GRANDVIEW CHRISTIAN SCHOOL



2014-15

PARENT/STUDENT HANDBOOK

FOR

GRADES K–12

Dear Student and Parent:

Welcome to Grandview Christian School. We are glad to have you in our academic community and trust that your experiences here will be valuable.

You are now reading a very important document. **It is necessary that both students and parents read it carefully.**

This handbook has been prepared to offer information and suggestions to help you have an enjoyable and productive year at Grandview Christian School. It contains certain basic information about our school, which you will need to know.

It is the intent of this handbook to provide a guide to the student for conduct and activities in the school and to aid parents in their relationship with the school. It will help students to be constructive citizens and a member of an excellent student body. It will also help to understand what is expected of students at Grandview Christian School. While we do not anticipate it happening often, Grandview Christian School reserves to right to change policies at any time.

All the statements are relevant and important. Ask God to help you understand and abide by these policies. It will mean a year of blessing for you!

Grandview Christian School
Board and Administration

PURPOSE AND PHILOSOPHY

"Train up a child in the way he should go and when he is old,
He will not depart from it." (Proverbs 22:6)

Statement of Faith

The purpose of Grandview Christian School is to provide quality education in a Christian context. We provide academic excellence for each child through a basic fundamental curriculum. The curriculum is based upon the foundation of God's truth to promote Christian character, conduct, and patriotism.

The mission of Grandview Christian School is to educate students who will serve God and impact the world through biblical thought and action.

It is a God-given responsibility of parents to educate their children. Sending a child to a Christian school does not shift that responsibility. Neither does it lessen a parent's role in the educational process. It is our position at GCS that it is our job to "Come along side" our parents in the education of their children.

Since all the truth belongs to God, God should be honored in every field of study. God's revealed Word, the Bible, is the standard by which all claims to truth are measured. It is our prayer that any child attending Grandview Christian School will develop and grow in their personal relationship with Jesus Christ as their Savior and a personal relationship with Jesus Christ as their Savior and Lord.

Grandview Christian School (GCS) is a community Christian School focused on those beliefs, which Christians share in common. Our statement of faith is as follows:

- We believe that the Scriptures of the Old and New Testament are the only inspired, inerrant, infallible, authoritative Word of God (II Timothy 3:15, II Peter 1:21).
- We believe there is one triune God who is eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His return in power and glory (Acts 1:11, Revelation 19:11).
- We believe that all have sinned and are in need of salvation through acceptance of Jesus as Lord and Savior.

GCS believes that the above precepts are basic to the Christian faith. It is not our intent to promote the doctrines of any one church or denomination. Matters of doctrinal differences or personal interpretation are to be left to the parents of the students and the churches they attend. Student enrollment is open to all whom subscribe to the four above stated precepts of the Christian faith, and who abide by the guidelines and policies set forth in the parent/student handbook.

Biblical Lifestyle

Grandview Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere of conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Leviticus 20:13 and Romans 1:27)

CLASSROOM OBJECTIVES

Spiritual Objectives

- To teach that the Bible is the only written Word of God. (2 Timothy 3:16)
- To teach that God is the Sovereign Creator and Sustainer of all that is (Colossians 1:15-17)
- To teach that man is born a sinner, and in this natural condition is unable to please God. (Romans 3:10, 23)
- To teach that Jesus Christ is the Son of God who came to this earth to die for sinners. (John 3:16)
- To lead each pupil into a personal relationship with Christ as his Savior (John 3:36)
- To stress responsibility of Christians for world missions. (Matthew 28:19, 20; Acts 1:8)
- To teach the importance of fellowship with God through daily Bible study, prayer, worship, and service. (2Timothy 2:25; Eph. 6:18; Hebrews 10:25; Col. 3:17)
- To teach that Biblical truth is the foundation for the proper understanding of all academic subjects. (2Timothy 3:16,17)

Intellectual Objectives

- To maintain excellence as the academic standard. (Col. 3:23)
- To teach the student to work independently and cooperatively.
- To develop effective communication skills.
- To develop creative skills.
- To develop an appreciation of the fine arts.
- To teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
- To teach and develop appreciation of our American heritage. (Romans 13:1-7)
- To present current affairs in all areas and to relate them to God's plan for man.
- To teach all subjects in their correct perspective in relation to God's Word.

Physical Objectives

- To emphasize that the body is the Temple of the Holy Spirit. (1Cor. 3:17)
- To stress purity. (1Cor. 6:13, 18, 20)
- To teach cooperation and good conduct through sports. (Eph. 4:29,32)
- To teach that this area is not the most important area in life. (1Timothy 4:8)

Social Objectives

- To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents. (Romans 12:4-6)
- To stress that the body is the temple of God and it is to be maintained as such. (1Cor. 6:19-20)
- To teach social progress and encourage the social graces expected of a Christian. (1Cor. 10:31)
- To prepare the student to properly relate to non-Christians and Christians who differ in doctrine or practice. (Rom. 12:14-21)
- To develop logical thinking and strong convictions. (Romans 12:1-2)

ENTRANCE AND ADMISSIONS

Non-Discrimination Policy

Realizing that the scripture makes clear that Jesus has won for Himself a people from every tongue, tribe and nation, Grandview Christian School will strive for an intentional diversity in both staff and student body. We believe that we honor the Lord when we actively seek to live in unity with all members of the worldwide Body of Christ. We do not discriminate on the basis of age, sex, or ethnic background.

Re-Enrollment

Students who are presently enrolled in GCS are given first opportunity to re-enroll for the following school year during the month of March. Re-enrollment must be done yearly and the registration fee set that year must be paid before a place is reserved for your child the following school year. Enrollment is then opened to prospective applicants. **Re-enrollment includes completing the following items:**

- Admission Application Update form
- Registration Fees *(super-saver in March, early bird before May 31st, otherwise **before** the 1st day of school)*
- Debit Authorization form *(for automatic deduction of monthly tuition)*
- Parent/ Student Agreement form
- Computer/Internet Usage Agreement form
- Annual Field Trip form
- Enrollment Permissions
- Child Care Agreement *(for after-school care)*
- Teacher Information Card
- Updated immunization records
- Book Fee *(due by 1st day of school)*
- IT Fee *(due December 15th)*
- Register Cars and Purchase Parking Permit for Vehicles *($10.00 for first sticker; $5 for each additional)*

The re-enrollment paperwork process can be started online via our Sycamore Education website, where all forms are available for download.

Enrollment

The process for new enrollment at GCS, prior to final acceptance, includes:

1. Submission of these properly completed forms and documents:
   - Application for Admission
   - Registration Fee *(early bird by May 31, otherwise **before** the 1st day of school)*
   - Debit Authorization form *(for automatic deduction of monthly tuition)*
   - Parent/ Student Agreement form
   - Statement of Cooperation card *(first time student*s)
   - Computer/Internet Usage Agreement form
   - Annual Field Trip form
   - Enrollment Permissions
   - Child Care Agreement *(for after-school care)*
   - Teacher Information Card
   - Copy of Birth Certificate
   - Copy of Social Security Card
   - Current Immunization Records
   - Book Fee *(due by 1st day of school)*
   - IT Fee *(due December 15th)*
   - Register Cars and Purchase Parking Permit for Vehicles *($10.00 for first sticker; $5 for each additional)*

   All the above forms are also available on our Sycamore Education website
2. Parent-student interview with Administration as needed
3. Entrance Testing (grades K-12)
   - All new students must provide all previous school records at the time of testing.

Upon completion of the above steps, parents are notified generally within two (2) weeks as to whether their child has or has not been accepted to the school. Some students are accepted with conditions; for example, the student goes to summer school or is tutored or repeats a grade. **All new students are accepted under the condition of a 30-day probationary period, which may be extended as necessary.**

Students who have been accepted in the school must have their files complete and accounts current in order to begin the first day.

Grandview Christian School is not equipped to teach students with severe learning disabilities.

Tuition

Annual Tuition Costs:

Kindergarten *(all day)*

1st Child	2nd Child	3rd Child
$4,450	$4,005	$3,800

Grades 1-6

1st Child	2nd Child	3rd Child
$4,750	$4,275	$4,000

Grades 7-12

1st Child	2nd Child	3rd Child
$5,250	$4,725	$4,500

Registration, Book Fee, and Other Charges

Registration fees reserve a space for your child in the class. We use these registrations to determine how many teachers to hire. **The registration, book and IT fees are not refundable, even if you withdraw your child before school starts.**

1. **New Student Application/Testing Fee** (one-time/non-refundable)
   - **$30** (Returning families pay only Registration, Book, Tuition Fees, & IT Fees)

2. **Registration Fee / all grades** (yearly/non-refundable)
   - **$250** per "returning" student, IF PAID BY MARCH 31ST, 2014
   - **$300** per student, IF PAID BY MAY 31st, 2014
   - **$350** per student, AFTER MAY 31st, 2014, but prior to 1st day at school
   - *This fee is due **yearly** and is **non- refundable**. This Registration fee reserves your child a spot at the school, provided all other admission requirements are met. We base our hiring of teachers upon the registration of students.*

3. **Book Fee** (yearly/non-refundable) ~ due prior to 1st day at school
   - **K-6: $160**
   - **7-12: $180**
   - *All books are school property and remain school property if a student is withdrawn. Students are responsible for the book number issued to them and will pay for all lost or damaged textbooks.*

4. **I.T. Fee / all grades** (yearly/non-refundable) ~ due by December 15th
   - **$60** *(Assists in maintaining computers & software to current standards)*

5. **Sports/Athletic Fee** (per participation and sport/non-refundable) ~ due prior to first competition
   - **$75** (per sport) ~ Applies to participating GCS students grades 6 - 12
   - **$125** (per sport) – Applies to all other participants in grades 6 – 12

6. **Annual Fundraising Commitment** ~ due at end of school year if minimum not reached and before final grade cards are released
   - **1st Student in Family:** $275 minimum
   - **Each Additional Student in Family:** $125 minimum

Fundraising Commitment Information

Goals of the fundraising program are twofold: (1) Increase parental participation and ownership at Grandview Christian School; and (2) Increase the operating funds in order to keep tuition costs as low as possible.

Additional Details

1. A registration fee reserves a space for your child in the class. We use these registrations to determine how many teachers to hire. If you withdraw your child before school starts, registration fees will not be refunded.

2. **Tuition will be paid in ten equal payments thru the Automatic Debit Plan, unless another form of payment is agreed upon at the time of registration. The first tuition payment is due by August 15th and the 15th of each month thereafter, unless another due date was agreed upon at the time of registration.**
   Note: *A late payment fee of $20.00 will automatically apply for each payment that is not received by the agreed upon due date each month. To avoid late fees, arrangements must be made with office personnel prior to the due date.*

3. A 5% discount will be given for pre-payment of annual tuition amount, but only if paid in full by August 15th.

4. All accounts for the previous year must be settled before enrollment is permitted.

Refund Policy

The following FEES are not refundable at any time:

1. New Student Application/Testing Fee
2. Registration Fee
3. Book Fee
4. I.T. Fee
5. Sports/Athletic Fees

TUITION fees paid in advance may be refundable, but only according to the following schedule:

1. If a student is *officially* withdrawn by the 6th day of the month, GCS will refund 50% of that month's tuition and charge 100% for previous months of school.

   a. It should be noted that August and May are counted as whole months for the purpose of refunds, since tuition can be paid in ten monthly increments of August through May.

2. Students officially withdrawn on the 7th day (or later) of any month will be charged tuition for that entire month.

Other Charges

Field trips: You will be notified when field trips are and if you need to pay a fee for the trip. **A student's siblings may not attend field trips.**

Lunch out: Occasionally students will eat lunch off-campus at a restaurant in conjunction with a field trip or a special award. Cost of the meals is the responsibility of the parents.

Supplies: Parents/Students are responsible for providing the "school supplies" needed for each student (a complete list of supplies is included with enrollment forms). Some supplies may need to be replenished throughout the year.

Music/Art Competition Fees: Additional fees will be collected during the year for special projects relating to these classes and associated ACSI (Association of Christian Schools, International) Competition programs.

Athletics: Athletic fees will vary per sport, which includes cheerleading, soccer, volleyball, basketball, and track. Fees must be paid BEFORE the first game for each sport. ALL paperwork must be on file before an athlete may begin practice. The paperwork includes a general release, physical (if you are due or new to the program), and Tylenol/Advil release. Athletes are responsible for the care of their uniforms and warm ups. If any uniform and/or warm up is returned damaged, the replacement cost of the uniform and/or warm up will be charged to your account.

Entrance Examinations

An entrance examination may be required for all prospective students. Testing dates for students not previously enrolled are available at the school office. The testing is an aid in determining the suitability of enrollment and placement in our program. It is a tool utilized by the school to assist the parents in determining the very best placement of their student to ensure the highest opportunity for student academic success.

BEFORE / AFTERCARE PROGRAM

GCS provides a daily before/aftercare program for all students who need it. Parents must sign up for the type of care that is needed for their child/ren.

Daily Rates

- ***Before Care*** only - $.75 per 15 minutes *(or portion thereof)*, per child
  - Available from 6:00am until morning bell rings at 8:05am
    - Charge applies from the time the parent/guardian signs the child in using the log book with the appropriate time and date (if the log book does NOT reflect the time or is NOT signed, then the charge will begin at 6am)
  - Maximum Daily Charge is $6.00 ~ Equates to $30.00/week, if used all 5 days

- ***After Care*** only - $.75 per 15 minutes *(or portion thereof)*, per child
  - Available 15 minutes after school is dismissed (typically 3:15pm) and is available until 6:00pm
    - Charge applies from 3:30pm until the time the parent/guardian signs the child out using the log book with the appropriate time and date (if the log book does NOT reflect the time or is NOT signed, then the charge will end at 6pm)
  - *Maximum Daily Charge is $7.50 ~ Equates to $37.50/week, if used all 5 days*
    - ***Note:*** Flat daily charges apply for early dismissal or full days – see rates listed below under Additional Services.

- ***Before/After Care*** combined – $.75 per 15 minutes *(or portion thereof)*, per child
  - *Before Care* available from 6:00am until morning bell rings at 8:05am
    - Charge applies from the time the parent/guardian signs the child in using the log book with the appropriate time and date (if the log book does NOT reflect the time or is NOT signed, then the charge will begin at 6am)
  - *After Care* begins 15 minutes after school is dismissed (typically 3:15pm) and is available until 6:00pm
    - Charge applies from 3:30pm until the time the parent/guardian signs the child out using the log book with the appropriate time and date (if the log book does NOT reflect the time or is NOT signed, then the charge will end at 6pm)
  - *Maximum Daily Charge is $13.50 ~ Equates to $67.50/week, if used all 5 days*
    - ***Note***: Flat daily charges apply for early dismissal or full days – see rates listed below under Additional Services.

These *Additional Services* are also available at a 'per day' cost:

- ***Early Dismissal*** *(when school is dismissed at noon)* ~ **$15.00/day, for 1st child; $22.00/day for 2 children; $25.00/day for 3 or more students**
- ***Full Day*** *(when school is NOT in session)* [i.e. snow days, spring break, etc, but *excluding holidays]* ~ **$25.00/day, for 1st child; $39.00/day for 2 children; $45.00/day for 3 children**

Special Conditions:

1. ***Any child not picked up*** *by parent/guardian* ***within 15 minutes*** *of final school bell will immediately be sent to After Care and* ***will be charged $.75 per 15 minutes*** *beginning 15 minutes after the final school bell rings. If school is dismissed at noon (instead of 3:15pm) on a given day, then the* ***Early Dismissal*** *surcharge will apply instead.*
2. *A* ***$1.00/minute surcharge****, per family, will apply any time that child/ren are* ***not picked up (and signed out) by 6:00pm. A "late pick up" invoice will be given to you by the child care provider at the time of pick-up. If not paid within that time period, your student(s) will not be allowed to use the Before/After Care program until such time that is paid in full.***
3. Child care during **certain times** *(i.e. Spring break, Thanksgiving break, etc*) will be **provided on a sign-up basis only and is subject to an attendance minimum of 4 families.** If care is needed during these times, you must contact the office at least 5 business days ahead of time to reserve a spot.
4. Regular school rules apply during the Before/After Care program including Dress Code and Cell Phone use.

OFFICE

School Office (7:45-4:00)

All parents are welcome in the school, **but they must first check in at the office and receive a visitor's badge before entering the hallways or student areas**. **No parent is to go directly to the classroom!** If a parent desires to talk with his child's teacher, the parent should arrange for a private conference with the teacher through Sycamore PAN or the school office. **Teachers are happy to arrange for such conferences at scheduled times; however, they should not be detained either before or after school unless an appointment has been scheduled for that time.**

Lunches, homework, books, and other items may be left in the school office to be delivered to a child. The school's number is 816-767-8630, and our Fax number is 816-763-5029.

No phone calls will be made by the students during school hours without prior permission. All emergency calls will be made be teachers or administration.

TEACHERS

Teacher Standards and Qualifications

Grandview Christian School's mission is to impact the world for God. All faculty members are born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. All teachers at Grandview Christian School are active members of a fundamental Bible believing Church. All teachers must be certified by state standards or working toward acquiring certification in accordance to accreditation standards. In addition, all teachers must obtain an ACTS certification. If they qualify for a temporary certificate, then they must put a plan in place to obtain the full certification.

Communicating With Teachers

Of course, parents may always contact teachers regarding any questions or issues involving their students. Our suggestion for initial contact is that parents use the Pass-A-Note (PAN) feature of the Sycamore Education system utilized by GCS. All full-time staff log into Sycamore on a daily basis, and PANs appear as instant messages on a teacher's screen. All teachers also have a school e-mail address that may be accessed by parents. Their e-mail address will be first name initial, last name @ grandviewchristianschool.com. (Ex: grogers@grandviewchristianschool.com)

Except in emergency circumstances, neither students nor teachers will be contacted in class to receive phone calls. Please feel free to leave a message with the school secretary. Your message will be passed on during class breaks.

Good Communication

Open and honest communication, one-on-one, is the first step to settling a dispute. If there is no resolution, then the next step is to "take one or two others along." (the Matthew 18 principle) As a school staff, we understand that there will be mistakes and misunderstandings and our hope is that parents will bring those concerns to us right away; first to the teacher and then to the principal.

Steps to Resolve Issues or Grievances:

- Matthew 18 principle
- Meet with the teacher
- Parent and teacher meet with the principal
- Those in step 2 meet with the superintendent
- Those in step 3 meet with the board chairman
- Parent appeals to the school board

CHRISTIAN/ACADEMIC STANDARDS

"Whatsoever ye do, do all to the glory of God" (I Corinthians 10:31).

Academic Excellence

Excelling will be the key word for every class and activity. The Christian has no excuse to present only his average effort. He must strive to excel and to offer the Lord his best. Let us strive to have "excellence without egotism" so that we give Him the glory for anything we are able to achieve.

Bob Jones serves as the core curriculum, with some ACSI (Association of Christian Schools International) Bible courses on a selected basis. **Elective courses use various curriculums.** The elementary reading program uses phonics with comprehension. The core curriculum is supplemented with selected materials from other publishing companies to meet the needs of Grandview Christian School.

Academic dishonesty will not be tolerated. Any dishonesty in academics will automatically result in a zero on that assignment. If the zero results in failure of that subject for the year, a student must complete summer school or a credit recovery plan to gain credit. Plagiarism is considered academic dishonesty.

Plagiarism is defined as:

- The failure to produce original work
- Theft (unintentional or intentional) of another person's work
- Claiming another's work as your own
- Paraphrasing without citing original source(s)
- Copying from Internet source(s) or websites
- Purchasing or receiving a paper from an outside source
- Presenting facts or ideas without giving proper credit to the original author

Plagiarism Consequences

- 1st offense – zero, ISS with parental contact and administration meeting
- 2nd offense – fail class and take again for credit (grades 9-12)

Cheating Consequences

- AUTOMATIC REMOVAL FROM NHS (grades 9-12)
- 1st offense – zero, ISS remainder of day plus 50% credit for remainder of day, and parental contact
- 2nd offense – zero and 1 day OSS and parental contact
- 3rd offense – meeting with parent/guardian to determine student's future at GCS

Honor Roll

The requirements for Honor Roll each quarter are:

- High Honors – An "A" grade in ALL academic subjects (including Art, Music, and PE, etc.) is required to be eligible for the quarterly High Honor Roll.
- Honor Roll – A "B" grade or better in ALL Academic subjects (indicated in 1 above) is required to be eligible for the quarterly Honor Roll.
- High Honor Roll and/or Honor Roll status for ALL four quarters is required for the end of year High Honor Roll and Honor Roll recognition.

Grading Scale

Grades first through twelve will be graded on the following scale:

100 or above	A+	77-79	C+
95-99	A	73-76	C
90-94	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63–66	D
80-82	B-	60-62	D-
		59 and below	F

*Any variation from this must be approved by the Administration.

Kindergarten grading scale is as follows:

The Kindergarten grading system is tailored to Kindergarten's unique goals.

1. To learn to function in a structured environment

- ✓ Accepting and responding to authority
- ✓ Receiving correction
- ✓ Following routines
- ✓ Demonstrating self control, verbally and physically
- ✓ Listening attentively and focusing on task
- ✓ Completing work in a timely manner

2. To learn to relate to peers and adults appropriately.

- ✓ Showing respect to adults
- ✓ Cooperating with peers
- ✓ Considerate of peers' feelings and well-being

3. To learn the academic foundations of literacy and number sense

Specific areas evaluated are:

Bible:

- ✓ Memorizes Bible verses
- ✓ Recalls Bible stories accurately

Reading:

- ✓ Recognizes and reads short vowel sounds
- ✓ Can sound out blends
- ✓ Reads well orally
- ✓ Reads with understanding
- ✓ Retains sight vocabulary
- ✓ Uses rules taught
- ✓ Enjoys independent reading
- ✓ Workbook skills
- ✓ Recognizes letters taught
- ✓ Hears and writes sounds in words

Math:

- ✓ Counting to 100
- ✓ Recognize numbers
- ✓ Write numbers accurately
- ✓ Identifying coins: penny, nickel, dime, and quarter
- ✓ Identifying coin values: penny, nickel, dime, and quarter
- ✓ Recognizes, extends, and creates simple patterns
- ✓ Measures objects by comparing length, size, and weight
- ✓ Recognizes ½ of a shape
- ✓ Sort items to create a graph
- ✓ Demonstrates basic addition to10 using manipulatives

- ✓ Demonstrates basic subtraction to 10 using manipulatives
- ✓ Identifies and describes two dimensional shapes
- ✓ Identifies and describes three dimensional shapes

Work & Social Skills:

- ✓ Accepts and responds to teacher
- ✓ Respects authority
- ✓ Focuses on task
- ✓ Strives to do neat and accurate work
- ✓ Participates without disturbing the learning of others
- ✓ Works independently
- ✓ Listens attentively
- ✓ Participates in classroom activities and discussions
- ✓ Takes responsibility for materials and space
- ✓ Displays self-control verbally
- ✓ Practices self-control in actions
- ✓ Plays and shares cooperatively with others
- ✓ Is courteous and considerate to peers
- ✓ Completes work in a timely manner

Communication Arts:

- ✓ Identifies uppercase letters
- ✓ Identifies lowercase letters
- ✓ Identifies sounds of all letters
- ✓ Identifies words that rhyme
- ✓ Segmenting (separating letter sounds in words)
- ✓ Blending (putting together sounds to form words)

Grades are given as follows:

- ✓ E (Excellent)
- ✓ S (Satisfactory)
- ✓ I (Improvement needed)
- ✓ + and – are used in each category also

Eligibility Policy

All student grades will be reviewed **BEFORE** any student activity. A student with any grade below a C- (70%) in any class, will not be allowed to participate in extracurricular activities. **Eligibility will be checked each Monday morning by administration and parents and coaches will be notified, via Sycamore Education Pass-A-Note, of ineligibility.** Eligibility will be re-instated when the Monday grade check shows grades have met the requirements, the coach gives permission for re-instatement based on continued participation in practice while ineligible and written permission from the parents, to the administration, stating their desire for the student to be re-instated as eligible. A student may be reinstated to full eligibility, by the above process, two times. The third time of ineligibility will result in removal from the extracurricular activity.

Retention

Any student in grades K-3 that fails (F) a core subject (math, reading, English, science, or history) may be retained.

If there is a possibility that a student is retained, parents are notified well in advance of the end of the school year, and his teacher and the administration will work with the family to assist in arranging supplementary assistance. With good parent and teacher communication, there should be no instance of a parent being unaware of the student's lack of progress. Parents are encouraged to check their student's grades at any time through Sycamore.

Any students in grades 4-8 that fails (F) in a core subject (math, reading, English, science, or history) must take a summer class in that subject and pass according to our standards before returning to GCS.

Any student failing in a high school class needed for graduation must take the class during the summer at a public or private school of their choice. They must maintain a passing grade according to GCS standards before being accepted for the fall.

Homework

Students in Grandview Christian School will normally have homework. If students are going to properly learn, they must spend time in practice and drill, and they must exert effort. For best results, students need to learn to apply themselves to their schoolwork.

Homework is a good opportunity for the parent to be an active part of the education of their children. After all, the Bible gives the parents the responsibility to educate their children (Deuteronomy 6:6-7, Proverbs 4:1). Parents can help with homework without doing it for the student. We encourage help to be given in drill, review, and memory. This is your chance to personally experience your child's academic development with them.

Please check the student's work on a regular basis. Ask to see their assignment book daily. The notebook contains notes, tests, quizzes, and assignments. The notebook should contain necessary ingredients for review. Ask the student specific and leading questions about his work.

We encourage the parents to read and listen to the child on a daily basis. Go to the library with them and introduce them to good literature. Children need a lot of practice in reading. You might ask them to read the Bible story at devotion time. Do whatever you can to help cultivate their reading ability and interest in good literature. We encourage parents to minimize student computer game time and increase their reading time.

Homework must not be used for discipline. It must not become "home instruction**"** which frustrates students and parents alike. If homework is properly used it will begin to prepare students for the self-directed type of study used in high school and college.

Teachers need to assist, direct, and guide the student in establishing good and proper time management techniques and study habits when assigning homework.

Standards for Homework

- Homework should tie directly with class work and lesson objectives
- It should not take too much time and effort on the part of parents.
- It should be sufficiently discussed so that the pupil understands what is expected of him/her.

NOTE: It is not the responsibility of the teacher to do, or help the student do, their homework or makeup work. Homework is simply that – work that should be done at home by the student.

Late homework policy

GCS has established a minimum late homework policy for all students in grades 7 through 12. All late work will be given a 75% grade when turned in at or before the next scheduled class session. After that date, all work will be given a grade of 0%.

All teachers have the right to follow a more stringent policy, but no teacher will accept late work for a grade after the next class session. Individual policies will be clearly stated in classroom procedures at the beginning of the year. Make-up work due to absences is addressed later, but will come into play when the allowed period for make-up work expires.

Aides to Studying

God's will for you at this period of your life are the mastery of your school subjects. You should give yourself as earnestly to your studies as you will later in life's work. Studies form a most important part of your school training. Good studying begins with the proper attitude of the heart in receiving studies from God.

- **Write down all assignments.**
- Schedule regular time for study and start promptly without procrastination. Study in a quiet place where you can settle yourself to your work. Collect all of the materials you will need and set aside any distraction that may take your attention.
- Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands.
- Concentrate on the work at hand and refuse to entertain irrelevant thoughts. Think, for studying requires an active exercising of your mind.
- Budget your time to cover all your studies.
- Skim over the whole assignment to get the main points. Then reread for details.
- Study the examples, maps, charts, and footnotes.
- Cultivate the Dictionary habit.
- Do your independent research and study on topics, which are related to your class assignment. Be curious.
- Do your own work. Do not ask for help unless you are absolutely certain you are unable to do the assigned work.
- Be dissatisfied with any effort that falls short of your God-given ability.
- Be sure to get the proper amount rest. This is essential.

Extra Credit

Teachers are authorized to issue extra credit upon two conditions:

- It must be offered to all students in the class, not just individual students.
- It must **not** be an assignment replacement for credit; therefore it is only available to students who have completed all required assignments at the time extra credit is offered.

Report Cards and Parent Conferences

The purpose of a reporting system is to provide the parents with a means of noting the progress or lack of progress of the student. Each child's ability, attitude, and application are taken into account in the grading. Grade cards will be provided to parents each quarterly grade period. This grade form will show the student grades for the current quarter as well as the grades for all previous quarters.

NOTE: No student will receive an end-of-the year report card/grade form until ALL current year financial accounts are PAID IN FULL.

Parent-teacher conferences are scheduled at the end of the 1st and 3rd quarters to provide the parent with first-hand knowledge of the student's progress. Parents may obtain the report cards when they come for their appointment. Parents are encouraged to request a conference with the teacher whenever necessary. The school prefers that a parent telephone and set up an appointment so a teacher can discuss the student's progress. It might also be helpful to write out any questions you may have and bring them with you to the conference. Under no circumstances will classroom time or time just before or after school be allowed for conferences.

If you have questions about your child's progress or class activities, go to the student's teacher and seek the answer. If a parent and teacher have discussed a matter and one or both of the parties feel dissatisfied with the outcome, then both parties should meet together with the Principal to work towards a solution. Please, do not involve other parents in your child's progress or problem. This type of negative communication may be

perceived as grounds for dismissal. We want the school and the home to be in harmony as we work together to educate and train your child.

Review Committee

A Review Committee will be established when necessary, to evaluate students in their behavior and academic progress at Grandview Christian School. Classroom teachers or staff at GCS may nominate students they believe should be evaluated. Students nominated should be those causing behavioral or academic difficulty to the point it significantly interferes with the progress of other students or the school in any way.

The student's long-term interest is considered, along with the interest of other students, parents, and the overall best interest of the school. Once a student is nominated for evaluation, the Review Committee will meet to consider all available information and make a recommendation to the Superintendent. Recommendations by the committee may be to: (1) continue the student without further action; (2) continue the student with a probation period, in which additional violations will result in immediate dismissal; (3) continue the student for the current term but not allow re-enrollment; or (4) terminate the student's enrollment immediately.

The Superintendent will contact the parents and inform them of the results of the Review Committee and their right to appeal. Parents may submit a written appeal to the Superintendent, if submitted within five school days or 14 calendars days (whichever is the shorter period of time) of being notified. Appeals submitted after this period will not be considered in the final decision. The Superintendent will add his/her recommendation and comments to that of the Review Committee and forward the report (along with any appeal submitted) to the Board for final disposition. The Superintendent will take actions considered appropriate until the Board makes a determination regarding the appeal. The decision of the Board will be final.

SCHOOL ATTENDANCE POLICIES

Visiting Students

Students from other schools may visit GCS for lunch. They must get approval a minimum of 24 hours in advance of their visit from the school office. They must meet ALL dress and behavior rules during their visit. This includes the wearing of facial jewelry and visible tattoos. Any person not attending another school will NOT be permitted to visit unless they are visiting a family member.

Arrival and Dismissal Times

The school day at Grandview Christian School begins at 8:15 and ends at 3:15. GCS expects students to arrive no more than 15 minutes early. **Students who arrive BEFORE 7:45 will have to check in with the before care program. Students who remain after 3:30 will have to check into the aftercare program.** GCS will provide before and after school care at a nominal fee. **Every student is required to have a child care agreement at the time of enrollment in the event of emergencies if/when they are sent to the aftercare program. Please complete the necessary form in the school office.**

Students will be permitted to enter the school area beginning at 8:05 am.

Drop Off / Pick Up Procedures

You may drop students off as indicated on the traffic flow diagram in the back of this book. If parents need to come in to transact business, they may park in areas indicated as extended parking shown on the traffic flow diagram. Designated traffic patterns have been established to provide the safest and quickest morning deposits and afternoon pick-ups. It is vital to traffic control and safety that every person follow the defined traffic pattern.

Elementary students are to be picked up at the front doors on the South side of the building.

Secondary students are to be picked up at the doors on the North side of the building.

If a family has students in both Elementary and Secondary, please pick up the Elementary student first and then pull around the building to the north side to pick up the Secondary student.

Chapel Attendance

Attendance of Chapel is a requirement for all GCS students. Chapels for elementary students are separate from chapels for junior high and high school students. Chapel will normally be on Friday morning of each week. Chapel messages will reflect our chosen school theme throughout the year.

Excused Absences

- Students who miss class due to approved school activities are not counted absent.
- Sickness (with a note from home or doctor).
- Death in the immediate family.
- Doctor's appointment (prefer that these be made for late afternoon) with a note.
- Pre-planned absences approved in advance by the administration.
- Dental appointments (prefer that these be made for late afternoon) with a note.
- Religious observances (allowed only 2)
- College visits (2 times only) for Juniors & Seniors only – must provide written verification of visit from college
- If a student is absent, the parents should notify the school by phone at 816-767-8630 before 9:00 a.m. each day of their child's absence. This phone call will confirm parental knowledge and/or consent for the student absence.
- If the student's absence is excused, the student will have as many days to make-up work and/or tests as he was absent up to one week, not including the day they returned. For example, a student absent three days, who returns to class on Monday, must have all work turned in and tests made up by the close of school on Thursday. For absences beyond five days, the teacher will make special arrangements and give necessary guidelines. *A* teacher and/or administration may schedule a conference with a parent to discuss attendance if it becomes excessive as determined by the administration.
- Students absent from a class for more than **8** times during a semester without verification of the absences will not receive credit for that class.
- Students and parents will be notified after their **2nd** absence from a class that they are in danger of losing credit.

Unexcused Absences

- Any excuse not listed above or that has not been approved.
- **Student organized "skip days", with our without parent knowledge, are considered unexcused unless approved in advance by the administration.**

Extended Planned Absences

GCS discourages extended planned absences. Parents who plan for their student(s) to be absent for two or more days must request and complete a **Planned Absence** form from the school office. The completed form must be signed by the parents, reviewed, and signed by a school administrator and concerned teachers. **Planned absences may or may not be excused.** Guidelines for signing/completing the form are as follows:

- Parent/Guardian fills out the top portion of the form indicating the student's name, dates, and reasons for the absence, sign and returns the form to school (this may be done when the form is picked up).
- Each teacher or supervisor affected by the absences will review the absence request. Teachers will write any comments indicating how the absence may affect the student's academic standing.
- The administration will review the absence request as well as the teacher comments and sign the form to indicate if GCS considers the planned absence excused or non-excused. The following factors will be considered when reviewing each request:
  a. The student's academic standing
  b. The reason for the planned absence.
- The form will then be returned for an additional parent/guardian signature indicating parent/guardian acknowledgment of all teacher comments and Principal signature.
- The form needs to be completed, signed with all signatures and returned to the school office no later than three (3) school days before the planned absence.

Secondary Attendance

- **Tardy** – Any student who is not in their classroom seat and with proper supplies by 8:15 a.m. or at the sound of the bell throughout the day will be considered tardy.
- **Absent** – Any student who misses1/2 of the class will be counted absent for that class.
- **Perfect Attendance** - A student who does not miss any portion of a school day (tardy or absent) for any reason during the school year will be considered to have perfect attendance.
- **Outstanding Attendance** – A student who has 3 or less tardies and/or absences during the school year is considered to have outstanding attendance.

Students that need to leave school before regular dismissal time must sign out in the office and provide documentation (parental phone call, appointment note, etc) reason for leaving in advance.

Student athletes must be present by 9:00 am and present at least one-half of the school day to be eligible to practice or play in their sport that day.

Tardiness

A student is considered tardy when he/she is not in his/her seat and ready to start class when the bell rings. Tardiness disrupts the educational regimen of all students, not just the late one. When a student is tardy in their arrival at school, he/she must sign in at the office before entering class.

Tardies will accumulate through each Semester (Grades 9-12). At Semester, they will start over. This policy is in effect for tardies to the same class:

Level 1 – 0 – 4 Tardies
- ✓ Contact by teacher with parents

Level 2 – 5 – 9 Tardies
- ✓ "Silent lunch" detention for each tardy
- ✓ 5th Tardy = 1 absence
- ✓ 9th Tardy = Detention

Level 3 – 10 – 15 Tardies

- ✓ "Silent lunch" detention for each tardy
- ✓ 10th Tardy = 2nd absence
- ✓ 12th Tardy = One Hour Detention
- ✓ 14th Tardy = Parent meeting with administration

Level 4 – 15 + Tardies

- ✓ Credit loss for class
- ✓ Parental meeting with administration to determine credit recovery process and/or retainment in the same grade or dismissal from GCS
- ✓

Students may have excused tardies for the following:

- ✓ Doctor/Dentist appointment
- ✓ Parent notification

Excused tardies will still be recorded in Sycamore, however, they will NOT be counted towards disciplinary action nor recorded in student planners.

Parents may volunteer 1 hour to erase 1 student tardy.

If 15 tardies are accumulated by first or second quarter, the student will be removed for the remainder of the semester and the student will lose ½ credit for that semester. The student will be considered to re-enter the class at the beginning of second semester (third quarter) if it's not a clas that requires the previous semester's foundation to be successful in the class. If the student is allowed to re-enter the class at the beginning of second semester and reaches 15 tardies a second time, they will lose the full credit for that class. If a student reaches the total of 15 tardies in the second semester only, they will lose ½ credit for second semester.

Make-Up Work

Parents should call by 9:00 am for make-up work to be ready by lunchtime for afternoon pickup.

When a student has been sick and unable to do homework, he will be allowed as many days as he missed to make-up the assignments. He is also expected to keep up with his current assignments, goals, etc. This may result in double goals and homework until the student is caught up.

It is the student's responsibility to talk with each teacher regarding make-up work missed during an excused absence. It is not the teacher's responsibility. Make-up work, test, etc. are not necessarily to be made up during the next class period, but at the teacher's option, which may be outside the class time.

If a student is absent before a regularly scheduled test (such as a math test every Friday or a vocabulary test every Wednesday) but returns on the day the test is given, the student must take that test in class. If a test has been scheduled for more than a week, and the student misses the review but is present for the test, he or she must still take the test.

If the student is absent on the day a test is given, he or she must make arrangements with the teacher to make up the test within a two-day period. If he or she does not make arrangements with the teacher and follow those arrangements, they will receive a zero on the test.

Students are expected to contact ALL teachers the day they return to get make-up work; even if they do not have those classes that day. Assignments are then due within 2 days of return.

Tests will be made up at a time designated by the teacher, not necessarily during class time.

All work due on a snow day will be due on the next day school is held.

DISCIPLINE POLICY

Conduct and Discipline

The School does not displace or override the responsibility of the parent in the matter of discipline, but rather, the parent relegates to the School the authority to act on his/her behalf while the child is at school. Therefore, without a parent's cooperation, the School's hands are tied, and it is foolish to keep a student in school without full parental support of the policies and programs of the school. Support is generally given by the parents at admission in the form of a signed Statement of Cooperation. If problems do occur involving a student's attitude or behavior, that normal disciplinary action does not correct, a conference with the parents may be necessary to reaffirm parental support. **The Superintendent and the School Board will not hesitate to discontinue a student's enrollment if at any time this authority structure is broken by lack of parental cooperation.**

Our primary goal in disciplining students is to help them develop a self-discipline to think, speak, and behave Christ-like. The ideal objectives of these guidelines are to foster understanding, challenge parent and student alike to supportive behavior, and enlist student cooperation.

Enrollment at Grandview Christian School is considered to be a privilege. Consequently, our students are expected to conduct themselves according to scriptural principles of attitude and behavior and to the expressed principles, policies, and programs of the school and state regulations.

Students are accepted as individuals with individual needs. Every effort is made to develop attitudes and habits of behavior conducive to a compatible relationship with parents, teachers, and fellow students. Most students adjust quickly to these required characteristics. However, for the students whose conduct is unacceptable, the administration reserves the right to administer the appropriate discipline deemed necessary and expedient to bring about an acceptable form of conduct.

*Behavior expectations at GCS apply to students while they are on campus, in school-operated busses/vehicles, or at recognized school functions. The school acknowledges behavior at other times or places are an individual and parental responsibility. However, the administration reserves the right to discipline a student whose offensive misbehavior or life-style, **whether on or off campus**, is inconsistent with the school's adopted standards of acceptable behavior. This includes the use of alcohol, tobacco products, drugs, profanity, sexual immorality, and being arrested by the police.*

The discipline of the school is designed to help students achieve and maintain a measure of self-discipline. Discipline simply means training which is what a school is for.
Listed below are some policies and guidelines regarding standards of student conduct on and off campus during their enrollment at Grandview Christian School:

- It is expected that every student at Grandview Christian School will conduct himself in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel.

- Grandview Christian School stands for and insists on honesty, fair play, and sportsmanlike conduct under all conditions. There is no excuse or reason to lower our standards in this area.
- Grandview Christian School students are expected not to lie, cheat, steal, or vandalize, nor tolerate others who do. Students are not only expected to adhere to this policy but also to encourage their peers to follow it. Students who know of serious violations of biblical or school standards have a moral obligation to help their fellow classmates by communicating the violation to the principal, a counselor, or a faculty member. While the school does not encourage constant tattling about minor offenses, students are expected to assist the staff and faculty in maintaining a Christian environment and upholding Biblical principles.

It is our goal to provide a safe environment for GCS. To provide a safe environment, we will establish the crime of assault while on school property if the person:

- Knowingly causes physical injury to another person; or
- With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
- Recklessly engages in conduct which creates a grave risk or serious physical injury to another person; and the act occurred on school property or arose as part of a school sponsored activity. Assault while on school property is a class D felony. School administrators are required to report acts of school violence to the proper authorities.

The following will not be tolerated at school or at any school-related activity: disrespect, destruction, fighting, profanity, complaining, and improper gesturing-talking-writing, improper dress, use of tobacco, drugs, or alcoholic beverages. Consequences will be immediate and will be at the discretion of the administration. Consequences could be detentions, ISS, OSS, or any other consequences deemed appropriate.

Secondary Discipline Plan

Teachers will handle most common offenses in the classroom.

- The next step is receiving demerits and/or a detention for the following:
    1. Disobedience
    2. foul language/inappropriate slang/cussing
    3. destruction of property
    4. negative posture (rolling of eyes, walking away from faculty or adult authority, improper attitude)
    5. inappropriate gestures
    6. sexual innuendos
    7. dress code
    8. other

Areas that will receive immediate detention, ISS (In School Suspension), or OSS (Out of School Suspension) – consequences will be leveled due to the severity of infraction or for repeat offenders.

1. disrespect – verbal or silent
2. physical contact
3. inappropriate or unwanted sexual contact
4. bullying
5. fighting

Consequences for demerits are as follows:

- 3 demerits – ½ hour detention – 7:35am-8:05am or 3:15-3:45
- 5 demerits – 1 hr. detention – 7:05am-8:05am or 3:15-4:15 with parental appointment with Administration
- 6 demerits – ISS – 50% credit for work
- 8 demerits – OSS – zeros for work for the day
- 9 demerits – referral to Superintendent for consideration of expulsion.

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A no show to detention means a 1 hour detention on Saturday plus a $25.00 cash fine – to be served from 8:00-9:00 am – A SATURDAY NO SHOW MEANS AN ISS/OSS WITH 50% credit plus fine still due on Monday.

Teachers are to also provide positive reinforcements in their classrooms.

Note: Parents will be informed at every level of demerit activity.

Merit Points (Grades 7 – 12)

Positive reinforcement will also be given by way of Merit Points. Merit Points will be given according to the following plan:

No tardies	5 merit points
Perfect Attendance	5 merit points
Honor Roll	10 merit points
Character Quality winners	10 merit points

These Merit points can be redeemed in the following ways:

Lunch off Campus (w/ parents permission)	20 merit points
½ Day off School (w/ parents permission)	30 merit points
Dress Down Day	30 merit points
Whole Day Off	40 merit points

- Work must still be finished on days off
- Students are to fill out a form requesting their merit points each quarter
- Merit dollars must be signed by parents and turned in the day before they are redeemed
- In May, the redemption of all merit points will be doubled (Ex. Lunch off campus = 40 merit points)
- Merit points cannot be carried over from one school year to the next

Truancy

"Truant" is defined as an absence from class that is not substantiated by a parent/guardian phone call or other documentation as defined previously under 'verified' or 'excused' absences. Students who are truant from class will be assigned consequences based on the following scale:

- Truant from 1 class per day – 30-minute detention (7:35-8:05am)
- Truant for 2 or more classes per day – 1 hour detention or 1 day of ISS (depends on number of classes missed.

Anti-Harassment Policy

Grandview Christian School seeks to bring glory and honor to God through assisting parents and the churches of the metropolitan area in the preparation of young men and women who will touch the nations of the earth by doing all they were created to do to the best of their ability. In order to accomplish this mission, it is of utmost importance that we strive to establish a safe and secure learning environment for everyone in the school community. To that end, we choose to clearly adopt and affirm this policy regarding bullying in the Grandview Christian School community.

We agree with the definition of bullying as any overt acts of a student, or groups of students, directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds and during time in transit to or from and time at a school sponsored activity. While an individual event is unacceptable, the offense would be especially significant if the act is repeated against the same student over a period of time. A student who engages in acts of bullying will be subject to appropriate disciplinary action including suspension, expulsion or, in particularly intense situations, referral to law enforcement officials.

We define bullying as including the following:

- **Any physical violence or unwanted physical contact.**
- **Any verbal insults, taunts or name-calling – even when "in fun."**
- **Any form of threat or intimidation.**
- **Any extortion or stealing/hiding of money or possessions.**
- **The malicious spread of false information about another person.**
- **Any racial, ethnic or gender-based insult or other unsolicited comment.**

When we speak of these things, we intend to communicate strongly that we will not condone such behavior expressed to others in the educational community, including the electronic transmission of such messages.

By adopting and communicating this policy, we hope to open a door to discussing the biblical mandate to honor one another and to think of one another more highly than ourselves. We realize that if we are to become the peacemakers who are called "the children of God," we must first practice peace in our own community. We will do what we can to create an environment where the reporting of bullying is encouraged as a means of providing assistance to the bullied and help and correction to the bully. The schoolyard bullies of today become the boardroom bullies of tomorrow. Since such an outcome is not consistent with the mission of the school, we will not tolerate such behavior.

In stating this policy, we do not intend to emasculate young men. It is, rather, our purpose to encourage all the members of our scholastic community to live within acceptable boundaries and to respect the physical, psychological and spiritual liberties of those around them.

We intend to enforce this policy without impartiality.

"Off-Limits" Areas

Certain areas of the school are considered to be off-limits to all students unless given explicit permission by a staff member. These areas will include (but are not limited to) the following:

- All faculty desks, files, and computers
- All staff workrooms, lounge, restroom
- Any areas of the building beyond the locker rooms on the east side of the gym (Chapel and music room are exceptions)
- All maintenance/janitorial supply closets
- Classroom thermostats
- Electrical circuit boxes
- Personal property belonging to others

Students who are found in these areas will be subject to consequences.

"Sexting"

"Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

Student Use of School Computers

Consequences for any tampering with any computers will be determined by administration. Students and parents/guardians must sign the internet usage agreement form BEFORE school begins.

Cell phone and any electronic device policy

Student cell phones and all electronic devices (iPads, Kindles, etc.) are not permitted to be used by students once they leave the lobby area in the morning (typically 8:00 am) until the students leave the school areas. The only times cell phones and/or electronic devices can be used at GCS is in the school entry ways before school and after school. **All phones and electronic devices must be stored in the student's lockers, or turned into the school secretary each morning (not kept in purses, backpacks, etc.).** There will be a ZERO tolerance policy.

Any phones or electronic devices in a student's possession will be confiscated and given to the administration. A parent or legal guardian must come to the office or speak to an administrator at the end of the following day to receive the device back. Additionally, if any phone or electronic device is confiscated, $25 must be paid to retrieve the item. GCS reserves the right to examine any or all electronic devices, including content, upon confiscation.

GCS specifically prohibits the use of any video or audio recording device in the classroom, locker rooms, gymnasium, hallways, etc. without the specific permission of the teacher in whose classroom it is to be used or approval of the school administration. This policy includes any students in the Before and/or After Care program, and includes sports practices, games, locker rooms, and any other school related activities.

Any student posting unauthorized electronic material on the web will be subject to suspension and/or expulsion.

There will be **NO EXCEPTIONS** to this policy unless expressly approved in advance by the school's Administration.

Physical Contact and Dating

While it is understood that boyfriend/girlfriend relationships may at times develop between students, at no time should those relationships interfere with the priorities of the school. Therefore, students will refrain from any display of affection at school, including physical contact, exchanging notes, etc. Students are

expected to maintain a "no-contact" rule, which requires that all students refrain from physical contact at school. This "no-contact" rule also applies at any GCS function that is related to the school (on or off GCS property). At GCS we enforce the no contact rule through our "12 inch rule" which specifies that all males and females maintain a 12 inch separation at all times.

GCS has a no dating policy.

Biblical Lifestyle

Grandview Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere of conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Leviticus 20:13 and Romans 1:27)

Profanity / Vulgar / Derogatory Speech

Students are expected to use encouraging, wholesome speech (Ephesians 4:29) in their interaction with others. Those who profane the Lord's name, "put down" others, or who use vulgarities are subject to disciplinary action. The practice of double meaning words that suggest immoral or impure ideas are not permitted. This policy includes both written and oral communication.

Drugs, Alcohol, and Tobacco Use

Students are to abstain from the use of intoxicants, tobacco and restricted drugs at all times, whether on or off the school property, year round as long as they are enrolled in the school. Failure to do so will be grounds for dismissal.

Lunchtime

A student is not permitted to leave campus for lunch. Students are not to be in the halls during their lunchtime. If a student forgets to bring a lunch, the school secretary will try to reach the parent/guardian for instruction. If parent/guardian is not reached, the student will be allowed to eat hot lunch and the appropriate charge will be placed on their account for re-payment to the school.

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Closed Lunch Policy – Students may not leave the school for lunch. Only parents/guardians, grandparents, alumni of GCS, and pastors from student's churches are permitted to eat lunch with students. All visitors must check in at the office and receive a badge from the office. If problems arise, individuals may be prohibited from the lunchroom. Requests for off-campus lunches must be accompanied by signed parental permission prior to the start of their lunch period.

Lunch Visitors – Students from other schools may visit GCS for lunch. They must be approved a minimum of 24 hours in advance of their visit from the school office. The visitor must meet ALL dress and behavior codes while visiting. This includes the wearing of facial jewelry and visible tattoos. Any person not attending another school will NOT be permitted to visit unless they are visiting a family member.

Any other visitors wishing to eat lunch with a student must be pre-approved by the school office after receiving notification/approval of their visit from the student's parent or guardian, no later than first thing on the morning they wish to visit.

Other visitors (excluding parents/guardians) must call by the start of school for approval to eat lunch with GCS students that day. A visitors' lunch table is available for those wishing to come and have lunch with their student.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

- Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
- Students must not share their own locker with another student.
- Lockers may be inspected and searched at any time by the administration.
- Lockers must be kept clean inside and out.
    a) Stickers are not allowed on any part of the lockers.
    b) Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
    c) Writing or painting on any part of the lockers is not allowed.
- Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
- Students are responsible to pay for any locker damage they do in violation of the above rules.
- Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
- Any problems with a locker should be reported to the office or to a designated staff member.
- The school is not responsible for lost, stolen, or damaged goods belonging to students.
- **7-12 students who purchase a lock for their lockers must give the combo or extra key to the Dean of Students or Principal.**

Planners

Each student is issued a planner at the beginning of the year. If a planner is lost, there is a $10 replacement fee with a limited number of passes (you would not receive 10 new passes). If a student does not have their planner with them in class, they may use a pass to go get it, or receive a temporary detention until the planner is produced by the next time they are in the same class. If you run out of passes for a quarter, you must pay $10 for 5 passes. However, you will not receive any extra tardies. If you run out of those extra passes, then additional consequences may apply. Guidelines for the use of the planners are as follows:

- You must use a hall pass to go anywhere in the building during class time.
- You will receive 10 passes per quarter and 3 free tardies. Unused tardies may be cashed in for 3 points each and unused passes for 2 points each.

APPEARANCE/DRESS CODES

Grandview Christian School has a uniform dress code. All students who attend the school, as well as faculty and staff, will be required to dress with cleanliness, neatness, and modesty as becomes a Christian. While a number of good things happen at Grandview Christian School, we are, first and foremost, a learning community. Everything we do should encourage learning: the appearance of both staff and students is no

exception. The use of uniforms is intended to help avoid the attitude regarding outward appearance that has saturated our culture. We do not believe that God's requirement of His people is uniformity. We do, however, understand that appearance influences conduct and conduct influences learning, and learning is at the core of our mission.

Research in the broader educational community has acknowledged that uniform dress codes may improve classroom behavior, result in an overall safer environment, reduce student anxiety about "fitting in," and lessen negative student competition. These verifiable results, too, are consistent with the mission and vision established by the school's governing board. **All uniforms are subject to faculty/administration's discretion.**

BOYS - SHIRTS

- Long or short sleeved uniform polo shirts of any solid color may be worn
- All shirts must fit properly
- All shirts must be tucked in

BOYS – SWEATSHIRTS/SWEATERS

- Non- hooded solid color sweatshirts/sweaters
- Polos must be worn under sweatshirts/sweaters

BOYS – PANTS AND SHORTS

- Docker style pants/shorts
- NO cargo shorts or pants
- NO side pockets on pants or shorts

BOYS - SHOES

- **All shoes must be non-marking shoes.**
- **No house shoes** (Elementary: No open-toed or open-heeled shoes, Secondary – No athletic slip-ons)

BOYS - BELTS

- Must be worn with pants that would otherwise drop or sag below the waistline.

BOYS - OTHER

- Boy's hair may be around the collar.
- Boys must be clean shaven.
- No pierced facial areas for anyone.
- Stocking caps or any type of head covering may **not** be worn at school within the building. When arriving or departing in accordance with weather conditions, head gear must be removed after entering the building, or may be donned just before exiting the building.
- No visible tattoos.
- Hair may not be dyed an abnormal color; i.e., pink, blue, green, etc. (except during spirit week).

GIRLS - SHIRTS

- Long or short sleeved uniform polo shirts of any solid color may be worn.
- All shirts must fit properly – not too tight or too big.

GIRLS – PANTS, CAPRIS, SHORTS

- Docker style pants or shorts
- No pants, capris or shorts may be skin tight
- No cargo shorts or pants
- No side pockets
- Shorts must be knee length or below

GIRLS – SKORTS, SKIRTS, JUMPERS

- Skorts, skirts, and jumpers must be knee length or below

GIRLS – SWEATSHIRTS/SWEATERS (MUST HAVE POLO UNDER SWEATSHIRT/SWEATER)

- No hoodies
- Solid color non-hooded sweatshirts/sweaters

GIRLS - SHOES

- All shoes must be non-marking shoes.
- No house shoes (Elementary: No open-toed or open-heeled shoes)

GIRLS - OTHER

- No pierced facial areas for anyone.
- Stocking caps or any type of head covering may **not** be worn at school within the building. When arriving or departing in accordance with weather conditions, head gear must be removed after entering the building, or may be donned just before exiting the building.
- All other hair accessories/coverings will be at faculty/administration discretion
- No visible tattoos.
- Hair may not be dyed an abnormal color; i.e., pink, blue, green, etc. (except during spirit week).

No provisions will be made to accommodate facial or body piercings while school is in session. *NO COATS OR JACKETS ARE ALLOWED IN CLASSES.*

GCS has jean's day every Wednesday. For a student to be able to participate, they must pay $1 for the jeans and $1 for a shirt that's not polo. Below are the guidelines for jean's day.

JEAN'S DAY POLICY

- No skinny or skin tight jeans for girls or boys
- No skin can show through jean holes
- No ripped jeans
- No sagging of jeans/shorts
- Jean shorts may be worn but cannot be cargo style
- Jean capris may be worn – rolling of pants/jeans is not acceptable for capris/shorts
- Jean skirts may be worn, but must be knee length or below
- No cutoffs or frayed hems

JEAN'S DAY SHIRTS/HOODIES

- **GCS T-shirts and hoodies may be worn for free *(only those sold through the school office)***
- Authorized GCS shirts/sports shirts
- League or conference shirts or hoodies
- GCS sponsored meet shirts
- ALL shirts must fit appropriately
- ALL hoods must remain down during school day

Food and Drink

No food or drink in the classrooms or halls. Food is not to be brought upstairs and water is to be in a **clear bottle** only.

Extracurricular / Sporting Event Attendance

Students are not to remain in the building between the end of school and the beginning of any event that is scheduled to start after 4:00 p.m. unless specifically instructed to do so by a sponsor. Please make arrangements for your children whenever this regulation dictates.

Court warming and Prom

The administration reserves the right to approve or disapprove all outside guests to all GCS functions. The following guidelines will apply:

- Age limit for all guests is 20 years old and ALL outside guests must have form signed by a parent/guardian.
- Invitations to people outside of GCS are to be registered in the principal's office 1 week in advance.
- Students must remain in the building until departing the activity.
- Students may not return to the activity after leaving the building.
- All guests will conduct themselves within the policy guidelines of GCS while on school premises or at a school event. The student inviting the guest is held accountable for the guest's proper behavior and dress.
- You must be in attendance at school the day of the activity to attend it if the activity takes place on a school day.
- Any GCS staff or Board member or designated chaperone may ask a guest to leave a school activity for violation of any GCS policy.
- There will be no making out or groping and no front-to-back dancing or grinding. Failure to comply with these expectations may result in removal from the dance.
- Once a student has been voted as a Queen or King, they cannot be selected for candidacy for any remaining dances during the same school year. (example – a student who is elected as Homecoming Queen cannot run for Court Warming, etc.)
- Dress code will be enforced at all dances/events
- Dresses must be knee length(front and back side); no cleavage showing; no strapless without a cover.
- Any dress code violations will result in being sent home (at administration discretion).
- Any questionable behavior may result in being sent home.

Students Who Drive

Student vehicles must be registered. GCS is not liable for students who ride with other students for any school function. **Stickers must be purchased in the office for each car driven to school. Cost is $10.00 for the first sticker, $5.00 for each additional. This is a mandatory part of registration.**

Students will be allowed to drive to school; however, the car must be parked, vacated, and locked upon arrival. Students should not linger at their vehicles before or after school. Once they arrive, they are to enter the building immediately, and once they leave after school or activities, they are to leave immediately. Students will not be allowed to go to their cars during the day unless a teacher or someone in authority gives permission. Students are to park in the southwest parking lot and walk into the building using the safe walkway.

Parents who wish to park and walk their child/ren into the school building should park in the student parking area also. They should walk with their child/ren using the safe walkway area.

Parents are to never pull through the teacher/staff parking area and let their child/ren out to walk into the building through the cars.

Students who drive to school are to drive cautiously, especially in the school/church parking lot. Reckless or careless driving, "peeling out," speeding, and improper parking will result in the following consequences:

1st offense: written warning with parental/guardian contact

2nd offense: $25.00 fine and loss of driving/parking privileges for 1 week and parental/guardian contact
3rd offense: meet with administration/loss of driving privileges on school/church property for at least one (1) month and parental/guardian contact

Speed limit on school/church property is 10 mph.

Rider Policy

No student may ride with another student without a **Rider Permission Form** on file. All drivers must have a **Rider Permission Form** for **EACH** passenger.

National Honor Society

Students in grades 10-12 have an opportunity to be a part of the National Honor Society. Membership in the NHS is one of the highest honors that can be awarded to a high school student. Selection is based on meeting criteria in each of the following categories: (Scholarship, Leadership, Character, and Service). Selection is also based upon grade point average (which is 3.5 or higher) and teacher recommendations.

*Students will be placed on probation if GPA drops below a 3.5 during the school year, and **Students will be removed from NHS if caught cheating.**

Student Council

Students interested in participating in Student Council must complete an application and an interview with the administration before being approved to run for an office. Student Council students must maintain the same eligibility requirements as athletes to participate in StuCo.

Credit Recovery

Any student failing a **high school** class needed for graduation must take the class during the summer at a public or private school of their choice or an approved on-line course. They must maintain a passing grade according to GCS standards before being accepted for the fall.

Course Additions or Withdrawals

Adding or dropping courses (grades 9 through 12) must be done before the end of the first two weeks of each semester. Students are responsible for any assignments missed when adding a course late. A drop/add slip (from the Principal's office) must be signed by a parent, the teachers involved, and the Principal before the course is officially dropped or added. The student must remain in the present class until he is notified by the office that he may drop/add the course.

Graduation Requirements

4 English (includes English I, II, III, and IV or approved advance level course)
3 Math (includes Algebra 1, Algebra 2, and Geometry)
3 Social Studies (includes U. S. History, Government and passing U.S. and Missouri Constitution)
3 Science (includes Biology and one other upper-level science)

1 Fine Art
1 Physical Education
1 Practical Art
½ Health
7 Electives including at least 4 in core content areas plus 2 yrs. Foreign Language
4 Bible
½ Personal Finance

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28 total credits

- **10 hours of community service should be completed EACH year at GCS. 40 total hours of community service (with written documentation from recipients) is required for any students graduating.**
- GCS will track the number of hours submitted and give a written update at the end of each year if requested.

Cambridge ACT Preparation

GCS offers ACT preparation for all students in grades 9-12. Each week, students will receive 1 full class period of test preparation techniques and skills for improving their scores in 4 core subjects (Language, Math, Reading, & Science)

Transcript Policy for Graduates

Graduates of GCS are entitled to a maximum of three transcripts mailed to their choice of recipients with a minimum of 24 hours written and signed notice to the school. Subsequent transcripts are available for $2 with a written and signed request, a self-addressed stamped envelope, and at least 48 hours notice to the school.

Procedure for requesting transcript:

- Fill out a Transcript Request Form and turn it in to the school office.
- Provide addressed, stamped envelope for each request.
- There is a $2.00-each processing fee for more than 3 transcripts.
- Eighth semester (graduation) transcripts will be released on or before June 15.

Dual Credit

Juniors and Seniors are able to enroll for dual credit classes at Longview Community College and/or Calvary Bible College. When a student signs up for a dual credit class, they should bring the college transcript to GCS to have the class added as high school credit.

Valedictorian / Salutatorian

Each graduating class will have a valedictorian representing the highest GPA. The person selected must have attended Grandview Christian School for at least two consecutive high school years to be eligible. In situations where none of the graduating senior class has attended GCS for two consecutive years, this two-year rule will not apply.

Cheating, plagiarizing, or compromising academic standards may result in having the honor of being valedictorian or salutatorian removed.

Field Trips

Any students not following GCS behavior guidelines during field trips, will not be allowed to attend the next field trip; no exceptions.

Testing

Standardized testing is done as follows:

- Achievement and Aptitude tests are normally administered semi-annually to all grades.
- The Cambridge ACT tests will be administered at least three times per year for grades 9-12.
- The PSAT/NMSQT preparatory test is given each year to the Sophomore and Junior classes.

Library

GCS will continue to use the Mid-Continent Library as necessary. This will be scheduled at the beginning of the school year with our bus driver. The Principal will coordinate the days/dates and times.

HEALTH AND SAFETY

Illness

- **GCS does not have a medically trained person on staff.**
- When any serious contagious disease occurs in the school, each child's parent(s) shall be notified immediately.
- Children shall be observed for contagious diseases and other signs of illness not only on arrival but also all through the day. Children who are suspected of having any illness shall be isolated and parents will be required to come to school to attend the child. A staff member will monitor the child until the parent arrives.
- The parent shall be notified immediately when a child becomes ill and requested to come for the child at once.
- Children should be fever free for 24 hours (without the influence of fever-reducing medicine) and free from any illness symptoms for 24 hours before returning to school.
- If students are sent home for vomiting, they are not to return to school until symptom free for 24 hours.

Medications

- Prescription medicine shall be in the original container and labeled with the child's name, instructions and the physician's name.
- Medicines shall be kept out of reach of children and in a locked/guarded container.
- Medicine needing refrigeration shall be kept in the refrigerator in a container separate from food.
- Medicine shall be returned to the parents when no longer needed.

- The school shall dispose of medication left at the school when a child withdraws from care.
- Students are not allowed to bring any medication, inhalers, or health aids of any kind without them being administered through the office with written instructions. Students who have been diagnosed with asthma may carry a prescription inhaler on their person provided there is a written primary care provider's order to do so on file in the office. **Students with unauthorized inhalers may have them retrieved and kept in the office pending doctor's authorization.**

Emergency Medical Care

- Parents/legal guardians should be certain the school has an emergency telephone number in addition to the home and work telephone numbers.
- In case of a serious accident or injury to any child, the school will not move the child.
- The appropriate Fire Department and Rescue Unit will be called if the Administration or Supervisor in charge deems it necessary.
- Information regarding the illness, accident or injury shall be noted in the child's record.
- When planning for activities away from the facility an adequate plan to be followed in an emergency will be established.

First Aid

- The school shall maintain first aid supplies sufficient to care for minor injuries.
- First aid supplies shall be kept in a room or cabinet, which shall be inaccessible to the children.

Evacuation of GCS

In the event that GCS school building must be evacuated, we will move our students to the FCF building (directly south of GCS) or the Children's Equipping Center at the corner of Blue Ridge and Grandview Road.

Inclement Weather / School Closing

In the event that weather conditions dictate an early dismissal from school, every attempt will be made to contact parents to arrange for transportation home.

In most cases school is seldom cancelled due to inclement weather. Should weather conditions dictate that school is cancelled the school administration will notify the local TV and radio stations. **If no announcement has been made and there is no message announcing that school has been cancelled, parents and students should assume that school will proceed as normal.** Parents should be aware of weather conditions in their area and use good judgment if and when to bring their child to school. Please check the Sycamore sight after 6:30 AM. It will announce if school has been closed for the day.

Safety Drills

Periodic fire/evacuation, tornado, earthquake and crisis drills will be held.

Suspected Child Abuse

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and

do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Cooperation with Law Enforcement Officials

It is the policy of Grandview Christian School to cooperate with the various law enforcement agencies in our state, county, and city governments. We are required by law to report suspected physical or sexual abuse and truancy violations.

ELEMENTARY SECTION

Elementary Tardy Policy

Level 1 – 0-4 tardies
- no action except contact by teacher with parents

Level 2 – 5-9 tardies
- "silent lunch" detention for each tardy
- 5th tardy = 1absence
- 9th tardy = parent meeting with administration

Level 3 – 10-14 tardies
- "silent lunch" detention for each tardy
- 10th tardy = another absence
- 14th tardy = another parent meeting with administration

Level 4 - Tardy #15
- parental meeting with administration to determine retainment in same grade or dismissal from GCS.

- PARENTS MAY VOLUNTEER 1 HOUR TO ERASE 1 STUDENT TARDY.

Elementary Absences

Any student missing 16 days of school or more for the year, may either be retained in the same grade the next year, or be dismissed from school.

Elementary Discipline Plan

Teachers handle most common offenses in the classroom with a stepping stone plan.

The next step is receiving demerits and/or a detention for the following:
1. disobedience
2. foul language/inappropriate slang/cussing
3. destruction of property
4. negative posture (rolling of eyes, walking away from faculty or adult authority, improper attitude)
5. inappropriate gestures
6. sexual innuendos
7. dress code
8. other

Areas that will receive immediate consequences and will be leveled due to the severity of infraction or for repeat offenders.

1. disrespect – verbal or silent
2. physical contact
3. inappropriate or unwanted sexual contact
4. bullying

Consequences for demerits are as follows:

- 3 demerits – ½ hour detention – 3:30-4:00
- 5 demerits – 1 hr. detention – 3:30-4:30
- 6 demerits – ISS – 50% credit for work
- 8 demerits – OSS – zeros for work for the day
- 9 demerits – referral to Superintendent for consideration of expulsion.

Teachers are to also provide positive reinforcements in their classrooms. Note: Parents will be informed at every level of demerit activity.

Special Activities/Policies

Along with a strong emphasis on academics and scholarship, Grandview Christian School incorporates informative events and "fun" activities that advance the children's education and welfare while promoting social and spiritual development. These activities foster creativity and increase the excitement of learning. Certain activities and events are exclusive to certain grades while others are school wide.

Kindergarten through sixth grade classroom parties give the opportunity for that kind of social interaction and growth, and parents are always welcome to attend (and assist). However, we do ask that parents not bring younger siblings to classroom parties. Classroom space is often limited and parents are less likely to be able to enjoy the time with their enrolled student when having to supervise the younger children.

Planners

Any student losing their planner will be required to pay $10 to replace it.

School Pledges

All students will participate and show proper respect in the Pledges to the Bible, Christian Flag, and American Flag.

> **Pledge to the Bible –** *I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.*
>
> **Pledge to the Christian** Flag - *I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen, and coming again, with life and liberty for all who believe.*
>
> **Pledge of Allegiance to the American Flag** - *I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

ATHLETICS SECTION

Philosophy of Christian Athletics

Christian athletics is a ministry. When athletics are seen from the Christian perspective, winning has a broader definition and our athletes a greater purpose. We want our coaches and athletes to be used of God in the lives of those they meet. Grandview Christian athletics always aim to be sensitive to the leading of the Holy Spirit as our Lord opens doors for active ministry.

Christian athletics is an arena or teaching the principles of God's Word. Athletics is an opportunity to practice God's principles. Examples of these principles are controlling the feelings that arise in competition, working together as members of the body of Christ, winning from God's perspective rather than a person's, being submissive to authority, and demonstrating the fruit of the Spirit during stressful situations. It's our hope that our athletes are controlled by the Holy Spirit and produce Christ-like actions so that others may see Jesus through them.

Christian athletics is an arena used for teaching the importance of winning from God's perspective. Scripture encourages striving hard for the goal, to be successful and to win the prize. *Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize* (Corinthians 9:24). Christ expects us to give a total effort in all that we do, and therefore, is not satisfied with anything less than our best in a practice session, a game, or in the classroom. *They do it to get a crown that will not last; but we do it to get a crown that will last forever.* (I Corinthians 9:25) Through the guidance of the Holy Spirit, Christian athletes learn to cherish eternal rewards as a treasure of a great price. They learn that the most treasured reward often does not show up on the scoreboard, but in the lives of those whose lives were touched by the Christian athlete. Ultimately, winning is defined as pleasing the Lord with our attitudes and actions. This only begins when the athlete develops a desire to please the Lord rather than people. *Whatever you do, work at it with all your heart, as working for the Lord, not for men* (I Corinthians 3:23). We want our athletes to catch the vision that our Lord attends every athletic event and is our primary audience.

Athlete – Standards

- The Christian athlete should exhibit an intense desire to improve without having to be forced.
- The Christian athlete must be fully committed to this ministry, games and practice.
- During the heat of competition, the Christian athlete must maintain self-control. During this time many people watch to see if Christ has made a difference in the Christian athlete….Instead, be filled with (controlled by) the Spirit.
- The Christian athlete should do nothing to discredit self, their family, team or school during or apart from an athletic event.
- The Christian athlete always shows respect to ALL at ALL times.

Athletic Code of Conduct

- The athlete's conduct is always a credit to the Lord and to the school, on the athletic field and in the community.
- The athlete recognizes and abides by the coach's particular rules and procedures as approved by the Athletic Director. Parents receive these rules and guidelines prior to the beginning of each sport season.
- The athlete abides by the authority of the coach at all times.
- The athlete shows respect to all those in authority.

- The athlete obeys all rules set by the school and complies with the spirit and letter of the rules, year round, including summer break.
- The athlete does not use alcohol, drugs, or tobacco or attend parties where these are present.
- Music that is played in the locker room, gym or anywhere else on campus must have prior approval from the Athletic Director.
- The athlete cares for the equipment (uniform included) issued and complies with all instructions that may accompany it. Such equipment is worn only on the athletic field/court, not to school or in the community unless the Athletic Director gives special permission. Lost or misused equipment is replaced at the player's expense. At the end of the season the athlete turns in all equipment on the date requested. If after seven (7) days, the equipment is not returned, the athlete is billed for the equipment, unless otherwise approved by the Athletic Director.
- The athlete does not participate or practice in any athletic event on the day absent from school for more than half a day, unless involved with school administration permission. Athletes must also be at school by **9:00 AM** to play or practice.
- **The athlete is aware of and maintains academic eligibility.**
    - **The eligibility policy is as follows:**
        - ✓ To be academically eligible to participate in any school sponsored event, a student must have a C- or above in ALL CLASSES.
        - ✓ If students drop below a C- in any class, they may continue to practice, but not participate in extracurricular activities.
        - ✓ Classroom teachers are expected to calculate grades weekly.
        - ✓ <u>Grades will be checked on Monday of each week.</u>
        - ✓ Students will become ineligible immediately and parents and coaches will be notified via Sycamore's Pass-a-Note.
        - ✓ Eligibility will be re-instated when the Monday grade check shows grades have met the requirements, the coach gives permission for re-instatement based on continued participation in practice while ineligible and written permission from the parents, to the administration, stating their desire for the student to be re-instated as eligible.
        - ✓ A student may be reinstated to full eligibility, by the above process, two times. The third time of ineligibility will result in removal from the extracurricular activity (i.e. Basketball, StuCo, etc).
- Any student receiving out-of-school suspension or in-school suspension will not be allowed to practice or participate in any extracurricular activities the day/s of suspension.
- The athlete adheres to the philosophy and standards for Christian athletes as described in this handbook.
- The athlete adheres to the philosophy and standards for GCS students as described in the GCS Student-Parent Handbook.

Student Dress Guidelines

- All dress will be modest.
- Jeans/pants will be without holes.
- Lounge/pajama pants are not permitted while traveling or in public.
- Tank tops and muscle shirts are not permitted.
- Shoes/flip flops must be worn in hotel at all times.

Student Behavior on Bus

- Students will be in a seat at all times.
- Students should not scream/yell loudly while on the bus.
- Boys will sit in the back, coaches in the middle, and girls in the front.

- Back windows must be kept free and clear of luggage and/or equipment.
- Nothing is thrown out of the windows.
- All players will clean bus upon return. All coaches will help enforce this policy. The bus will be swept upon return of trips.

Rider Policy

- No student may ride with another student without a **Rider Permission Form** on file.
- All drivers must have a **Rider Permission Form** for **EACH** passenger.

Hotel Behavior / Courtesy

- Girls and boys are not allowed in each other's rooms even if an adult is present. Hallway and lobby areas are permitted for socializing.
- Running, screaming, and being extremely loud are not permitted. Slamming of doors is not permitted.
- Please clean up after yourself in the lobby and breakfast room.

Restaurant Behavior / Courtesy

- Clean up after yourself (fast food).
- Food should not be thrown in any place.
- Messes should not be made with food.
- Bodily noises should not be made in public places.
- Keep talking to inside voices.
- In a restaurant where you have a waiter/waitress, show manners when ordering.
- Tip at least 15% if it is not already figured in.
- Know the price of what you are ordering before you order.

Bus Rules – All Events

- No items will be thrown out the windows. The Athletic Director and the administration will determine consequences.
- Remain seated at all times, facing front.
- Keep head, hands, and arms inside the bus.
- Remain seated until bus comes to a stop.
- Emergency door at rear of bus is to remain closed at all times and is not to be used to enter or exit the bus.
- Remove all trash from the bus and place in wastebasket or trash bag.
  Close each window before exiting.
- Conduct should be that of a Christian (no shoving, fighting, yelling, etc.).
- Courtesy towards others and Christian virtues must prevail at all times.
- Completely obey any request of bus driver, coaches, or other authority.

Commitment of Athletes

If students choose to participate in the ministry of athletics, they are expected to fulfill the commitment to the best of their abilities. Every athlete is responsible to attend all practices and games. All absences must be due to an emergency. Emergencies do occur and are excused. Examples of an emergency are the illness or death in the family. **Unexcused absences will result in disciplinary action, which can include loss of playing time.** We also recognize that excellence involves commitment. Therefore, families must discuss in depth the issue of commitment before the child joins an interscholastic team.

"No Quit" Policy

GCS follows a **"No Quit" Policy**. Once an athlete has made the commitment to participate and has either attended a practice or checked out equipment, the athlete must complete the season. If an athlete chooses to disregard this policy, the athlete will forfeit the ability to compete the remainder of the school year. Injured players are also expected to complete the season by still attending practices and contests and serving the team in any capacity needed.

Awards/Letters

- **Character Award/Talon Award**
- **Most Improved/ Newcomer of the Year Award**
    a) Given at the coach and athletic director's discretion and Administration approval
- **Scholar Athlete Award** – for grades 9-12 - must maintain 3.5 GPA or higher all 4 quarters
- **Academic/Athlete Award**
    a) Must be a senior
    b) Must have participated in sports @ GCS for two or more years
    c) Must demonstrate Christian character on/off court
    d) Must have 3.5 or above cumulative GPA
    e) Must have participated in more than 1 sport
    f) Must have received all-state in at least one sport
    g) Must be recommended by the AD and approved by the Administration

Requirements for Letter in Sports

- **All Sports**
    - Must display Christ-like attitude and obey coaches
    - Recommended by coach, athletic director and administration
    - Cannot quit during the season
- **Soccer**
    - Athletes must participate in at least 12 halves
- **Volleyball**
    - Junior High will receive a certificate of participation
    - Junior Varsity must participate in at least 8 matches
    - Varsity must participate in at least 10 matches
- **Basketball**
    - Junior High will receive a certificate of participation
    - Junior Varsity must participate in at least 10 quarters
    - Varsity must participate in at least 18 quarters
- **Track**
    - Junior Varsity/Junior High – earn 10 points in meets and/or medal
    - Varsity – earn 12 points in meets
- **Cheerleading**
    - Participate in at least ¾ of the games and competition.

Athletic Participation Fee

There is a two-week window provided at the beginning of each season for student athletes to pay the athletic participation fee. The fees are per sport per season. The fee is to be paid in the school office. **Once the pay window is past (the end of the second week of practice), athletes who have not paid are ineligible to practice with the team until it is paid.**

Homeschool Participation Policy

As members of a conference for interschool sports competition, GCS is required to provide written verification that each of our players is academically eligible to play in conference and tournament games. Several homeschool "umbrella" affiliates (The Daniel Academy, Bethel Academy, and Forerunner Academy, etc.), provide those records to us weekly for students/players enrolled in their schools.

In order for us to comply by giving accurate information regarding homeschoolers who are not enrolled with an umbrella school, GCS needs to have the following information on record as validation of those players' academic/educational standing:

- Current status of student (i.e. 8th grader, senior)
- Transcript from the previous year for high school players and first-year homeschoolers (and the issuing entity)
- List of subjects being studied during that sport semester
- Estimated year of secondary school completion
- All homeschool students need to take the GCS entrance examination to make sure they are on grade level.

Each family would then report their student's grades for each subject, every Monday morning of each month of the sport season.

The sports package given out at the beginning of each sport will have the necessary form to fill out and return to the Athletic Director (along with the email address of where and how to report bi-monthly subjects/grades).

Our school's standard for being academically eligible to play is "not having a grade lower than a C." (Homeschool families may set a higher standard for students, but not a lower one). (See policy on Eligibility regarding losing and regaining eligibility, losing playing status, etc.)

Insurance Coverage

Grandview Christian School does not assume responsibility relative to doctor, ambulance or medical expenses in case of medical emergency. Athletics are a voluntary, co-curricular program in which students may participate if they desire, but do so at their own risk. Parents or guardians must obtain adequate insurance coverage for their students through a family insurance policy. Any liability or cost incurred is the responsibility of the family of the student athlete.

Philosophy of Christian Coaching

Grandview Christian School's philosophy of coaching is grounded in three main principles of Christian athletics.

First, **the Christian coach views athletics as a ministry.** The Christian coach is sensitive to the leading of the Holy Spirit and prays for their athletes to develop a deeper desire for the things of Christ. The Christian coach also understands the great opportunity for active ministry as opponents, fans and community are watching to see if there is a difference in the Christian athlete. Christian coaches are to be used for God's work in the lives of the athletes of whom they have been entrusted. They are ambassadors for Christ in our athletic community.

Second, **the Christian coach views athletics as an arena for teaching the principles of God's Word.** Athletes are confronted with many types of situations that run parallel to life situations. These situations become perfect opportunities for teaching biblical principles. It is the job of the Christian coach to biblically direct athletes to build Christ-like character qualities and to encourage the athletes to express these qualities openly through the medium of athletics. The Christian coach is to primarily build eternal values in our athletes and, therefore, need to stress attitudes and actions in relation to God's Word. Athletics is a microcosm of life. Athletics is life in miniature and the Christian coach is the leader.

Finally, **the Christian coach understands the importance of winning from God's perspective.** Coaches spend many hours thinking of ways to help their team win games, but the Christian coach anticipates winning a lot more than just games. The Christian coach understands that true victory only comes when the athletes please the Lord with their effort, attitudes and actions. Examples of victory to the Christian coach include athletes demonstrating the fruit of the Spirit during normal and stressful situations, seeing team members develop a deep desire for the things of Christ, or having an athlete share their faith with boldness to teammates and opponents. The Christian coach wants their athletes to desire to please the Lord rather than people. The Christian coach wants their athletes to catch the vision that our Lord attends every athletic event and is their primary audience.
Coaches are stewards of the many athletes of which the families have entrusted us. The Christian coach has been divinely placed as an extension of the family. It is, therefore, important for the Christian coach to be sensitive to our athletes as it relates to family and church activities. Although there are consequences for certain absences or choices, the coach always handles situations with consistency and the best interest of the athlete in mind.

Snow Day Policy

If a "snow day" or "emergency day" is called on the day of an athletic contest or practice, the following policy is in effect:

- The athletic contest or practice is considered cancelled unless the Athletic Director and Principal determine it is safe to continue with the contest.
- If bus transportation is required, the Athletic Director makes a decision after he communicates with those involved with transportation.
- Coaches are contacted by 1 PM.

Travel to Away Contests

- A coach must always be present on the team bus to and from athletic contests.
- A coach must be the last one to leave the locker room to make sure it has been properly cleaned. Respect your opponent's locker facilities and take special care of them.
- When a team bus is used, all players are to ride the bus to and from games. However, the coach may release an athlete to his parents once they have signed them out. Athletes may not ride with another athlete.
- Coaches always have emergency medical cards in the med kits in case an athlete needs medical attention.

Management of Athletic Injuries

- All serious injuries are reported to the Athletic Director and an injury report form is filed no later than the next school day.
- The Athletic Director shall be notified immediately if emergency medical personnel are called.
- Coaches never diagnose or experiment with an injury.
- Parents are contacted immediately following an injury. If parents cannot be reached, then the best possible medical attention is sought. Rely on the emergency medical authorization forms to provide the essential information you need.
- When blood or other body fluids are involved, **always** take precautions:
  a) Use gloves
  b) Wash hands immediately
  c) Disinfect the bloodied portion of the uniform or change the uniform
  d) Clean all contaminated surfaces and equipment before resuming competition.

Certification

All coaches, assistants and volunteers for teams are r**equired** to complete the following and have the results on file in the School Office: (Fingerprinting and Adult CPR certification).

Coaches Responsibilities

- A coach is the spiritual leader of the team integrating spiritual truth and life into the program.
- Establish a devotional and prayer time with your athletes.
- Lead your athletes biblically, not by opinion or emotion. Let God's Word direct you.
- Act as a positive spokesperson for athletic and administrative policies and procedures when speaking to fellow coaches, parents, or players. We should follow God's command when disagreements occur and go only and directly to that person, deal with the situation and leave it there.
- Encourage excellent stewardship in our athletes. Coaches are responsible for the condition of our athletic facilities. It is your job to see that the facility is cleaned, locked or secured after you have finished.
- Prepared the facilities prior to a practice or a game. This does not mean you do the work, but you see that the work gets done.
- Demand that your athletes use equipment wisely. Encourage the athletes to keep track of equipment and to not abuse what God has given us. You are responsible for the condition of our athletic facilities.
- Coaches need to notify the Athletic Director of practice schedules at the beginning of each season. Practices which require players to be excused from class early will not be scheduled. It is the coach's responsibility for the supervision of his/her team and any facility in use.
- Practices are limited to five days per week. No practices or interscholastic activities will be permitted on Sundays or Wednesday nights. The coaching staff is responsible for organizing and implementing the practices and the length of time they are held. The average length of practice time is not to exceed 2 ½ hours. The coaching staff must provide necessary information to parents pertaining to time schedule and location of practices. Any changes in practice must have a 2-day notice if possible.

Grandview Christian School

2014 – 2015 School Calendar

August

6 – 12	Teacher Orientation
12	Back to School Night
13	First Day of School *(1/2 Day)*
15	Secondary Retreat

September

1	No School – Labor Day
16	Picture Day
19	Interim Reports *(1st Qtr)*
26	Grandparent's Day

October

10	End of First Quarter (1/2 Day) *[42 Days]*
15	PSAT Test *(Sophomores & Juniors)*
16-17	Parent Teacher Conferences *(1/2 Day)*
23 – 24	No School – ACTS Teacher's Convention
28	Picture Re-takes

November

7	NHS Induction
14	Interim Reports *(2nd Qtr)*
26 - 28	No School – Thanksgiving Vacation

December

1	Classes Resume
8	School Day Matinee
9	Christmas Program
15	School Day Matinee *(Back up Date)*
16	Christmas Program *(Back up Date)*
19	End of 2nd Quarter *(1/2 Day) [45 Days]*
22 - Jan. 2	Christmas Break

January

2	Teachers Report Back
5	Classes Resume
19	No School – Martin Luther King, Jr. Holiday
30	Courtwarming Games
31	Courtwarming Dance

February

6	Interim Reports *(3rd Qtr)*
16	No School – President's Day

March

3	Spring Pictures
6	End of Third Quarter *(1/2 Day) [43 Days]*
10	Open House
13	Parent Teacher Conferences *(1/2 Day)*
17	ACT Testing *(Juniors)*
23 – 27	Spring Break
30	Classes Resume

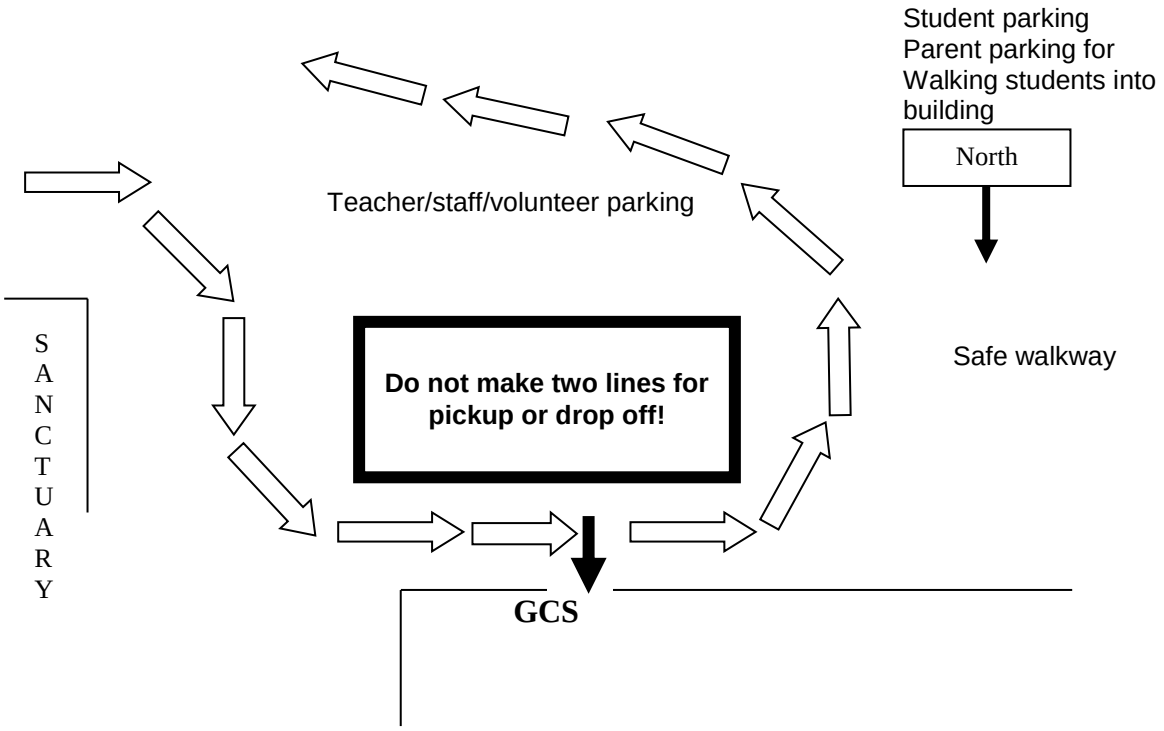
April

3	No School – Good Friday
9	½ Day – Set Up for Academic Meet
10	Academic Meet (No School)
13-16	SAT Testing
17	Serve Day
17	Interim Reports *(4th Qtr)*
24	Dinner Theater *(Cinderella)*
25	Evening Performance *(Cinderella)*
27 – May 1	Senior Trip

May

5	GCS Class Ring Ceremony
9	Prom
15	Awards Night
16	HS Graduation
19	Kindergarten Graduation
22	Last Day of School *(1/2 day) [48 Days]*
25 -29	Make-Up Days *(If necessary)*

Pickup for Kindergarten – Grade 6



Pickup for Grades 7 - 12

