline sections of the handbook.

### **GCS Fight Song**

Onward Eagles. Onward Eagles  
We will not give in  
'Til our team has been triumphant  
And this game we win!

RAH! RAH! RAH!

Onward Eagles. Onward Eagles.  
Fighting for His name.

***Minor Classroom Situations and General Disruptions – Teacher Detention First***

- Failure to bring needed classroom materials (including signed daily planner if required)
- Failure to follow rules established by individual teachers for their classroom
- Disrupting the classroom (two or more requests to stop talking during one period, taking other actions that delay, interrupt, or distract from instruction or assigned class activity)
- Rude or discourteous behavior to another student
- Working on an assignment for another class
- Writing/passing personal notes in class

***Category A – School Rules – Referral which results in 1 demerit***

- Bringing unapproved electronics to school without expressed permission (i.e. CD players, MP3 players, iPod, radios, electronic games, etc.)
- Chewing gum/food in class without expressed permission
- Disorderly conduct--horseplay, rough-housing, excessive noise, running in the buildings, throwing small objects, paper wads, etc.
- Dress Code violation
- Failure to “Sign Out” when leaving early
- Failure to bring needed classroom materials (**after teacher detention**)
- Failure to complete duties assigned (including lunch clean-up, organizational obligations, etc.)
- Failure to follow rules established by individual teachers for their classroom (**after teacher detention**)
- Failure to report to authorized “before school” and “after school” locations
- Getting in another’s locker or purse without permission
- Minor public display of affection (holding hands, etc.)
- No hall pass or being in a location not accounted for by the hall pass
- Repeated littering/leaving materials in classroom, or bleachers, on floor, etc.
- Unexcused or undocumented tardy to any class
- Use of unauthorized parking areas or spaces
- Headmaster Discretionary Issue

***Category B - Referral which results in 3 demerits***

- Writing/passing personal notes in class (**after teacher detention**)
- Working on an assignment for another class (**after teacher detention**)
- Disrupting the classroom (**after teacher detention**)
- Rude or discourteous behavior to another student
- Willful/intentional violation of Category A behavior
- Headmaster Discretionary Issue

***Category C - Referral which results in 6 demerits***

- Carrying or possessing any object construed as a possible weapon, but not listed as such in state penal codes
- Contributing to an unsafe environment by reckless/careless actions
- Fighting
- Harassment (verbal or physical abuse) of another student
- Hazing or carrying out practical jokes and pranks on other students
- Leaving campus without permission
- Minor vandalism, damage or alteration to school property (possible restitution)
- Profanity/Vulgarity
- Public display of affection (hugging, kissing, etc.)
- Reckless/careless driving on school property

- Sacrilegious/Irreverent actions or references
- Unexcused or undocumented absence from any class
- Use of a cell phone (if it is “on, seen, or heard”) during the school day (except at lunch in the gym)
- Repeated Category A or B offense
- Headmaster Discretionary Issue

***Category D - Referral which results in 10 demerits***

- Disrespect or discourteous behavior to, or regarding, an adult authority
- Indecent or lewd conduct on or off campus, school or not-school related activities, school or non-school hours/days
- Second offense of infractions listed under category C
- Suspension
- Headmaster Discretionary Issue

***Category E - Referral which results in 15 demerits***

- Injury to another person by a purposeful act
- Lying
- Possession, providing for others, or use of, all tobacco products on or off campus, school or non-school related activities, school or non-school hours/days
- Sharing non-prescription (over-the counter) medications with others
- Theft of individual or school property
- Unauthorized possession of, access to, or use of unauthorized information or resources\assistance with **any assignment (CHEATING)**
- Second offense of infractions listed under category D
- Third offense of infractions listed under category E
- Headmaster Discretionary Issue

***Category F***

**Any of the offenses below will result in between 20 and 50 demerits and/or expulsion from school (pending Discipline Committee Recommendations)**

- Second offense of cheating
- Repeated commission of acts listed under other categories
- Gross disrespect or discourteous behavior to, or regarding, an adult authority

**Any actions that violate local, state, or federal laws will be reported to the proper authorities and will result in a suspension or expulsion.**

- Abuse of prescription and non-prescription (over the counter) medications and substances
- Carrying or possessing any object identified as a weapon in the state penal code
- Commission of a felony on or off campus, school or non-school related activities
- Major vandalism, damage, or alteration to school property (restitution will be required)
- Participation in pre-marital sexual relations, homosexual acts, or gross sexual immorality
- Possession of, accessing of, or providing for others, pornographic material in any format
- Possession, providing for others, or being under the influence of alcohol, inhalants, or other illegal substances, on or off campus, school or non-school related activities, school or non-school hours/days
- Sharing prescription medications with others
- Headmaster Discretionary Issue