



**Parent / Student
Handbook and Policies
2020-2021**

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GENERAL SECTION

(Students / Parents PK – 12th 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

The mission of Greenville Christian School is to equip children of Christians with excellent academics, biblical life applications and leadership skills so graduates are prepared to excel throughout their lives.

Vision

It is our prayer and intent that students and alumni of GC succeed in their personal and professional Christ-centered lives, and they influence the world through their knowledge, service, talents and resources.

Statement of Faith

Greenville Christian School is established and commissioned to equip our students based on the following statement of faith.

- **The Bible is the inerrant word of God, the Holy Scripture.** The Bible is our reference for life, knowledge, discipleship and faith.
- **God is triune:** God the Father, God the Son, and God the Holy Spirit. He is the creator of heaven, earth and all living things. He is infinite, omniscient, omnipresent and holy.
- **Jesus Christ is the only Son of God.** He came to earth to redeem mankind, to establish His church, and to teach and disciple us in living. He was conceived of the Holy Spirit, born of the Virgin Mary, and lived a sinless life.
- **Mankind is created by God in his own image, for His pleasure and purpose.** We are not puppets, but rather, we have a free will. Unlike Jesus, we are imperfect and sinful beings in need of redemption so that our relationship can be restored with the Father who is holy.
- **Redemption for our sins is provided through the death and resurrection of Jesus Christ. Faith in this redemption is our salvation from eternal separation from God the Father.** This faith brings us into fellowship with him. Through our child-like faith, we are adopted into God’s family and have

direct access to a personal relationship with him.

- **The Holy Spirit was sent by God, to be our constant companion, our comforter, guide and teacher for life.** We are united as one with each other and with Christ through our faith and through the Holy Spirit who reveals to us the mind and purposes of God. We seek his guidance daily.
- **The church was established by God through Christ. We, the body of adopted children of God, are the church.** As creations of God, we are designed for fellowship with God and with others. Through the church, we come together to worship, serve, learn and fellowship, using our spiritual gifts and personal strengths to live and serve according to His purposes.
- **The Great Commission** states that we are to teach others about Christ and his salvation. Under the Holy Spirit's guidance and direction we help others discover their salvation through Christ.
- **The Great Commandment** states that we are to love God with all of our heart, soul and mind and to love others as we love ourselves. Of faith, hope and love, the greatest is love, for God is love. We worship God and we love others through word and deed.
- **The Second coming of Christ**, as foretold by the prophets, will result in Christ establishing His kingdom here on earth. As believers in Him, we are now, and will be part of his kingdom.

Philosophy, Beliefs and Resulting Actions

The Bible is the inerrant Word of God, inspired by God. It reveals God, His nature, His love, His life instruction, His prophecy, His Son, His Spirit, His relationships to mankind, salvation...and so much more. It is our prayer and intention that students become deeply rooted in Christ, for this is the most important aspect of life.

Therefore, we:

- Explore Scripture with students and pray daily, asking for the Holy Spirit's guidance in teaching spiritual truths to our students in order to help them develop a relationship with Christ and to build a foundation for their lives founded in knowledge, wisdom and truth.

Knowledge through academics based in Biblical truths is powerful in a Christian's life. Excellent academics that incorporate a biblical worldview are primary in our mission. It is our intention that students attain an excellent education based in truth and develop a lifelong appetite for learning.

Therefore, we:

- Create a culture where knowledge is valued and students are motivated to learn;
- Create an environment where children are engaged, stimulated, motivated and secure, so learning happens;
- Employ well-qualified staff who provide a safe and nurturing environment that is rich in academics and who utilize a variety of instructional methods to help each child excel in their academic studies;
- Use curriculum that is current and relevant;
- Permeate academics with scriptural truth so that students attain knowledge with a biblical world view.

Character begins in the heart and is communicated through attitudes and actions. The heart provides the motivation for Christian character which is developed through knowledge, faith and life experiences. As Christians, we make a choice to entrust our hearts to Christ for a lifetime. This faith provides fertile ground for lifelong character development. Daily participation in the Christian community at school fosters rich opportunities to learn and develop Godly character.

Therefore, we

- Teach students the biblical standards of Christian character;
- Partner with parents to develop these Christian character traits;

- Encourage students to trust Christ as their Savior and to invite Him to mature their faith and character;
- Model excellence in workmanship and character;
- Acknowledge and encourage dependence on God for strength and guidance every day to cultivate our hearts and character.

Leadership is influence and, as a Christian, influence comes with responsibility.

Everyone has influence, whether intended or not. By cultivating a student’s ability to have positive and responsible influence, we also model Jesus who was a responsible and wise leader.

Therefore, we:

- Teach the fundamentals of leadership skills;
- Help students understand influence and its results;
- Develop students’ strengths and abilities to influence through practice;
- Incorporate Christian values into practicing responsible influence;
- Study leaders and their influence and practices;
- Place students in leadership roles, when appropriate to help them mature their leadership skills;
- Develop a strong sense of the skill and model of servant leadership.

Values

- **FOCUS ON MISSION.** We refer back to our mission to understand our school’s role, and our responsibility as faculty and staff. Everything we do rises and falls on our mission.
- **PARTNER WITH FAMILIES.** We are an extension of the family home specializing in education through the lens of the Bible.
- **PRAY WITH PURPOSE.** We believe our school was established through the leading of the Holy Spirit. We pray every day to accomplish His purpose.
- **WORTHY OF TRUST.** While student safety is front and center, we place an emphasis on earning both parent’s and student’s trust through respect, confidentiality, discernment, financial accountability, and open and honest communication. We make it a point to connect with both students and parents to build trust.
- **EXCELLENCE THROUGH MODELING.** Excellence is found getting the details right. Our goal is to model excellence for our students, and to expect excellence in return.
- **CHOOSE FOR BEST.** When tough or gray area decisions are to be made and emotions are high, we follow one simple rule. We chose for the betterment of the school as a whole. Our goal is to be the trusted source for Christian education. To do so, we must remain healthy as an organization and perform with excellence.
- **PLAY FOR THE TEAM.** We are a tight community, and we purpose as a community to eliminate negative emotions and activities that are divisive. We work together as a cooperative team using our gifts to accomplish our mission.
- **SERVE WITH GLADNESS.** We are strong proponents of community service, and both home and foreign missions, and we offer service opportunities to both students and staff.

Mission Implementation

Excellent Academics

- Provide an excellent academic curriculum that is both dynamic and stimulating;
- Teach students the principles of responsibility, service, achievement, influence and success;
- Provide opportunities to implement the principles and guide them as they learn to live by them;

- Ensure students are in a safe and nurturing environment where they have a sense of belonging so they can focus on learning;
- Keep knowledge fresh and current about curriculum and academic topics through training, research, reading and sharing;
- Provide students with many engaging and experiential learning opportunities;
- Partner with parents by listening, communicating well, and by connecting them to information, resources and each other;
- Provide services and concurrent college classes that generate a wide variety of opportunities that support students desiring to continue their education after high school.

Biblical Life Applications

- Develop knowledge of Scripture and its life application on an ongoing basis;
- Integrate scripture into academics and activities in an interactive manner to instill a Biblical worldview;
- Integrate scripture and its life application into the classroom and all other extra-curricular activities to develop Christian character;
- Worship, pray, learn and serve together on a regular basis;
- Encourage each other in the development and usage of spiritual gifts and strengths;
- Encourage prayer, worship, learning and service on an individual basis;
- Pray that God will accomplish His purposes and bless each student who is associated with GC;
- Interact as a unified community of believers that encourage, respect and challenge each other to grow;
- Model Christian character and Biblical life application for students.

Leadership Skills

- Help students become personally responsible through practice and accountability so that they may become responsible for themselves first and then others;
- Teach students leadership, planning and relationship skills so that they may work effectively with and influence others;
- Place students in roles of leadership so that they may learn their strengths and become comfortable with their own style;
- Help students learn how to create complimentary effective teams to accomplish goals;
- Teach students the Biblical concept of servant leadership;
- Help students understand the responsibilities of influence and that the ability to influence others is the true mark of a leader;
- Help students understand and practice Biblical ethics in leadership and decision-making;
- Help students recognize the influence and impact they have on others;
- Mentor students in leaderships and teach them to become mentors of leadership;
- Cultivate student body leaders to serve in leadership positions in the school and in the community as representatives of the school.

Organizational Health

- Elect a board of directors who governs effectively;

- Provide responsible, capable and ethical administration;
- Maintain a healthy and consistent brand;
- Maintain accountability for finances and financial reporting;
- Develop resources that support the school's administration and mission;
- Cultivate lifelong donors who help support the school;
- Maintain a healthy and involved alumni organization;
- Develop Eagle Nation as a community steeped in tradition with a deep sense of loyalty to supporting the school and its mission;
- Implement an excellent communication plan with all constituents;
- Develop and maintain key community relationships;
- Maintain facilities in a manner that is keeping with brand and that support mission;
- Implement accountability in all areas to mission is accomplished and desired brand maintained and protected.

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 GC 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 composed 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. 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 is 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!
2. 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 you and someone else (Matthew 5:23-24).
3. 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 then, if you cannot resolve the issue between the two of you, the proper administrator should be notified.
4. Express it clearly. Make sure the person to whom you are expressing your complaint understands all the details of the situation, exactly your issues of concern and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
5. 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; the result is an impression of disharmony.

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, the proper administrator. Try to agree on an effective solution to the problem. This will show your concern and desire to cooperate and will stop the problem from getting bigger or escalating. Give it prompt attention.
3. Make it into a growth experience: Instead of taking offense at the complaint, realize 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 parents to 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); its regional affiliate is 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.S.).

Admissions 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, the administration of educational policies, or 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 GC 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 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 GC.
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, pending court action, or a reputation that is un-Christian,

- is not eligible to return to previous school,
- is married or has been married,
- is pregnant or has a child,
- has expressed a homosexual, bisexual, or transgender orientation,
- has a physical handicap or learning disability for which our program is not staffed, and
- Students applying for re-enrollment (or admission) at GC must be drug and alcohol free.

5. Families seeking admission to GC 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.
- We ask that at least one, if not both, parents have a profession of Faith in God as their personal Savior.
- The family must be active in a local Bible-believing church.

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. GC 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, and
 - must be able to take care of restroom needs independently.
- Kindergarten students:
 - must be at least five years old on September 1 of the current year, and
 - must present a current immunization record on or before registration day.
- 1st – 12th grade: Entering students will be given a placement test prior to final acceptance. Retesting may occur at the discretion of the Administration.
- Transfer students are responsible for furnishing all official transcripts and official records from previously attended schools to complete registration. 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 approve applicants in order of the date of receipt of application.
- Students in grades 7-12 must submit three (3) recommendation forms attesting to character, one must be from a pastor of the church you attend.
- 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 GC. 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.
- GC 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 through February, with open enrollment beginning March 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 GC 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 GC summer related Fine Arts or Athletic activities they must be currently enrolled at GC – 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, 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 GC due to disciplinary and/or academic reasons may apply for re-admission. The application will be 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 GC must be drug and alcohol free and receive biblical counseling. Re-enrolling students who cannot meet this standard may request 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 withdrew in “good standing” do 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” (Philippians 4:19).

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 10th 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.*

GC’s policy on delinquent accounts is as follows:

- A. An account must be current by the end of the semester in order for a student to continue in school the second semester or begin a new school year.
- B. If an account continues to be delinquent during the second semester the Board reserves the right to withdraw the privilege of monthly installment payments for the next year.
- C. All tuition accounts must be paid in full before a student can re-enter the school or before any records can be released unless otherwise approved by the Board.
- D. If the privilege of monthly installment payments is withdrawn by the Board of Trustees, tuition must be paid in advance per semester for the school year. Semester tuition due dates shall be June 1 and January 1. A family that is required to make semester tuition payments may request returning to monthly payments. The request should be made of the CFO and Headmaster thirty

days before the semester payment is due.

- E. In the event that payment shall not have been received in full by the school within thirty (30) days after the due date, the student(s) may be removed from the school unless parents make other arrangements in writing with the CFO and Headmaster of the school. The terms and conditions for payment must be fully and promptly met.
- F. Report cards or transcripts of record shall not be furnished for any student removed from the school pursuant to the provisions of the preceding paragraph unless otherwise approved by the Board.
- G. Outstanding Balance: students may not be allowed to participate in their 8th grade class trip or Senior trip when a balance is owed on their tuition account.
- H. A student who has an outstanding balance will not be allowed to graduate from the school without consent of the Board (Senior, 8th grade, Kindergarten). Diplomas will be withheld until outstanding obligations have been fulfilled.
- I. Delinquent accounts shall be reported to credit reporting agencies if directed by the Board.
- J. A family who chooses to withdraw from GC and has an outstanding balance must pay with cash or a cashier's check. Transcripts will be withheld until outstanding obligations have been fulfilled.

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 GC. 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 during the application period. Tuition assistance is granted on an annual basis by a tuition assistance committee. You must reapply 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 PK – 4: 8:15 A.M. – 3:00 P.M.

Grades 5 – 6: 8:00 A.M. – 3:00 P.M.

Grades 7 – 12: 8:00 A.M. – 3:15 P.M.

Early Dismissal Times: Secondary 7 – 12: 11:20 A.M.

Elementary PK – 6: 11:00 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. After this time the student will be required to go into the extended care program at an additional cost. Secondary students are dismissed at 3:15 P.M. Teacher supervision is provided until 3:30 P.M. Students in grades 7 – 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 - 8th 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 service is offered on most school days which dismiss at 11:15 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.	\$4.00
Daily afternoon until 5:00 P.M.	\$6.00
Daily afternoon until 5:45 P.M.	\$7.00

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

	Early release time until 3:00 P.M.	\$8.00
<i>Then the daily rate begins:</i>	Daily 3:00 P.M. until 4:00 P.M.	\$4.00
	Daily 3:00 P.M. until 5:00 P.M.	\$6.00
	Daily 3:00 P.M. until 5:45 P.M.	\$7.00

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 parents who are habitually late (past 5:45 p.m.) 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 available 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 check the GC website: www.greenvillechristian.org listen to the radio, or check news stations for a school closing announcement.

Local: 93.5 FM KIKT , 88.9 FM KETR
Dallas: 98.7 KLUV, 103.7 Lite FM, 105.3 The Fan, 100.3 Jack FM, 107.5 Mega FM
TV: Channel 5, NBC / Channel 8, ABC / Channel 11, CBS / TX 21

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, 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 information is available to school personnel only on a need-to-know basis.

STUDENT ILLNESS AND MEDICATION (SEE COVID 19 MANUAL FOR SPECIFIC POLICIES RELATED TO COVID 19)

If a student becomes sick during the school day, he may be sent to the office by his teacher for assistance. Office personnel will determine the proper course of action and will notify parents if necessary. Students are not to use a personal cell phone to notify you to pick them up from school. Office staff will notify parents. To return to school students must be fever free and have not vomited 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 recommended
- 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, whether it is prescription or over the counter.

EPI Pens: For elementary students with severe allergies, their EPI Pen will be kept in the student's classroom and be secured by the classroom teacher. For secondary students we ask each student to carry their EPI pen with them on their person, in their purse or book bag. A second EPI pen will be kept in the office for emergencies.

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 that an important message needs to be left for their child.

Campus Security (SEE COVID 19 MANUAL FOR SPECIFIC POLICIES RELATED TO COVID 19)

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.

GC 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, by telephone, or via email, 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 (secondary policy) 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.
- Elementary students arriving before 8:05 A.M. should go to the extended care room or playground, depending on where the on-duty teachers are located. After 8:05 A.M. students should report directly to their classroom.
 - Elementary students arriving after 8:15 A.M. must sign-in at the office.
- Secondary students should be dropped off at the gym when arriving before 7:50 A.M.
 - Secondary students arriving after 8:00 A.M. must sign-in at the office.

After School Pick-Up:

- Elementary students are dismissed at 3:00 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 secondary 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.
 - 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! *It is against the law to use a cell phone in any school zone.*
- Parking between the annex and gym is reserved for office visitors and handicapped individuals during school hours. Unloading only is permitted near the entrance of the gym. All fire lanes must be observed at all times.

PK – 12th 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 also 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 GC guidelines.

GC recognizes that families, and sometimes school officials, interpret the dress code in different ways. We know consistency is a must, and to that end we have identified specific items for students to provide better guidelines of what is and what is not acceptable. Should a student wear questionable clothing, he/she may be asked to change or leave campus.

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.

All dress code requirements are in effect while a student is on campus from 7:30 am – 3:30 pm and a school related function (exceptions will be communicated). Please see General Philosophy, Modesty, Neatness and Appropriateness sections above.

After school hours, whether on campus or off, any student conducting activities as a representative of GC is expected to dress as directed by the event sponsor / teacher / coach.

Any student attending after school functions as a spectator should consider these dress code guidelines and their representation of GC.

All dress decisions are expected to positively reflect on GC.

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

- Individuals, groups, images, or wording that does not conflict with biblical principles.

*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, violent themes and images, or secular bands
- lettering on the rear end of clothing
- pajama tops or bottoms
- Tight, form fitting articles of clothing such as bike shorts or yoga pants
- house shoes or slippers
- Any article of clothing that have holes that are not permanently repaired / patched (other than jeans)
- Oversized / baggy / sagging articles of clothes
- athletic attire of any kind outside of PE clothes during PE (7th – 12th grade students only)

SHIRTS

- All shirts as a part of the regular dress code may be worn untucked.

- All shirts must completely cover shoulders (and all undergarments), abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Sheer shirts for Girls must have a traditional, wide strap tank top or dress code approved shirt underneath.
- Boys' shirts must have sleeves.

PANTS / SLACKS / SHORTS

- All pants/shorts, etc. must be in good repair and neatly hemmed (no fraying). If jeans have holes, there must be no skin or undergarments showing
- Sagging, oversized, or tight pants/shorts are not permitted.
- Short lengths: PK - K: at least mid-thigh
1st – 12th: 3" above the knee when standing
- **PK – 6th grade:** may wear athletic shorts / pants as long as they do not have holes. Shorts must be 3 inches above the knee.

DRESSES/SKIRTS

- Dress and skirt lengths **are to be no more than 3 inches above the knee when standing.** *We ask that if your daughter cannot find a skirt / dress that is no more than 3 inches above the knee, please wear slacks / pants.*
- Dresses must completely cover shoulders (and undergarments), abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Elementary: shorts / spandex must be under dresses and skirts
- **PK – 4th grade:** May wear dresses / skirts mid-thigh as long as leggings or spandex are worn under the skirt.
- **5th – 12th grade:** Leggings / form-fitting pants may be worn as long as there is a skirt/dress/top that comes to 5" above the knee when standing is worn over the pants.

SHOES

- Shoes must be worn at all times while on campus.
- PK – 4th grade students may wear sandals that have a heel strap.
- All students must wear or bring athletic shoes and socks on their PE days.
- 5th – 12th grade students may wear athletic slides, flip-flops, and sandals.
 - 5th and 6th 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, hoods, and sunglasses are not permitted during regular school hours.
- Boys may not wear earrings.
- No jewelry, or any other object, may be worn in any piercing except for 'no more' than three (3) earrings in each ear for female students.
- Makeup applied in a manner that is not a distraction is allowed for girls only.
- No visible tattoos are allowed on campus or at any school-sponsored function (including off campus functions) unless they are temporary and for the express purpose of school spirit, school events, or special programs. Any temporary tattoos must be pre-approved.

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 may not have facial hair, pony tails, or "man buns".
- 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.

GC 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.

While engaged in athletic activity on campus, student athletes are expected to be in approved athletic / practice / game attire as directed by the Athletic Director.

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 / Re-takes | ● Awards Assemblies |
| ● Special Events / Chapels / Concerts | ● Special Field Trips |

Special Event Dress:

Guys:

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

Girls:

- Slacks or dress jeans (NO patches or frays / NO Shorts)
- Dresses, Skirt and top – skirt lengths **are to be no more than 3 inches above the knee when standing.** *We ask that if your daughter cannot find a skirt / dress that is no more than 3 inches above the knee, please wear slacks / pants.*
- Shoes: Athletic, casual, or dress shoes (NO athletic slides)

Be My Witness Program

MISSION OBJECTIVE

Be My Witness is the arm of ministry meant to fulfill the GC Mission Statement, "equip with biblical life applications and leadership skills". 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, leadership and evangelism.

MISSION POINTS

EQUIPPING: The equipping of students in the classroom is by using the Word of God, presenting a biblical world view, and teaching students 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 students receive at all levels of GC help them when they are given opportunities 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 put their 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 learn to glorify God through the giving of themselves to help 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 / leadership
- 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 – 4th present one chapel presentation per year. Chapel programs are planned for the purpose of worship and spiritual stimulation. During chapel students are to

remain quiet, participate when appropriate, display a reverent attitude and pay close attention. There are separate chapels for grades PK – 4, 5 – 8 and 9 – 12 grades.

Learning Differences

While GC 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 GC 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.

GC does offer *Take Flight* for intervention for students with dyslexia. This program is a small group tutoring system that greatly improves spelling, reading, and writing skills of children who struggle due to dyslexia. There is a \$600 fee for this service per year.

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 teachers to review the results (parent /teacher meeting may be set up).
5. Some learning differences may include but are not limited to ADHD, dyslexia, and dysgraphia.

GC 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:

- Grades 1 - 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 1-12: \$.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 must be taken care of before report cards (or any records) 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 may participate in physical education class. Students in grades PK – 4th grades need to wear athletic attire on P.E. days. Students in grades 5 – 11 need to wear P.E. uniforms which will be determined by the P.E. Department. Students in grades 5 – 11 will be given five minutes to change clothes and be prepared for class to start. PE clothes can be purchased in the “Eagles Nest”.

Students who are not dressed out 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.

Facility Policy

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

Parent Teacher Fellowship (PTF)

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 partner in the training of the child. It is also the desire of this fellowship to seek divine guidance in supporting our children’s education so they may have the highest advantages in physical, mental, moral and spiritual education.

The objectives of the Parent-Teacher Fellowship are:

- 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, and
- to enable our parents to become acquainted with one another.

The PTF sponsors events such as Teacher Wish Lists, 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 GC parent and teacher is automatically a member of the Parent-Teacher Fellowship.

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 HANDBOOK

Grades PK – 6th

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 should not be on, seen, heard, or used during the regular school day and
- Apple Watches: this technology is allowed, but must not have cellular service (or cellular service turned off). If the student has a cell phone, it must be turned off and given to the classroom teacher, to be retrieved by the student at the end of the school day. If the student abuses this privilege of having an Apple Watch, the Principal has the power to remove the privilege of having an Apple Watch at school.

Food Services SEE COVID 19 MANUAL FOR SPECIFIC POLICIES RELATED TO COVID 19)

FRUIT BREAK

Students in grades PK – 6 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.

LUNCH

Students may bring their own lunches, or utilize the "hot lunch" program (\$5.00 per lunch) 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:

- PK – 6th grades are only allowed soft drinks on Fridays
- no microwavable foods for students in PK – 2nd grade

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 in 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 ALL students or ALL of the same gender, in the class are invited; otherwise, invitations must be mailed by the parent.

Attendance Policies

Our Christian faith informs us about time. Time is given to us; it is not our own. We are to be good stewards of our time which means we are to manage time well for the right ends. When we love God with all our strength we are to love Him with all our resources including our time. Time is used well when it is used to honor God and serve others. It is the wise person who uses the gift of time well and does not waste or squander it.

GCS has standards to help guide students to be wise stewards of time and experience greater success as students. These expectations also help students to grow in character.

Excessive Absences

Unexcused absences in excess of ten (10) days per semester may result in the loss of credit for the semester. At ten (10) unexcused absences a student and parent will appear before a status review committee (building administrator, at least one teacher, head of school) to determine student status based on absences, conduct, attitude, and academics. As an alternative to loss of credit, students who exceed 10 unexcused absences in a semester may be required to attend Saturday School depending on the situation in order to receive credit for work missed. All decisions made by the Status Review committee may be appealed to the school board.

Excused Absences Include:

Illness (absences exceeding three days may require a physician statement).

Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours).

Required county/state court appointments

Serious family emergency i.e. funeral

Pre-approved Family vacation (for the purpose of starting homework before the vacation)

School sponsored events- sporting, academic, etc.

Driver license test

Partial List of Unexcused Absences:

Oversleeping/alarm failure

Arriving to school 10 minutes after the start of school or checking out more than 10 minutes before the end of the day without an acceptable reason

Leaving school during the regular school day without approval of a school official or other non-emergency situations.

Personal grooming appointments (hair, nails, tanning, etc.)

Employment/job interview

Shopping/errands

Driver's Education (classroom or behind the wheel)

Skipping class/leaving campus without following proper procedure

Family vacations that have not been pre-approved

Needed at home/babysitting

Car trouble

Missing the bus/ride

Needing sleep or rest

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

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

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: Traffic accidents minor illnesses, personal business, didn't feel good, overslept, etc.

Unexcused Tardies

Unexcused: Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc. (subject to administrative discretion). Students are tardy if they are not in the classroom when the bell rings. Tardies will be unexcused unless the student arrives late for class with a pass or written note.

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. Parents of elementary students should come to the office to sign in their younger 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 a student arrives 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 in the 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. Teachers will assign parents and students to vehicles to best accommodate the class.

In the event of an auto / bus accident the teacher / coach in charge will call 911, if necessary, and then notify the Head Administrator in the school office. If the teacher / coach is not with the vehicle involved in the accident, the parent in charge will make the necessary calls.

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 a potentially disruptive influence on a trip.

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

Laptop / Tablet Classroom Computer Use Policy

Using GC provided computer laptops and desktop is a privilege offered to students to enhance their learning. A protected and safe internet platform is provided to access internet applications. This privilege can be taken away at the discretion of the teacher or Building Administrator if the Computer Use Policy is broken. Every student must read this Computer Use Policy with his/her parents, agree to the terms of this policy, and obtain parental permission. Computers are provided for students to use for educational purposes only. Students are expected to act in a considerate and responsible manner when using technology. Proper use and care of tablets and computers are critical to ensure that they are available for everyone's use. All students are to immediately report damaged, broken, vandalized, or otherwise non-usable computers to their teacher. Mobile devices and personal computers (tablets, laptops, netbooks) can NOT be used at GC. This is true whether it is used to access the internet or some other application.

Academic Guidelines

PHILOSOPHICAL BASIS

The Mission Statement of GC makes reference to our desire to promote excellent academics, biblical life applications and leadership skills. 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 GC 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 - 6th GRADING SCALE

Kindergarten:

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

Pre-Kindergarten:

● = Mastered Minus = Needs Improvement
□ = Not introduced

Grades 1st – 6th:

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:

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

Grades 5 and 6 will have weighted grades:

- 40% daily/homework
- 30% quizzes
- 30% tests

K – 6th 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, are in rare cases of holidays during the week and quarter/semester exams.)

K – 6th 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 – 6TH 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 - 6th 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:

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

PK - 6th 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 – 6th 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.

GC 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 is required from a licensed professional counselor stating that the candidate for accelerated promotion is socially and emotionally mature enough to benefit from such a decision.
- Accelerated promotion must have Headmaster approval.

Awards

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

- *Christian Character Awards PK – 6th*
 - given to elementary students at the end of the year within their classes honoring spiritual qualities
- *Perfect Attendance PK – 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 2nd – 6th*
 - given to students at the end of the year to reward students for hard work on meeting or exceeding reading goals
- *Academic Awards 5th – 6th*
 - Given to students at the end of the year as a reward for keeping an overall “A” average for the entire school year, or an “A and B” average for the entire school year.

Discipline Policies

Community Conduct

It is necessary to establish a Christian community to support the mission of GCS. The mission of the school for each individual is not accomplished independently but in community. That is, to know Christ, to become more like Christ, and to make Christ known.

Biblical principles and reasonable practices specific to a school are established to build an orderly and peaceful community. Biblical principles include charity, trust, honor, truth, purity, gratitude, obedience, forgiveness, self-control, encouragement, and correction. It is with dependence on the grace of God that He would give each person the desire and strength to walk according to His Word and experience the pleasure of obeying Him. It is with companionship that we walk together to press on toward a common goal. It is with humility and gentleness that accountability and correction are administered. A community living under the lordship of Jesus proclaims the glory of God to the culture and we bless our God.

All members of the GCS academic community should live according to God's good and perfect word. The following "one another" statements found in the Bible are God's commands telling us how to live in community:

Love one another

Honor one another

Accept one another

Instruct one another.

Serve one another

Forgiving each other

Encourage one another

Live in harmony with one another

Offer hospitality to one another

Pray for each other

Don't grumble against each other

Do not lie to each other

In humility consider others better than yourselves

Look not only to your own interests, but also to the interests of others.

Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian distinctive and its standards of conduct.

General Discipline Policy

Discipline is necessary to change the heart of a student. Discipline is redemption in purpose and will be based on the Gospel principles of justice, restitution, punishment, restoration of relationships, mercy, forgiveness, compassion, work of the Holy Spirit, and growth in Christlikeness. The Gospel is meant to guide a student to be right with God and not used for the purpose of man-made religion or a social gospel absent of the cross and resurrection of Jesus Christ.

Guidelines

- Discipline should not be administered with partiality. It should be proportional to the offense and prompt.
- Parent communication will be made to explain the situation and gain parent support for teacher authority and student correction.
- Students will conduct themselves according to the biblical and reasonable standards and expectations you place on them. The standards should restate and be explained during the discipline process.
- Teach, train, and practice with students to develop habits that meet conduct expectations.
- Teachers should share concerns with one another to cooperatively work to improve student formation.
- Students should be aware of their context and conduct themselves accordingly. The playground will have different expectations than the classroom.
- Depending on the age of the student and the nature of the offense, teacher consequences can include the following: proximity, name called, reminder of expectation and how to reach the expectation, student conference, loss of privilege, parent contact/conference, separation of some type, or detention.
- The classroom teacher has the authority to discipline students for most circumstances. If necessary the building administrator or head administrator will participate. Necessary occurs when the situation requires extended attention or the nature of the offense requires proportionally greater discipline.

Correct in gentleness and respect the dignity of the offending student.

All individuals, teachers and administration, working with offending party should include the following:

Counsel using biblical truth

Mediate restitution

Restore and reconcile student with individual and community

Pray

Put the error in light of the Gospel

- Students will be immediately, sent to the office if students engage in the following conduct:

Disrespect, defiant or disobedient to an adult

Aggressive verbally or physically with another student

Dishonest on school work or in conversation with an adult

Obscene or vulgar in action or language

Disrespect, theft, destruction of property

PK - 6TH ADMINISTRATIVE INTERVENTION

Process

1. The Elementary Supervisor discusses the referral or incident or behavior with the student. The Supervisor will pray with the child and administer discipline for the behavior. Parents will be notified of the incident in an email or by phone.
2. The Elementary Supervisor assigns discipline 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, and
 - the student's discipline record for the current school year.
3. The potential discipline include, but are not limited to, the following:
 - recess restrictions
 - detentions
 - privilege restrictions
 - extra-curricular participation restriction
 - on campus community service
 - corporal discipline*
 - suspension: In School (ISS) or Out of School (OSS)
 - expulsion
 - 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 informed of the administrative consequences if any.

Clearly, the Supervisor and Headmaster reserve the right, and have the responsibility, to exercise discretionary authority in assigning consequences.

K - 6th *Regarding Corporal Discipline

Corporal discipline (swats or a spanking) is never the preferred consequence for the Elementary Supervisor 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.

STUDENT PROPERTY SEARCHES

GC 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. A student may also be asked to empty his/her pocket in the event of a suspicion by the administration. If a student declines to empty his/her 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.

PK - 6th 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 Supervisor 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 Supervisor for clarification.
3. You may set up a conference with the teacher. 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 Supervisor.
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 Supervisor, 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 - 6TH Academic and Discipline Review

At the end of each quarter, or at an earlier time, students who find themselves struggling with GC expectations will be counseled and assisted to be more successful at Greenville Christian School.

PK - 6th Initial Academic Review

The instructor of the student who is failing will contact the student and parent/guardian by the end of the quarter if they have not already done so. In this stage of the process, the student, one or more of the parents/guardians, and the teacher meet together to discuss the reasons for the academic progress and how the situation can be remedied for the future. A plan will be implemented and monitored.

PK – 6th Initial DISCIPLINE REVIEW

This process is concerned with and addresses the heart and attitude of the student during instruction at GC. The teacher, Building Administrator and parents/guardians will meet to discuss the behavioral/attendance

concerns. A discussion seeking biblical solutions will be the focus as well as a cooperative solution between GC and the home to monitor the student's progress. A cooperative course between the GC and the home will be set and progress will be monitored.

PK - 6th Student/Family Consultation

This event may take place any time during the school year but will typically follow an initial review and the transition point at the end of a semester may prompt this consultation. At this consultation, the student, one or more of the parents, the Elementary Supervisor, and the Headmaster will meet together to review student progress from the Initial Review. The goal of this meeting is to determine if:

Continued time is needed for the Initial Review to work,
Modifications to the plan to bring about greater student success,
Determine the student would better serve in another school setting.

The parents may appeal any decision with which they disagree to the Board as a whole.

Please note: GC 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 GC, 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 met. ACSI competitions include: Science Fair, Music competitions, Speech Meet, and Math Olympics.

6th 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.
- Practice times will be determined by the Head Coach and Athletic Director. Practice times could potentially be before school or after school.
- 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 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 6th grade:

Girls' Sports

- MS Volleyball
- MS Cheerleading
- MS Girls Basketball
- MS Track
- Cross country

Boys' Sports

- MS Football
- MS Boys Basketball
- MS Track
Cross country

6th 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.

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, may not be seen, turned 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.
- 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.
- Apple Watches: this technology is allowed, but must not have cellular service, or the cellular service must be turned off. The students cell phone connected to the Apple Watch should be turned off and left in their locker. If the student abuses this privilege of having an Apple Watch, the Principal has the power to remove the privilege of having an Apple Watch at school.

Food Service (SEE COVID 19 MANUAL FOR SPECIFIC POLICIES RELATED TO COVID 19)

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.

No food or drink (other than water) is allowed to be consumed at the locker, in the hallway, or in a classroom except at designated times.

FRUIT BREAK

Students in grades 7-12 are given an opportunity during third period, at the teacher's discretion, 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. 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 cafeteria 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 GC 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.

Our Christian faith informs us about time. Time is given to us; it is not our own. We are to be good stewards of our time which means we are to manage time well for the right ends. When we love God with all our strength we are to love Him with all our resources including our time. Time is used well when it is used to honor God and serve others. It is the wise person who uses the gift of time well and does not waste or squander it.

GCS has standards to help guide students to be wise stewards of time and experience greater success as students. These expectations also help students to grow in character.

Excessive Absences

Unexcused absences in excess of ten (10) days per semester may result in the loss of credit for the semester. At ten (10) unexcused absences a student and parent will appear before a status review committee (building administrator, at least one teacher, head of school) to determine student status based

on absences, conduct, attitude, and academics. As an alternative to loss of credit, students who exceed 10 unexcused absences in a semester may be required to attend Saturday School depending on the situation in order to receive credit for work missed. All decisions made by the Status Review committee may be appealed to the school board.

Excused Absences Include:

Illness (absences exceeding three days may require a physician statement).

Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours).

Required county/state court appointments

Serious family emergency i.e. funeral

Pre-approved Family vacation (for the purpose of starting homework before the vacation)

School sponsored events- sporting, academic, etc.

Driver license test

Partial List of Unexcused Absences:

Oversleeping/alarm failure

Arriving to school 10 minutes after the start of school or checking out more than 10 minutes before the end of the day without an acceptable reasons

Leaving school during the regular school day without approval of a school official or other non-emergency situations.

Personal grooming appointments (hair, nails, tanning, etc.)

Employment/job interview

Shopping/errands

Driver's Education (classroom or behind the wheel)

Skipping class/leaving campus without following proper procedure

Family vacations that have not been pre-approved

Needed at home/babysitting

Car trouble

Missing the bus/ride

Needing sleep or rest

Tardiness

A. Late to School

1. Excused: Traffic accidents and personal emergencies (subject to administrative discretion)

2. Unexcused: Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc. (subject to administrative discretion). Students are tardy if they are not in the classroom when the bell rings. Tardies will be unexcused unless the student arrives late for class with a pass or written note.

Consequences for accumulative unexcused tardies:

3, 4, and 5th tardies in a quarter from any class will result in a lunch detention

6, 7 and 8th tardies in a quarter in any class will result in a 30 min after school detention

Beyond the 8th tardy will result in extended after school detention or in-school suspension.

Every 3 tardies will count as an absence and be applied to all absence policies.

B. Between Class

Tardies will be unexcused unless the student arrives after the bell rings with a pass or written note.

Consequences for each unexcused tardy

1, 2 , and 3rd tardies in a quarter result lunch detention

4, 5, and 6th tardies in a quarter result in a 30 minute after school

More than 6 tardies in a quarter result in extended after school detention or in-school suspension

Skipping class

Students who leave school and fail to check out of school or do not attend class or who are absent from school without parent permission will be considered to have skipped school. The first offense will result in an hour after school detention for each hour of school skipped. It will be considered an unexcused absence and those policies will be applied to the student. Future offenses will result in extended after school detention time or in-school suspensions.

Permits to Leave Early/Signing Out

Students who are leaving campus early for any reason must sign-out in the office 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)

Laptop / Tablet Classroom Computer Use Policy

Using GC provided computer laptops and desktop is a privilege offered to students to enhance their learning. A protected and safe internet platform is provided to access internet applications. This privilege can be taken away at the discretion of the teacher or Building Administrator if the Computer Use Policy is broken. Every student must read this Computer Use Policy with his/her parents, agree to the terms of this policy, and obtain parental permission. Computers are provided for students to use for educational purposes only. Students are expected to act in a considerate and responsible manner when using technology. Proper use and care of tablets and computers are critical to ensure that they are available for everyone's use. All students are to immediately report

damaged, broken, vandalized, or otherwise non-usable computers to their teacher. Personal computers (tablets, laptops, netbooks) can/may be used by secondary (7th – 12th grade) students at GC for applications that do not require the internet.

Computer Expectations:

- No internet connectivity on campus (no mobile computing built in). Students will not be allowed to have their computer / tablet connected to the internet while on campus – this includes: Hardwired, Wi-Fi, Hot Spot, or tethering.
- No “gaming” style laptops
- No computer / tablet is allowed that requires a separate mouse (device must have either a touch screen or built in touch mouse)
- The computer / tablet must be one piece (or in one piece with case – ex. Microsoft Surface)
- No charging of a phone or other devices by the computer
- As a general rule a computer / tablet will not be able to be plugged in during a class period
- A student is not allowed to view any previously downloaded content (movies, games, videos, etc.)

Computer Use:

- Only in appropriate classrooms (ex. Computer is not needed in Math class)
- If the computer becomes a distraction (as determined by the teacher), the student will be moved to the back of the classroom or asked not to use the computer in that class
- If a student is using the computer for a use other than classroom work / study the privilege will be revoked and possible discipline according to the discipline policy
- Papers / assignments will need to be printed at home. The student will not have the ability to transmit any assignments while on campus (via email, text, etc.)
- Screen “brightness” must be able to be adjusted (allowing for the brightness to be turned low for a darker / darkened classroom)

Greenville Christian School will NOT be held responsible for any personal laptop or tablet that is lost, stolen, or damaged.

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

7th-12th PHILOSOPHICAL BASIS

The Mission Statement of GC 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)

7th-12th TESTING

GC administers the pre-ACT and pre-SAT to grades 7 - 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 Juniors will take the PSAT. Sophomores and freshmen are allowed to take the PSAT for a nominal fee.

7th-12th MATH TRACKS AND PLACEMENT

The Secondary Math Department at GC 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.

GRADE	Regular Track	Accelerated Track
7 th	Math 7	Math 7
8 th	Math 8	Algebra I (not included in GPA/ONA)
9 th	Algebra I	Geometry *
10 th	Geometry	Algebra II *
11 th	Algebra II or Algebra IIa	Pre-Calculus *
12 th	Algebra IIb (full year course), Pre-Calculus * or Senior Math Prep/DC College Algebra	AP Calculus * DC College Algebra

* Indicates Honors' Courses

Placement Beginning in 8th Grade

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

- Passed Math 7 with an 80% or better
- 80% average of the following three measures:
 - Orleans-Hanna algebra diagnostic test
 - Terra Nova Achievement Test total math
 - Teacher Evaluation (when available)

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 8th and 9th grade:

- Must pass the 2nd semester of Algebra I from Texas Tech by correspondence or Credit By Examination. Scores must be officially reported to GC 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), or
 - 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. GC basic math skills test,
3. previous math courses, and
4. teacher recommendation.

9th – 12th 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:

- having an 85% average or better in regular English,
- completing the assigned research paper in the previous class year,
- take the written essay entrance exam,
- have parental consent, and
- teacher recommendation.

7th - 8th ADVANCING A GRADE

GC 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 GC 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.

9TH-12TH 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 GC campus will be calculated in the student's GPA. Core courses taught at GC such as math, English, science, Bible, history, computer, are included in calculating the GPA and ONA. Correspondence, summer school, and home school courses, GC taught academic electives (Physical education, art, music, drama, living today

) and Athletic period 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 and AP 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 the purpose of GPA and ONA. This does not apply to honor roll or exam exemptions.

7th-12th QUARTERLY GRADES

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

	<u>9th – 12th GRADES</u>	<u>7th – 8th 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 2nd and 4th 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.

7th-12th GRADE SEMESTER GRADES

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

1 st Quarter: 40%	2 nd 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 retake 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.

All classes (core and electives) in grades 7-12 will take a comprehensive semester final exam. *****

Policies Concerning Assignments and Tests

7th-12th 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, any GC sponsored extra-curricular practices or activities after school on Wednesday must be completed by 4:30 p.m.. Exemptions for quarter and semester exams may be necessary at headmaster discretion.

7th-12th 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.

7th-12th 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.

7th-12th Late Work / Extra Credit / Advance Assignments Prior to Family Trip

There are no policies that require a GC 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.

7th-12th PROGRESS REPORTS

Academic Progress Reports are e-mailed to the family once each quarter at about the conclusion of 4½ weeks. At the teacher’s discretion, notices may be sent home any time there is reasonable concern about the student’s academic or behavioral progress.

7th-12th REPORT CARDS

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

7th-12th 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.

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 Secondary Supervisor. Because of the nature and size of GC, 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 Secondary Supervisor 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; and
- course withdrawals are at Headmaster/ Secondary Supervisor discretion.

Retention

7th and 8th 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 and pre-approved program (summer school, online, GC teacher designed) 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.

9TH-12TH 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 Headmaster 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: Government, Economics, Speech, Personal Finance, and Leadership.

Senior High School Classifications

Freshman: under 8 credits

Junior: at least 14, but less than 24 credits

Sophomore: at least 7, but less than 16 credits

Senior: at least 21 credits

Incompletes, Failing Progress Reports/Quarter Grades and Ineligibility

7th - 12th OFF CAMPUS LUNCH

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

7th - 12th 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.

6th - 12th ATHLETIC INELIGIBILITY

If a student is failing at a progress reporting period, parents and coaches/extra-curricular/TAPPS 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, Students/athletes who are ineligible are expected to continue practicing/rehearsing with their activity. A tutorial schedule will be set up during the Athletic Period for all failing students/athletes. The student may not participate in any athletic or extra-curricular activities representing the team or school in any way inside or outside of regular school hours including competitions (may attend competition but may not participate with the team during the course of the event) or participating in pep rallies

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.

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. If needed, teachers will assign parents and students to vehicles to best accommodate the class.

In the event of an auto / bus accident the teacher / coach in charge will call 911, if necessary, and then notify the Head Administrator in the school office. If the teacher / coach is not with the vehicle involved in the accident, the parent in charge will make the necessary calls.

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 one of these vehicles.

For overnight field trips: Any prescription or over-the-counter medication that must be administered during the trip should be accompanied by a written request from the parent / guardian. All medications must be in their original, properly labeled container.

8th Grade Trip and Recognition Participation

The 8th grade class trip is a mandatory educational trip for all 8th graders who are eligible. The student who does not attend the 8th 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 Recognition Night. *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.)*

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.

If a student tuition account has a balance that has not been paid, the student will not be allowed to participate in the 8th grade class trip or 8th grade Recognition Night.

Senior Trip Participation

Seniors are privileged to participate in a class trip during their final quarter at GC. 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, or owes a balance non their tuition account, will not be allowed to participate in the senior trip. The student who does not attend the 12th 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.)*

Students are required to participate in fundraising activities throughout their time at GC to fund the mandatory senior trip. Eligibility requirements to participate in the trip are listed under the academic and discipline sections of the handbook.

Commencement Participation

SENIORS WHO DO NOT FULFILL ALL REQUIREMENTS FOR GRADUATION (INCLUDING ACADEMICS, CURRENT ACCOUNTS, and CLEAR DISCIPLINARY RECORDS) WILL 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.

9th-12th Graduation Plans and Programs of Study

Greenville Christian would highly recommend that each family meet with either the College Counselor (Mrs. Greiner) or Secondary Director of Guidance and Discipline (Mr. Witt) and colleges the student is interested in attending to find the best plan for graduation. Families should seek to match the program of study to align with the goals they have set for their children to achieve by graduation.

Every student will graduate with foundation requirements. Students (and parents) choose classes to meet the requirements for endorsements highlighting the student’s strengths or interests. Additionally, students can earn Performance Acknowledgments (PA). Please see the highlights below, however it is highly recommended that students and/or parents meet with the Director of Guidance and Discipline for a more complete understanding and agreement about the correct course of study.

Foundation Requirements (Specific to classes at Greenville Christian School)

	<u>Foundation</u>	
Bible	4	
English	4	
Math	3.5 (Alg I, II, Geom)	*See STEM endorsement
Science	3 (Biol; IPC : 1 from Chem / Physics)	*See STEM endorsement
Social Studies	4 (W Hist/W Geog/Us Hist/.5 Govt/.5 Econ)	
Spanish	2	*See Bilingualism PA
Personal Finance	.5	
Leadership	.5	
Fine Arts	1	
Speech	.5	
PE	.5	
Enrichment week	1	
Elective	4.5	*See endorsements below
	28 credit total	

Endorsements and how to earn them:

In order to receive ANY endorsement, each student must earn four credits in Science. It is preferred that the student also earn four credits of Math while in high school, but by the dual credit agreement with PJC, each student must qualify to take DC College Algebra if it is necessary to earn the last half credit. Endorsements can be earned as indicated below:

Multidisciplinary

Each student will earn this endorsement by taking elective classes as required to graduate from Greenville Christian School.

Public Services

Students can earn this endorsement by focusing elective choices on classes like accounting, living today, and keeping good records of service hours.

STEM

- 1) Advanced Math Track students earn this endorsement
- 2) Regular Math Track students can earn this endorsement by taking Pre-Calculus and Physics the senior year.

Students are encouraged to take elective classes in the STEM cluster.

Arts and Humanities

Two credits in Art, Music, Theater, Competitive Communications, yearbook, history and/or Destination Imagination will earn this endorsement.

Business and Industry

This endorsement can be earned by focusing elective classes in the areas of robotics, accounting, yearbook and/or computer. It will require at least two credits (four classes) from these areas to earn the endorsement.

Performance Acknowledgments explained:

The four possible Performance Acknowledgements (PA) that can be earned are described below:

Distinguished Level of Achievement

This PA is earned by completing the requirements to earn at least one endorsement.

Outstanding Performance in a dual credit course

A student can earn this PA by completing FOUR dual credit courses (by semester) with a B or better.

Outstanding Performance in Bilingualism

In order to earn this PA, the student must earn an 80 or better in Spanish 3 AND have an 80 or better Overall Numeric Average (ONA).

Outstanding Performance on a College Entrance Exam

This PA is given to students who meet at least one of the following requirements:

- 1) Commended Scholar or higher on PSAT
- 2) SAT score (Math and Reading) of 1250 or better (writing not included)
- 3) ACT composite score of 28 excluding writing

Distinguished Level of Achievement

This PA is earned by completing the requirements to earn at least one endorsement.

Cords Recognized by Greenville Christian at Graduation:

- Gold Cord: Distinguished Level of Achievement (having earned at least 1 endorsement)
- White Cord: Performance Acknowledgement: Bilingualism, Dual Credit
- Black and White Cord: Shattered Dreams Recognition
- Red and Purple Cord: Destination Imagination State / Global Qualifier

- Red, Black, and White Cord: State History Day Finalist
- Gold and Blue Cord: Phi Theta Kappa (through Paris Junior College)
- White Stole: National Honor Society Member

Dual Credit Classes

PARIS JUNIOR COLLEGE

U.S. History 1301: 3 hours
 Biology 1408: 4 hours
 Spanish 2311: 3 hours
 English 1301: 3 hours
 College Algebra: 3 hours

U.S. History 1302: 3 hours
 Biology 1409: 4 hours
 Spanish 2312: 3 hours
 English 1302: 3 hours

** To be eligible to take 1302, a student must have at least an 70% average in 1301.*

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 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 Secondary Supervisor and/or Headmaster approval.

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 GC CAMPUS TAUGHT BY GC INSTRUCTORS WILL BE GIVEN CREDIT ON THE GC TRANSCRIPT.

DUAL CREDIT COURSES ARE HYBRIDS

Most policies are still in place for dual credit courses. Refer to the 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 GC their **ENTIRE** High School career (9th – 12th) 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 GC campus will be included in computing class rank. "Entire High School career" is defined as every grade the student has on their transcript was received at Greenville Christian.

Homeschool Partnership for High School

Greenville Christian School is offering a "Homeschool Partnership Program" for Homeschool students in grades 9 – 12. GCS is looking to partner with "Christian" families. Homeschool students who are accepted into Greenville Christian School will have the opportunity to take high school courses for credit. Classes will be offered to any Homeschool student who has a transcript that shows they have completed at least the 8th grade. A Homeschool student may only take a maximum of Four (4) classes per academic year and will not be eligible for: end of year academic awards, participation on Senior trip, earn a diploma from GC, or participate in graduation exercises through the Homeschool Partnership Program.

Process for Enrollment:

- Homeschool families must apply, paying the \$50 application fee.
- Students must complete testing, and be on grade level, to be eligible for classes.
- Family must interview the Head Administrator.
- Family must be accepted through the Admissions Committee and the Board.
- Family must pay a once-a-year \$100 Enrollment Fee.
- Student and Parent will sit down with the High School Supervisor to determine classes for which the student is eligible and options available.

Course Tuition:

Science Courses: \$900 per course/year
 All other Courses: \$800 per course/year

Fees:

Capital Improvement: \$200/one-time per year
 Building Use Fee: \$25 per class/year
 Sports Fee: *(if needed)* \$200 for year (\$225 if football)

Courses Available:

- Science: Biology, Integrated Physics/Chemistry (IPC), Chemistry, Dual Credit Biology, Physics
- Math: Algebra 1, Geometry, Algebra 2, Algebra 2a, Algebra 2b, pre-Calculus, Calculus, Senior Math Prep, Dual Credit College Algebra
- History: World Geography, World History, Dual Credit US History, Government, Economics
- English: 9th English, 10th Regular English, 10th Honors English, 11th Regular English, 11th Honors English, 12th Regular English, 12th Dual Credit English
- Bible: Bible 9, Bible 10, Bible 11, Bible 12
- Spanish: Spanish 1, Spanish 2, Spanish 3 (DC)
- Dual Credit Courses are offered on the GC campus through PJC. Any tuition and fees for a Dual Credit course must be paid by the Homeschool family directly to PJC along with regular course tuition to GC. A student must also take the Accuplacer test at PJC for admission in to a DC class. A student must be classified as a Junior to be eligible for Dual Credit Courses.
 - US History 1301: 3 hours
 - US History 1302: 3 hours
 - Biology 1406: 4 hours
 - Biology 1407: 4 hours
 - English 1301: 3 hours
 - English 1302: 3 hours

- College Algebra: 3 hours
- Spanish 2311 / 2312: 6 hours

Expectations: Any student who is a participant in the GC Homeschool Partnership Program will be held accountable to the GC Handbook and discipline policy. Any student who is taking multiple courses, and will have more than two periods off between those classes, will be expected to either be picked up by a parent or drive home.

Elective Courses: A Homeschool student will only be placed in an elective course if there is room after GC students have all enrolled in class.

Athletics: A Homeschool student “may” be eligible to compete on GC school athletic teams. To be eligible at Greenville Christian School per TAPPS (Texas Association of Private and Parochial Schools) rules, a student must be enrolled in at least Four (4) “Academic” classes. The definition of an “Academic” class is any course where the grade will count toward the students GPA – those classes would include: Bible, history, science, math, English, and Spanish.

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 GC campus if it is offered. Unless there are special circumstances approved by the Headmaster, a student may not apply to their GC 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.

A student 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:

Algebra II (taken in 10 th)	Pre-Calculus	AP Calculus
Honors English I, II, III	Biology II	Physics
		Spanish III

Individual Course Requirements

AP Calculus 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 College Board's AP Calculus test given on the date in May specified by the College Board.

Pre-Calculus Prerequisite: The student must have completed Algebra I, Geometry, and Algebra II. Teacher approval is required.

Physics 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).

Biology II Prerequisite: The student must have completed Biology I and Chemistry.

Spanish III Prerequisite: The student must have completed Spanish I and II and obtain approval from the Spanish teacher.

Honors English Placement:

- The student must have completed the previous course with an 85 or higher
- teacher recommendation
- written essay
- parental approval
- continued placement: no additional requirements

Honors' Algebra II: The student must have completed the previous course and entering 10th grade.

Honors' Geometry: The student must have completed the previous course and entering 9th grade.

7th-8th Grade Program of Study

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 Study Skills 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 Robotics	Computer Health

Credits Awarded for Special Activities

Athletics: 0.5 credits per sport

Cheerleading: .25 credits per quarter (MAX per year: .75 credits)

Drama: 0.5 credits are awarded (with the approval of the drama sponsor) for participation in the play

Athletic Period .25 credits per semester

Destination Imagination (DI): .5 credits per year

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, and/or
- students who have outstanding detentions at the end of the school year.

These students will undergo an Annual Status Review by the Headmaster and Secondary Supervisor to determine if there is any compelling reason to set aside ineligibility and restore the student to eligible status. GC 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 (Headmaster, Principal, Board President). The parent(s) will be notified of the decision. The parent(s) may appeal the decision to the Board as a whole.

GC reserves the right to refuse re-enrollment to any student who does not meet eligibility requirements. GC also 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 GC, its students, or faculty. Previous attendance does not guarantee re-enrollment.

Athletics

Participation in athletics develops the student mentally, physically, socially, and spiritually. The activities of the athletic department are a part of GC'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 GC 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 page 50 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 GC athletic department has committed itself to participating in eight (8) varsity sports:

BOYS

Six-man football
Basketball
Baseball
Track
Cross Country
Golf

GIRLS

Volleyball
Basketball
Softball
Track
Cross Country
Golf

However, an individual student may participate in a sport beyond GC 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 GC. 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.

JUNIOR HIGH AND SENIOR HIGH, GRADES 7 - 12

1. *Christian Character Development in honoring Christ*

- Junior High (Grades 7-8)
 - Leadership Award – active in planning/leading middle school activities*
- Senior High (Grades 9-12)
 - 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*)*

Students can receive an award only once in a particular category while in Junior High and in Senior High.

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. eliminate
- 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 (student must attend GC for entire school year)*
 - Valedictorian and Salutatorian - senior class*
 - (See Grading Policy for guidelines/restrictions.)

All core and required courses that calculate GPA (semester GPA) are used to identify academic Honor Rolls. Honor Roles are recognized at the end of each semester.

Discipline Policy Student Formation **Secondary (7-12)**

PHILOSOPHICAL BASIS

The purpose of Greenville Christian 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.

Community Conduct

It is necessary to establish a Christian community to support the mission of GCS. The mission of the school for each individual is not accomplished independently but in community. That is, to know Christ, to become more like Christ, and to make Christ known.

Biblical principles and reasonable practices specific to a school are established to build an orderly and peaceful community. Biblical principles include charity, trust, honor, truth, purity, gratitude, obedience, forgiveness, self-control, encouragement, and correction. It is with dependence on the grace of God that he would give each person the desire and strength to walk according to His Word and experience the pleasure of obeying Him. It is with companionship that we walk together to press on toward a common goal. It is with humility and gentleness that accountability and correction are administered. A community living under the lordship of Jesus proclaims the glory of God to the culture and we bless our God.

All members of the GCS academic community should live according to God's good and perfect word. The following "one another" statements found in the Bible are God's commands telling us how to live in community:

Love one another

Honor one another

Accept one another

Instruct one another.

Serve one another

Forgiving each other

Encourage one another

Live in harmony with one another

Offer hospitality to one another

Pray for each other

Don't grumble against each other

Do not lie to each other

In humility consider others better than yourselves

Look not only to your own interests, but also to the interests of others.

Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian distinctive and its standards of conduct.

General Discipline Policy

Discipline is necessary to change the heart of a student. Discipline is redemption in purpose and will be based on the Gospel principles of justice, restitution, punishment, restoration of relationships, mercy, forgiveness, compassion, work of the Holy Spirit, and growth in Christlikeness. The Gospel is meant to mean making a student right with God and not used for the purpose of man-made religion or a social gospel absent of the cross and resurrection of Jesus Christ.

Guidelines

- Discipline should not be administered with partiality. It should be proportional to the offense and prompt.
- Parent communication will be made to explain the situation and gain parent support for teacher authority and student correction.
- Students will conduct themselves according to the biblical and reasonable standards and expectations you place on them. The standards should restate and be explained during the discipline process.
- Teach, train, and practice with students to develop habits that meet conduct expectations.
- Teachers should share concerns with one another to cooperatively work to improve student formation.
- Students should be aware of their context and conduct themselves accordingly. For example, the playground will have different expectations than the classroom.
- Depending on the age of the student and the nature of the offense, teacher consequences can include the following: proximity, name called, reminder of expectation and how to reach the expectation, student conference, loss of privilege, parent contact/conference, separation of some type, or detention.
- The classroom teacher has the authority to discipline students for most circumstances. If necessary the building administrator or head administrator will participate. Necessary occurs when the situation requires extended attention or the nature of the offense requires proportionally greater discipline.

Correct in gentleness and respect the dignity of the offending student.

All individuals, teachers and administration, working with offending party should include the following:

Counsel using biblical truth

Mediate restitution

Restore and reconcile student with individual and community

Pray

Put the error in light of the Gospel

- Students will be immediately, sent to the office if students engage in the following conduct:

Disrespect, defiant or disobedient to an adult

Aggressive verbally or physically with another student

Dishonest on school work or in conversation with an adult

Obscene or vulgar in action or language

Disrespect, theft, destruction of property

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 “we are sure that we have a clear conscience and desire to live honorably in every way.” Understanding this, GC 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 GC secondary students and is a binding agreement upon all students.

“By God’s grace, I am committed to honor God and others. I will pursue scholarship excellence with honesty, faithfulness, and integrity. I will do my own work and not use other’s work and ideas in the guise they are my own. I will help my fellow students embrace and make this code a habit.”

DISCIPLINE

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 the building administrator or Head of school.
- Detention: Detentions will be served at lunch, before or after school and Saturday at the discretion of the building administrator or Head of School
- ISS: In-School Suspension – served at school during a full day of school
- 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. It is the designated time for teachers and students to discuss behavior and find resolution. Teachers will refer more serious problems to The Building Administrator. Failure to report to a teacher detention will earn an automatic after school detention .

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 Building Administrator who uses the “Referral Categories and Consequences” section of the Discipline Plan.
- The building administrator 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 and will assign a consequence and notify a parent.
- A copy of the referral form is provided via RenWeb.
- The referral form becomes part of the student’s discipline file.

REFERRALS LEAD TO CONSEQUENCES

The Building Administrator assigns consequences based on a referral. Students who do not serve the detention as indicated will incur further disciplinary action. If multiple detentions are earned for a single infraction, the Building Administrator may assign an in-school (ISS) suspension or out-of-school (OSS) suspension in lieu of detentions.

DETENTIONS

Detentions will be served during lunch, before school, or after school or Saturday. For lunch detentions, the student will be separated from his or her peers for the period and given the opportunity to consider his or her behavior. Students will be allowed to eat.

LOSS OF PRIVILEGES

GC expects a lot from its students. The following is a partial list of privileges that may be lost as a discipline consequence: special dress days (i.e. homecoming, etc.), 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.

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 Building Administrator
- **Formal Appeal**
 - Carried out by the parent(s); it is a conversation with the staff member who wrote the referral or the Building Administrator.
 - 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 Building Administrator 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

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

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

The Headmaster 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.

ISS students should expect:

- An understanding that being in school and in class is a privilege, and if it is to be maintained, certain obligations are required.
- Will not be counted absent and will be able to turn in all assignments without penalty.

OSS students should expect:

- Unexcused absences to be recorded in all classes missed.
- Zeroes in all work assigned during the days a 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 text from an internet site 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,
- taking pictures of completed homework, tests, or quizzes and sending them to other students,
- using unauthorized material on homework, test, or an exam, and/or
- discussing a quiz, test or exam that has yet to be given to another class section or student.

Cheating is in direct contradiction with GC and will not be tolerated. The consequences for cheating include, but are not limited to a grade of zero on the assignment / test (that cannot be dropped or made up), forfeiture of academic honors (TAPPS, NHS, GC Academic awards), off campus lunch, for the remainder of the year and exam exemptions, and detentions.

STUDENT PROPERTY SEARCHES

GC 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.

