

GRACE CHRISTIAN SCHOOL

2009-2010 Student Handbook



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THEME FOR THE 2009-2010 SCHOOL YEAR

*The humility to serve,
integrity to act,
courage to stand,
compassion to love
through unity in Christ.*

GRACE CHRISTIAN DISTINCTIVES

MANDATE

Grace Christian Schools is an organizational arm of First Baptist Church of Medford, specializing in training young people in grades Pre-School through grade Twelve to be Christ-centered, productive believers through the teaching the Word of God and by example, in harmony with and supporting the Christian home.

All academics will be taught from a Biblical world-view, with an emphasis on each individual's personal relationship with the Lord Jesus Christ, since our ultimate purpose is to be like Him (Romans 8:28-30).

MISSION STATEMENT

Grace Christian Schools' mission is to assist Christian parents in the Biblical training of their children spiritually, academically, emotionally, and physically, to be strong leaders for righteousness to the next generation.

VISION STATEMENT

Grace Christian Schools' vision is for our graduates to demonstrate servant leadership in their families, churches, communities, careers, and the world, affecting the culture for God's glory.

CORE VALUES

Grace Christian Schools core values are:

- Authority of the Bible
- Human Life
- Godly Lifestyle
- Great Commission
- Pursuit of Excellence

PURPOSE

It is the purpose of Grace Christian Schools to provide a sound academic education integrated with a Christian view of God and the world. The Bible is specific in stating the principles which underlie Christian education, one of which the Apostle Paul presented when he wrote of Christ, "For by Him were all things created, both in the heavens and on earth . . . And He is before all things, and in Him all things hold together" (Colossians 1:16-17). John, the beloved disciple, wrote in his Gospel, "All things came into being by Him; and apart from Him nothing came into being that has come into being" (John 1:3).

There is an important difference between the Christian and the non-Christian perspectives on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education other than one based on scripture, can be entirely God-honoring for parents or children.

Grace Christian Schools considers the Word of God to be precise in making Christian parents responsible for the education of their children. Education is not limited to the counsels of God revealed in His Word, but also the glory of God revealed in His world. Grace Christian and Cascade Christian parents want their children to be educated at home and at school with the understanding that all truth is God's truth and that Jesus Christ is to be central in all learning and living situations. The ultimate goal is that the students be conformed to the image of Jesus Christ.

STATEMENT OF FAITH

We believe that the Bible is the infallible, inspired Word of God and that it is our final authority in matters of faith and practice.

We believe in the eternally existing triune God: Father, Son, and Holy Spirit.

We believe in the personal, imminent return of Jesus Christ for His own. We believe in His later return in power and glory with His own to reign in righteousness over the earth. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

We believe that Heaven is the place of eternal blessedness for the saved and that Hell is the place of eternal conscious punishment for the lost.

We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and that all who receive the Lord Jesus Christ by faith are born again and become the children of God.

We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live godly lives.

We believe in the spirit of unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith.

PHILOSOPHY OF EDUCATION

The educational program and methods of instruction at Grace Christian Schools are dependent on a Biblical philosophy to provide the perspective, general background truths, and principles for the interpretation of facts encountered in the study of any academic subject. We believe that the concepts of a Christian educational philosophy are as follows:

- God is the Creator and Sustainer of all things, and the Source of all truth.
- God maintains control over His entire universe.
- Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God, the Source of all wisdom.
- Regeneration is by faith in the Lord Jesus Christ; true meaning and value can be ascertained only in the light of His person, purpose, and work.
- God has revealed Himself in a general way in His creation, and in a specific way in the Bible.
- As the student beholds the glory of God reflected in the Bible and in the world, the Holy Spirit conforms him/her to the image of Christ.
- The home, church, and school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
- The teacher stands in the place of the parent during the school day.
- The prayer of a righteous person has a powerful effect.

GOALS

- To work in cooperation with parents; to reinforce the family as God's authority over each student.
- To provide students with an overall sense of personal destiny in their lives through the study of creation, history, science, the arts, and through social and cultural relationships.
- To provide students an opportunity to gain a balance of knowledge and service in their lives.
- To provide students an opportunity to see that an ongoing relationship with Christ is the fulfillment God intends for their lives and that Christian service is an integral part of their life
- To provide students an opportunity for physical activities, in order to develop skills and a proper understanding of the Christian's attitude toward competition.
- To provide students with an understanding of how to handle stress and pressure, and to view them as God's ways of developing character.
- To provide students with an understanding of their intrinsic value before God.
- To provide students with an understanding of the importance of their involvement in the local church, the Body of Christ.
- To provide students with a knowledge of God and our Savior, Jesus Christ.
- To provide students with assistance in choosing a vocation in which they can use their gifts and calling for God's glory.
- To provide students with the support to become consistent Christians in character, conduct, and conversation.
- To provide students with the training to become godly leaders, live out the fruit of the Spirit, and display Christ-like leadership qualities through the knowledge of God's Word.

SCHOOL ORGANIZATION

The School Board consists of the Elder Council of First Baptist Church of Medford. The Teaching Pastor, Administrative Pastor, and School Superintendent also serve as members. Board members are affirmed by the congregation of the church and qualify by meeting the standard of 1 Timothy 3. They are given monthly reports on the school, approve the annual school budget, issue teacher contracts, and approve dismissal of students.

The leadership of the School Board selects the School Committee's members. The Committee serves as a counselor for the Superintendent. They deal with financial aid applications, budget preparations, appeals for student dismissal, and Superintendent-generated concerns. The Superintendent and the Administrative Pastor serve as ex-officio members.

The School Superintendent oversees the day-to-day operation of the school. The school policy and procedure manual gives the Superintendent authority over the budget, personnel, curriculum, and the students' academic and spiritual growth.

STATEMENT OF NON-DISCRIMINATION

Grace Christian School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies or other school-administered programs. GCS reserves the right to select students on the basis of academic performance and personal qualifications.

CONTROVERSIAL DOCTRINES

Grace Christian Schools is non-denominational with a ministry of discipleship. Many churches from our community are represented in our student body.

Since the student body represents different denominations of the evangelical Christian community, matters of controversial doctrine will arise in the classroom. These issues will be handled with sensitivity and respect for denominational differences. Students also will be referred to his or her parents and pastor for additional clarification.

Grace Christian Schools reserves the right to interpret and administer rules and policies as individual situations and needs arise.

NON-PROFIT STATUS

Grace Christian School, as a ministry of First Baptist Church, is recognized by the state of Oregon as a non-profit organization and is established as a 501(c)3 non-profit organization. For the tax identification number, contact Marilyn Spires or Kris Smith.

ACCREDITATION

Grace Christian School is accredited by the Association of Christian Schools International (ACSI) and the Northwest Association of Accredited Schools (NAAS) and is recognized for promoting and maintaining a well-balanced educational program and for meeting or exceeding standards considered essential for quality education. Our dual accreditation is valid through the school year 2014.

CASCADE CHRISTIAN HIGH SCHOOL

Grace Christian Schools also operates a separate high school corporation offering grades 9 through 12. The board provides continuity under the superintendent. CCHS, an accredited private Christian school, completes our vision of a Pre-School through 12 school system. The CCHS office is able to address your questions at 541-772-0606. You may also check the web site at www.gracechristian.org and click on Cascade Christian High School.

GRACE CHRISTIAN SCHOOLS ADMINISTRATIVE ORGANIZATION

<p><u>Council/School Board</u> Tiny Robertson – Chairman Conrad Morse – Vice Chariman Mark Lounsbury - Secretary Darrell Carpenter Ray Johnson Brian Jordaan Jim Killam</p>	<p><u>Grace Christian Schools Foundation Board</u> Richard Brewster Darrell Carpenter – staff Debby Cate Dee Coffman Forest Collins John Duke Paul Henderson Robert Hutchins Mike Jantzer Ray Johnson – staff Gary Miller – staff June Morse Reid Murphy Devon Rickabaugh – staff Terry Roehl - staff Greg Stiles Jeff Works</p>
<p><u>Grace Christian Schools Committee</u> Russell Brown Becky Gathercoal Claudia Hyde Alice Schneider Dave Schneider Mark Stutzman Ron Zielke</p>	<p><u>FBC Ministries Pastoral Team</u> Darrell Carpenter – Administrative Pastor Greg Spires – Interim Teaching Pastor Ray Johnson – Pastor of School Ministries</p>
<p><u>Grace Christian Schools Support Staff</u> Debbie Prosis – Superintendent Assistant/ Office Supervisor Debbie Armas – Secretary to the Assistant Superintendent and Director of Development Emily Wilson – School Secretary/Sub Finder Julie Britton – Admissions/Communication Coordinator Assistant/A.D. Assistant Lorraine Evenson – Middle School Assistant Lorrie Penn – Elementary School Assistant Sheila Broughton – Student Affairs/Registrar Tammy Martinez – Athletic Director Assistant/ Transportation Kris Smith – Bookkeeper Ronya Teterud – Tuitions Bookkeeper Nancie Garris – District Print Shop Manager Traci Williams – Computer Assistant Lisa Sellers – Food Service Jo Ann Messing – Food Service Lisa Brown – Pre-School Aide Trish Kerth – Kindergarten Aide Keri Freisen – ERI Aide</p>	<p><u>Administration</u> M. Ray Johnson – Superintendent Devon Rickabaugh – Assistant Superintendent Dave Fennell – Athletic Director Terry Roehl – Director of Advancement Mark Perry – High School Principal Linda Olson – Middle School Principal Tim Teterud – Elementary School Principal</p>
<p><u>Leadership Team</u> Gary Miller – Director of Development Don Binkley – Facilities Coordinator Judy Fair – Technology Coordinator Karin Wegner – Volunteer Coordinator Barbara Brenhaug – Media Specialist Autumn Boekenoogen – Early Childhood/Extended Enrichment Coordinator Heidi Holm – Student Ed. Services Coordinator</p>	

GRACE CHRISTIAN SCHOOL FACULTY

ELEMENTARY SCHOOL

Kirstine Dunlap: Pre-School - AM
Karen Fransen: Pre-Kindergarten - AM
Mary Jo Flenner: Kindergarten - AM & PM
Susan Anderchuk: First Grade
Janie Casad: First Grade
Michelle Follett: First Grade
Brenda Cave: Second Grade
Debbie Sha: Second Grade
Deborah Reed: Third Grade
Rhea Tuttle: Third Grade
Ellen Fite: Third / Fourth Grade
Dennette Fretz: Fourth Grade
Julie Stutzman: Fourth Grade
Kathy Fink: Fifth Grade
Nancy Jackson: Fifth Grade
Megan Lamson: Fifth Grade

MIDDLE SCHOOL

Steve Roby: Sixth Grade
Cara Teterud: Sixth Grade
Karin Wegner: Sixth Grade
Diane McMahan: Seventh/Eighth Grade
Paul Sha: Seventh Grade
Debby Swope: Seventh Grade
Julie Weakley: Seventh Grade
Robin Davisourt: Eighth Grade
Ron Reed: Eighth Grade

INSTRUCTIONAL STAFF

Cindy Sasser: Physical Education Specialist
Michael Reimer: Instrumental Music/Music Dept.
Head
Sharon Dady: Vocal Music Instructor
Cheryl Nicholson: Vocal Music Instructor
Susan Whipple: Art Instructor

ADMISSIONS POLICIES

APPLICATION PROCEDURE

- Obtain an Application for Admission packet.
- Return the completed application packet (Application, Pastoral Reference Form, Student Academic Report, Personal Reference Form, and for middle school students, the Middle School Survey) with a \$60.00 application fee to the School Office (the fee is non-refundable).
- Interview with the Principal or Admissions Coordinator. (Second interviews are not uncommon nor are requests for additional references.)
- Administering of student skills test(s) if deemed necessary.
- The school will notify the parent/guardian that the student has met qualifications of Grace Christian School and will wait for a grade level opening.
- The school will notify the parent/guardian of an opening in a grade level.
- Registration fee is due within two (2) working days after notification of available space is made to the parent/guardian.
- Space is secured upon receipt of full registration payment.
- During the school year, new students will be enrolled on probationary status.

A student seeking admission must interview with the administration. Both parents are encouraged to attend these interviews. The student and parents are asked to give their Christian testimony during the interview. Students applying to GCS for entry in traditional courses must be academically capable of being educated at GCS. They must show through formal testing, previous grades, or teacher recommendations that they can perform within the acceptable range determined by GCS resources. If it is determined through testing that the student's abilities are below those needed to be successful at GCS, admission may be denied. While striving to broaden the range of students GCS can minister to, we are unable to enroll students with severe learning or social difficulties.

After completing the application process as explained above, students are placed in a grade-level waiting pool. When an opening occurs, qualified students are taken out of the waiting pool and placed on a class list. Class lists are determined with boy/girl ratios, new/returning students, academic and social needs, and other factors in mind.

ADMITTANCE POLICY

Students are qualified for enrollment based upon a variety of criteria including the following:

- Academic, pastoral, and personal references
- Academic abilities/needs
- Previous school history
- Previous behavioral history
- Parents' spiritual, academic, and disciplinary support
- Student's personal desire to be at GCS

All other factors being equal, some of the following priorities may be attributed to a student's application:

- Date of application
- Member of a currently enrolled family
- Returning student to GCS
- Current boy/girl ratios in grade level
- First Baptist Church family
- Missionary family

Acceptance to Grace Christian Schools is a privilege, not a right. The School reserves the authority to interpret and apply all admissions criteria.

As a discipleship school, GCS does not enroll students whose parents are not actively involved in a Bible-believing local church that supports the Grace Christian Doctrinal Statement.

MIDDLE SCHOOL ADMITTANCE FOR CURRENT STUDENTS

All current GCS students will have the following requirements for admission into or promotion within our Middle School:

All incoming 6th grade students will:

- Submit a completed Middle School Survey and Middle School Covenant
- Have your Pastor or Youth Pastor submit an updated Pastoral Reference Form

All incoming 7th & 8th grade students will:

- Submit a completed Middle School Student Covenant

Parents of incoming 5th, 6th, or 7th graders will attend the Middle School Parents' Informational Meetings prior to transitioning to the next grade.

Current students in grades 5th, 6th, or 7th may be asked to meet the following requirements for admission into middle school.

- Upon request, the student and parents meet with the Middle School Principal for an informal interview.
- In cases of prior disciplinary or academic difficulties a student may enter Middle School on a probationary status.

CLASSROOM / STUDENT PLACEMENT

The administration makes the final decision concerning the placement of students. It is our desire to have each class carefully balanced with students. Boy-girl ratio, academic needs, new vs. returning students, and classroom space are all factors in the decision making process. Changes are not made during the school year. Present families may request to have a former teacher for a sibling. Requests for other reasons are not encouraged. **Requests are due by the date published.** All of our staff are godly, qualified persons who love children and are dedicated to teaching in a Christian school.

PRIVATE SCHOOL PARENTAL RIGHTS

Private schools are governed by contract law and are not covered under the U.S. Constitution. Parents and their children have many protections under common law, federal and state statutes. Grace Christian School parents have the following rights to:

- Have their children receive an academically sound education.
- Talk with school personnel and to have requests for meetings answered in a timely manner.
- Receive fair hearings on concerns and grievances.
- Have students supervised in a safe and appropriate manner.
- Review records.
- Participate in the activities of the school.

PARENT-SCHOOL AGREEMENT

Thank you for taking the time to read this agreement and for your willingness to take these responsibilities seriously. Parents are asked to sign the Parent-School Agreement included in the packet received at the beginning of the year, indicating willingness to support the following.

To maintain harmony with the Christian home, church, and school, as a parent you are asked to:

- Attend the Bible teaching church of your choice **regularly**, realizing that GCS is a supplement - not a substitute - for a godly home and family. Regular church attendance is Biblical (Heb. 10:23-25). We all need the encouragement of other believers in the body of Christ (1 Thess. 5:11).
- **Support Grace Christian Schools' Mission, Vision, Purpose, Goals, Philosophy, Doctrinal Statement, rules, and policies**, understanding that while you may not always agree with a rule or policy per se, your support is still necessary and will be honored by God (Rom. 13:1-4; Heb. 13:17, Deut. 6; Gal. 4:1-2; Heb. 12:9-10). We **MUST** have your heart-felt support, especially from fathers, if we are to have an effective ministry with your child. You must waive any right to civil litigation regarding any dispute with First Baptist Church and/or Grace Christian Schools and agree to accept the School Board's decision as final in all matters.
- **Attend a Back-to-School Orientation meeting**, as well as the **Parents' Only Night**, both to be held at the start of the school year. Attend other parent meetings and conferences scheduled by the school.
- Make a concerted effort to **attend any school activity** that your student is involved in, e.g., programs, athletic competitions, etc., thereby assuring him/her of your loving support.
- Take responsibility to access "ParentsWeb" thru our web site www.gracechristian.org for important communications including: school calendar, announcements, homework assignments, and more. See Parents Web information on page 41 for further details.
- Support the school with your **prayers, gifts and volunteer service**. The cost of education at Grace exceeds tuition and, "We will help in whatever way we can with fundraising and other activities to benefit the school and its programs." Your **prayer support** of our school is absolutely essential. We are engaged in a spiritual battle, which must be fought with spiritual weapons (1 Cor. 10:3-4, Eph. 6:12; 1 Tim. 2:1-4).
- **Pay your tuition on the first of the month**. If your tuition is not paid by the 30th of the month, and you have made no attempt to pay or make arrangements with the Church Business Administrator, your student will not be allowed to remain in school. Your registration and tuition fees pay a portion of the normal operating expenses. Teachers' salaries cannot be met without the timely payment of tuition. (Page 11, Fee Schedule) **Registration for an upcoming year can only be accepted if current year tuition payments are up to date.**
- **Support the school in all matters of discipline** involving your student. Any incident involving the use or possession of alcohol, tobacco, drugs, firearms, weapons of any kind, or any instance of immoral or unseemly conduct on or off campus, which is detrimental to the reputation of the Lord or our school, is grounds for dismissal.
- **When you have a problem or concern, please contact the person** (teacher, aide, volunteer, etc.) **most immediately involved**. If resolution with the person can not be achieved, then contact with their immediate supervisor should be made. If the concern is still not resolved the school principal is available. As stated in the parent school agreement, "we agree not to share problems with those not directly involved in their solution, e.g., other parents, students. (Matt. 5:23-24, 18:15-16, James 3:3, 9 & 10)
- **Refrain** from taking your student out of school unnecessarily. Regular attendance is important. The faculty is willing to help students with make-up work, but you must take the initiative. Advance notice is needed whenever possible. (See page 18)

- **Contact** a Principal or the School Office directly to let the Administration know of your reasons for withdrawal. We appreciate your input and insight. If you are moving or financial needs arise, we appreciate knowing how we may assist you.

We have carefully considered the program of the school realizing that attendance is a privilege, not a right, and will make it our glad-hearted choice for the coming school year.

SEPARATED FAMILIES

In accomplishing our mission to assist Christian parents, Grace Christian School must remain in “neutral territory” with respect to family disputes. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of your child is at stake. Please allow your child’s teacher and other staff to support both parents by not sharing negative personal information with them.

The school office can provide duplicate printed communications to separate homes upon your request. However, we expect you as parents to share all verbal communications with one another and to participate together in parent/teacher conferences and other school activities whenever possible.

Fee Schedule

GRACE CHRISTIAN SCHOOL - 2009-2010

APPLICATION FEE: \$60.00 per student application - non-refundable.

This fee is for **ALL NEW STUDENTS** and is to accompany the initial Application Form for each new student. The fee covers time and materials necessary to set up the student's file, to provide testing, if needed, and for data processing and mailings.

ANNUAL REGISTRATION FEES: For NEW FAMILIES, this fee is due upon acceptance to Grace Christian School. A \$20 late fee will be assessed if registration is not paid within 5 days after acceptance. For RETURNING FAMILIES, this fee is due by **MAY 1** - a \$20 late fee will be assessed after **May 11** (Open enrollment begins **May 4**, unsecured spaces will be available to new families). Registration fees are non-refundable.

Registration Fees can only be accepted if previous tuition payments are up to date for the current year.

Pre-Kindergarten/Pre-School	\$100.00 per student	Fees cover these instructional expenses: <ul style="list-style-type: none"> • Individual student insurance (day) • Stanford Achievement Testing • Purchase of textbooks, printing, supplies, equipment & communication • Library - Media - Technology • School membership in ACSI
Kindergarten	\$150.00 per student	
Elementary (1 st - 5 th grade)	\$290.00 per student	
Middle School (6 th - 8 th grade)	\$320.00 per student	

TUITION FEES:

10 Month Payment Plan:

Full Tuition:

	10 Month Payment Plan:	Full Tuition:
Pre-K/Pre-School - 1 st /2 nd student	170.00	1,605
Pre-K/Pre-School - 3 rd student	155.00	1,480
Kindergarten - 1 st /2 nd student	285.00	2,675
Kindergarten - 3 rd student	255.00	2,375
Elementary - 1 st student (1 st -5 th grade)	410.00	3,895
Elementary - 2 nd student (1 st -5 th grade)	350.00	3,295
Elementary - 3 rd student (1 st -5 th grade)	315.00	2,975
Middle School - 1 st student (6 th -8 th grade)	525.00	4,995
<i>*Middle School - 1st student (if older sibling is enrolled at Cascade Christian High)</i>	500.00	4,795
Middle School 2 nd student (6 th -8 th grade)	435.00	4,150

- The oldest student at GCS is the 1st student.
- Tuition Payments are due by the **1st of each month**; a late fee of **\$20.00** will be assessed after the 10th of the month.
- The **10 month plan** begins in **July 1, 2009**. **New families** enrolling after July will have their tuition recalculated.
- The **Full Tuition** must be paid by **June 25th** or student will be placed on **10 Month Payment Plan**.

STARTING DATE/AGE DEADLINES:

Pre-School: 3 years old by September 1, 2009
 Pre-K Students: 4 years old by September 1, 2009
 Kindergarten: 5 years old by September 1, 2009
 First Grade: 6 years old by September 1, 2009

FINANCIAL AID

Grace Christian School is committed to keeping tuition affordable by making financial assistance available to families with a demonstrated need. Depending on the resources available in any given year, families may be eligible to receive up to a 50% tuition amount.

Assistance is available based on need. Families interested in receiving assistance may pick up financial aid applications in the office. Awards are made during the month of May.

HOMESCHOOL PARTICIPATION

Grace Christian School allows home schooled students to participate in Middle School classes and activities. Home schooled students must follow the same application process and pay the same registration fees as enrolled students. In lieu of regular tuition fees, there is a monthly fee per class taken. Sports and associated transportation fees also apply. Contact the school office for further information

CASCADE CHRISTIAN ONLINE ACADEMY

We are excited to announce the addition of an online component to our school district. *Cascade Christian Online Academy* was created to offer a flexible alternative to delivering a Christian education to elementary, middle and high school students and families. Our overall mission is to assist Christian parents in the Biblical training of their children and the addition of our online school will help us accomplish this goal.

Our online courses are rigorous and exceed all national and Oregon State Standards. Grace Christian Schools are accredited by the Association of Christian Schools International (ACSI) and the Northwest Association of Accredited Schools (NAAS). Because we believe the Bible to be central to academic excellence, CC Online Academy integrates examples, stories, wisdom, and teaching from God's Word into our Christ-centered courses. This integration and high academic standards are the foundation of the program.

The Cascade Christian Online Academy program will begin offering courses for advanced math, course make-up and home schooling opportunities for families unable to attend our "brick and mortar" schools. Our goal is to offer more AP and Dual Credit classes in the future.

Cascade Christian Online Academy is pleased with the opportunity to meet the academic needs of student and families.

TRANSPORTATION FEES

Sports team members who use the school vans, busses or First Student or other contracted busses will be charged a transportation fee to offset the costs. These fees will be assessed at the beginning of the season and the fee must be paid before the first competition.

SUPPLY LIST – 2009 / 2010

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BACK SIDE OF SUPPLY LIST – 2009 / 2010

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SCHOOL CALENDAR

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STUDENT ATTENDANCE POLICIES

PHILOSOPHY

Regular attendance is absolutely necessary for learning. When students are absent, they miss classroom instruction and discussion that are difficult to adequately make up, limiting their ability to perform at a high level. Parents are urged to use good judgment and to encourage students to attend class unless absence is necessary. While it is not always possible, parents are asked to endeavor to make all appointments, including those for doctors or dentists, outside of school hours.

Grace Christian School supports the compulsory school attendance laws as set by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. Students missing more than 40 days in a school year may be required to repeat the grade. Because the law authorizes the school to determine which absences are excused and which absences are not excused, Grace Christian has established the following parameters concerning absences.

SCHOOL HOURS

Grace Christian School is a “**Closed Campus**” which means students are required to remain on campus once they arrive, unless signed out through the office by a parent/guardian.

Students are not to arrive at school prior to 7:30 a.m., as there is no supervision on the school campus until this time. Students not involved in sports or in a specific school activity should not be on campus after 3:30 p.m.

OFFICE HOURS: 7:30am – 4:30pm Monday – Friday

Note: These hours may be subject to change, due to early dismissal, holidays, etc.

REGULAR DAY SCHEDULE

Pre-School (AM) 8:20 to 11:10 a.m.
Pre-K & Kindergarten (AM) 8:20 to 11:10 a.m.
Pre-K & Kindergarten (PM) 12:05 to 2:50 p.m.
Grades 1/2 - 8:20 a.m. to 2:35 p.m.
Grade 3 - 8:20 a.m. to 2:45 p.m.
Grade 4 - 8:15 a.m. to 2:45 p.m.
Grade 5 - 8:10 a.m. to 2:55 p.m.
Grade 6 - 7:55 a.m. to 2:55 p.m.
Grade 6 - 7:55 a.m. to 2:30 p.m. (Wednesday)
Grades 7/8 - 7:55 a.m. to 3:00 p.m.
Grades 7/8 - 7:55 a.m. to 2:20 p.m. (Wednesday)

MINIMUM DAY SCHEDULE

Grades 1/2 - 8:20 – 11:35 a.m.
Grade 3 - 8:20 – 11:45 a.m.
Grade 4 - 8:15 – 11:45 a.m.
Grade 5 - 8:10 – 11:55 a.m.
Grade 6 - 7:55 – 11:55 a.m.
Grades 7/8 - 7:55 – 12:00 p.m.

WEATHER CLOSURE / DELAYS

Weather can become an issue affecting safe travel and school closures. As a general rule, Grace Christian Schools tends to follow the open/delayed-start/closure status of the Medford 549-C schools. In the event of bad weather, please tune in to KDOV 91.7 FM, AM 880 or 1440, or one of the local TV stations for school closure information. Additional information may also be available on the school answering machine at 541-772-1438, or on the school website www.gracechristian.org, click on “Breaking News”. School closure decisions are made in the early morning hours and information will be posted as promptly as possible.

As always, safe travel decisions are under the authority of the parent. If parents determine that travel is not safe for their family and school is open, please notify the office that their child will not be attending or will be arriving late.

EXCUSED ABSENCES

- Personal illness of the student
- Medical appointment with written verification by the medical professional
- Serious illness or death in the family
- Family emergency
- Extra-curricular activities
- Suspension

UNEXCUSED ABSENCES

Absences that do not fall under the criteria of excused absences are considered unexcused.

NOTIFICATION OF ABSENCES

In the event a student is absent, parents must call the school office by 9:00 a.m. A message may be left if the office is not open. If the office has not heard from you by 9:00 a.m., you may receive a call from our automated system. Please contact the office as soon as possible.

HOMEWORK REQUEST

When a student is absent, parents may check for assignments on “Parents Web” at www.gracechristian.org. **Please be aware that assignments posted in advance represent the teacher’s best estimate of work that will be given.** Teachers are continually adjusting their plans based upon student understanding and progress. Students must still check with teachers upon returning to school. Please contact the office if you need books made available for you to pick up after school.

READMISSION FOLLOWING ABSENCES

When a student returns to school after an illness, medical appointment, or emergency absence, she/he must pick up an “Admit Slip” from the school office. The absence will be excused if:

- A phone call had been received from the parent/guardian on the day the student was absent **OR**
- On the day of return the student presents to the office a dated note from a parent/guardian specifically stating the reason for the absence.
- If none of the above steps are followed, the absence is unexcused.

The student will give the “Admit Slip” to the classroom teacher. If a parent/guardian should send a note, it will be attached to the “Admit Slip.” This helps the teachers to know what they might expect as far as academic performance is concerned and which activities might be appropriate for the student. In cases of absence due to illnesses, teachers can also be more alert to observing recurrent symptoms.

MAKE-UP WORK FOR EXCUSED ABSENCES

The days allowed to complete make-up work are equal to the number of days the student was absent. This may not apply to assignments and projects that have been assigned well in advance of the absence. Assignments not made up within the allotted time will be considered late.

Make-up work for excessive intermittent absences will be due at the teacher's discretion.

In the Primary and Intermediate grades teachers will make every effort to make the student aware of any work that has been missed due to an absence.

In the Middle School, it is the student's responsibility to arrange for all make-up work following an absence.

PRE-ARRANGED ABSENCES

Planned, extended absences must be pre-arranged by a parent with the office at least two days in advance. The school strongly discourages planned extended absences during school time except in the cases of family emergencies or other unavoidable circumstances. Students will have the same number of days to make up the work as they were absent.

Students should track class progress on the Internet while they are gone and keep up as they are able. They can turn in any completed work and be informed of any additional make-up assignments upon their return.

Please be aware that assignments posted in advance represent the teacher's best estimate of work that will be given. Teachers are continually adjusting their plans based upon student understanding and progress.

LATE ARRIVAL – EARLY DISMISSAL

For medical or other pre-arranged appointments during school hours, the student must bring a note from home when arriving late and must sign in at the office. When leaving early, parent(s) must come to the School Office to sign their child out. At that time the office will call the classroom to have the student dismissed. It is always helpful for the teacher/school to know ahead of time when situations like this arise.

If someone other than a parent is to pick up a student, the parent should contact the office by telephone or by note to authorize us to release your child to this person.

Due to the length of our lunch period, we discourage students leaving campus for lunch. However, if students must leave campus with their parent for lunch, they are expected to be both signed out and in through the office by the parent/adult and to return **on time** to resume class. Leaving with an adult other than his or her own parent **requires written permission** from home.

TARDIES

Students are expected to arrive at school and be in each class with appropriate materials on time. Tardiness is detrimental to the student's character development, school progress, and it disrupts those students who are already at school. Students are considered tardy if they arrive 5 minutes after their first bell. In Middle School, the first bell is at 7:55 a.m. and the tardy bell rings at 8:00 a.m.

- A student who arrives late to school anytime during the day must report directly to the office and is not permitted into class without an Admit Slip.
- In Elementary School, parents will be notified in the event of excessive tardies.
- In Middle School, upon a third tardy within a nine-week period, students will serve a lunch detention. A Purple Slip will be sent home to notify parents of the third tardy and the lunch detention must be served.

EXTRA-CURRICULAR ACTIVITIES

Students participating in extra-curricular activities must attend school the entire day of the activity to be eligible to participate in the scheduled activity.

WITHDRAWALS

The parents of any student who withdraws must inform the office. Prior to withdrawal, all textbooks and school property must be returned and all fees paid in full. It is always helpful for the school to know your reasons for withdrawal.

ACADEMIC POLICIES

THREE SCHOOLS WITHIN A SCHOOL

Grace Christian Schools is divided philosophically into three schools within a school. These three schools are divided by grades. These levels also closely coincide with child development stages. Each school is overseen by a principal who is responsible for the students' academic, physical, emotional and spiritual growth. Curriculum, instruction, teacher supervision, and student discipline fall under each principal's leadership. The three schools are divided as follows:

- Elementary School – ages three through eleven - grades Pre-School through Five
- Middle School – ages eleven through fourteen - grades six through eight
- High School – ages fourteen through eighteen - grades nine through twelve

CURRICULUM

A Curriculum Guide for each grade, Pre-Kindergarten through 8th, is available for inspection in the office. Subjects taught are as follows:

Elementary School - Pre-Kindergarten through Fifth

Bible	Physical Education
English:	Music
Reading	Band (5 th)
Spelling	Computer Instruction (K-5 th)
Writing	Art
Grammar	Spanish
Handwriting	
Heritage Studies	
Math	
Science	

Middle School

Bible	Mathematics:	Physical Education/Health
English:	General	Music:
Spelling	Advanced	Vocal
Composition	Pre-Algebra	Appreciation
Grammar	Algebra	Theory
Literature	Science:	History
Handwriting	General	Band:
Research	Life	Basic
Heritage Studies:	Physical	Advanced
Ancient Civilizations		Computer
World Geography		
American History		

Middle School Experience Periods:

Art	Drug Awareness	Leadership
Boys Life Skills	Excel	Music History
Boys Only	First Aid	Music Theory
Broadcasting	Foods	Newspaper
Christmas Choir	Girls Life Skills	PowerPoint
Current Events	Girls Only	Spanish
Drama	Keyboarding	The Apprentice
		Worship Team

Great care has been put into the development of the curriculum at Grace Christian School. It is our desire to teach every subject from a Biblical perspective. Pray for your child's teacher, "the living curriculum."

CHAPEL

Each week Grace Christian School holds a chapel service in the Phipps Memorial Chapel (FBC Auditorium) for all students. These services include singing, prayer, special music, and a guest speaker or a Christian media presentation. Whole-school chapels include "Student Ministry," which has a high level of student participation. "Split" chapels allow our speakers to address smaller groups of students within narrower age ranges by "school". Parents are always welcome to attend.

Chapel Times:

All School Chapel	9:00-9:35 a.m.
Split Chapel - Grades 6-8	8:15-8:50 a.m.
Grades 1-5	9:15-9:50 a.m.
All School Minimum Day Chapel	9:15-9:50 a.m.

BIBLE INSTRUCTION

Daily class periods will be devoted to Bible instruction. They will include a systematic study of the Word of God, memorization of scripture, written assignments, and singing. Students will be encouraged to apply God's Word in their lives.

All students are required to furnish their own Bibles. We recommend the New International Version as an excellent Bible for reading and understanding. We discourage the use of Today's New International Version (TNIV) because it makes significant changes in the gender language of the original text.

We continue to include The Young Peacemaker as part of our Bible curriculum. This course gives a very practical way of applying biblical principles to help our children respond to conflict in a way that will build relationships and honor God. It explains how many conflicts are caused by sin in our lives and teaches how we can take responsibility for our attitudes and actions. Included are concrete steps for repentance, confession, and forgiveness to bring about true reconciliation. Our students are encouraged to sign the Peacemaker Pledge that is posted in each classroom.

ACADEMIC INSTRUCTION

All subjects will be taught with a special emphasis upon basic skills, problem solving, and study and research skills. At no time will subject matter that contradicts the Word of God be taught as fact.

BEYOND THE BASICS

Art: The purpose of art instruction at Grace Christian School is to encourage the student in developing creativity, design, and love of the fine arts. Regular instruction in art is provided for all of our students. GCS students have art displayed around the world. It is our prayer that our art can be an effective outreach to others and display our love for God. Although our purpose is not primarily for display and entering contests, we have found students' interest level and quality of work are increased by these opportunities. Some original artwork may not be returned. Parents are asked to help defray the costs of artwork chosen for contests. A nominal fee helps to cover shipping, preparation, and a copy of the original artwork.

Vocal Music: Vocal music is started in Pre-K and continues through all grade levels. Students are not only taught songs, but how to sing. Students are instructed in the fundamentals of rhythm, theory, practice, breathing technique, posture, harmony and voice control. Solo, ensemble and group singing is included in the vocal education experience. Christmas and Spring programs are presented by our students. Middle school students present a musical each spring.

Instrumental Music: In the 4th grade, students are introduced to playing an instrument - the flutophone. This develops interest in learning to play an instrument. These students are encouraged to enroll in Elementary Band in the 5th grade. They are then urged to pursue improving their technique and performance in the 6th Grade Band. 7th and 8th graders prepare for high school band or orchestra as members of our Advanced Band.

Physical Education: Students have regular instruction in Physical Education beginning in Pre-Kindergarten and continuing through 8th grade. Students are instructed in the importance of staying in good physical shape. Group and individual activities are taught with an emphasis on skills, team play, and good sportsmanship. (See page 14 for PE attire).

Spanish: Kindergarten through Fifth graders receive regular lessons in Spanish with their classroom teacher. The program includes highly interactive video and audio tapes that make learning Spanish enjoyable for the students. Students in Middle School build on this background with additional Spanish instruction.

Computer Technology: Students begin Computer Skills Education in kindergarten. Beginning with keyboarding, they move into word processing, using a database, spreadsheet, electronic research and media presentation. Computers are also used to enrich and reinforce skills and curriculum goals.

COMPUTERS AND NETWORKED INFORMATION SERVICES

Purpose: Grace Christian School is pleased to offer students access to a computer network for software applications, file sharing, and the Internet. Access to e-mail and the Internet will allow students to explore thousands of libraries, databases, museums and other repositories of information and to communicate with other students, teachers, and people in various fields around the world. Families should be aware that although our Internet connection is filtered, some material accessible via the Internet may contain items that are inappropriate, inaccurate or potentially offensive. The purpose of the Grace Christian Schools network is to provide Internet resources for constructive educational goals. We believe that the benefits to students to access information resources and opportunities for collaboration outweigh the disadvantages. As educators, we will instruct students in appropriate and responsible use of networked and Internet resources. The school network is a powerful tool that, when used with discernment, can greatly enhance the curriculum that we are presenting to students.

Expectations: Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Rules: The following will help ensure that our network runs smoothly and becomes a learning tool for all of us:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not waste limited resources such as disk space or printing services.
- Do not trespass in other people's folders, work, or files.
- Do not send any personal information over the Internet (name, address, phone number, etc).
- Do not access Internet resources without specific instruction and direct supervision of an instructor.
- Notify an adult immediately if inappropriate materials are encountered by accident.
- Do not change any settings on any computer at any time.

STUDENT IMPROVEMENT GOALS – 2009 / 2010

SPIRITUAL FORMATION

Philippians 3:10, "I want to know Christ and the power of His resurrection..."

- All students will improve their knowledge and application of a biblical worldview.
- All students will improve their performance in giving a gospel presentation.

ACADEMIC

II Timothy 2:15, "Study to show thyself approved unto God..."

Literacy (Reading / Writing):

- All students will improve their performance in reading and writing.

Technology:

- All students will improve their performance in the use of technology.

Math:

- All students will improve their performance in math problem solving.

PHYSICAL

1 Corinthians 6:19-20, "Do you know that your body is a temple of the Holy Spirit?"

- All students will improve their performance in physical fitness.

SOCIAL / EMOTIONAL

Philippians 2:3, "Do nothing out of selfish ambition or vain conceit, but in humility, consider others better than yourselves."

- All students will improve their performance in the resolution of personal conflicts. These goals are included in our School Improvement Plan to meet accreditation requirements

ACADEMIC PROGRESS

Students' learning is evaluated at the end of each nine-week quarter. Grade reporting dates are published in the school calendar each year.

Progress Reporting:

Watch Parents Web for announcements for posting of mid-quarter grades.

Parent/Teacher Conferences:

Parent/Teacher conferences will be held at the end of the first quarter. Parent(s) will receive their child's report card and discuss the student's progress with their teacher.

Quarter Grades:

Quarter grades will be posted one week after the end of the 2nd, 3rd, and 4th quarters. Parents are encouraged to contact their student's teacher at any time during the year when they have questions or concerns about the progress of their child.

Incompletes:

At the end of each quarter, if course work has not been completed an Incomplete (I) will be noted on the grade report. An incomplete grade must be made up **within two weeks of the end of the quarter**. If course work is not completed within the two-week period, a grade will be assigned based on the work turned in.

ASSIGNMENTS

An important part of the student's education is to complete class assignments and homework assignments as they are given. Assignments not completed will definitely affect the student's grades. Student illness/absence is the only valid reason for turning in late work, and arrangements must be made with the teacher for doing so. Teachers have the right to reject assignments that are illegible or carelessly prepared.

Assignments will be headed as follows:

Name: (First and Last)

Date:

Subject: (Math, Spelling, etc.)

Assignment:

Primary/Intermediate Schools

Late Work:

If your child is in first through fifth grade, assignment sheets may be required if he/she is having difficulty getting work turned in on time. All students in Grades 3-5 are provided with planners to aid in this process. Check with your student's teacher concerning specific procedures. All late work must be completed and turned in. Extra credit may be available, but only if all late work has been completed and turned in. Any extra credit work is available at the discretion of the classroom teacher.

Middle School

Late Work -- Assignment Reports:

The middle school policy regarding late assignments is designed to help students continue to develop a sense of responsibility. Students use a "Daily Planner" to track classroom assignments, projects, and tests. Students and parents should check the Parents Web for reminders about assignments.

A late assignment is any work that is not turned in **completed when due**. Exceptions are those which stem from illness or a family emergency. Any time a student has three (3) late assignments in a class, he/she receives an Assignment Report. In 6th grade an Academic Report Form will be sent home for each late assignment and it will be NOTED in the online gradebook.

An Assignment Report is designed to build self-managing strategies for success in school. This report provides a method for helping a student develop good study habits. The report lists the late assignments along with the date each one was due and the date it was turned in and/or lists any assignment(s) still not turned in. At home, the Assignment Report is to be completed by the student, signed by the parent and returned the following day with the completed work. Parents will be notified by phone if an Assignment Report and/or late assignments have not been returned. Also, the Middle School gradebook is open at all times.

Late assignments receive no credit, and a zero will be placed in the grade book. However, if the completed assignment is received the next day the student is at school, the student will receive a maximum of 50% of the score earned. All late work must be completed and turned in. Extra credit may be available, but only if all late work has been completed and turned in.

Test Scores – Blue Slip:

Blue Slips are issued to the student as notification of a test or quiz score below 70%. They are responsible to give them to their parent who will sign them. The student then returns the Blue Slip to the teacher and it becomes a "ticket" for a retake.

Principal's List -- Honor Roll:

A student who earns a Grade Point Average of 3.81 to 4.0 will be recognized on the Principal's List and a 3.5 to 3.80 will be recognized on the Honor Roll. A student who earns academic honors for the first three quarters will qualify for the academic pin at the end of the school year.

Middle School Gold Card:

Sixth, seventh and eighth grade students will be given a *Gold Card* at the beginning of the school year. Keeping a *Gold Card* is based on student **conduct** and **academic responsibility**. A student in possession of a *Gold Card* will receive added privileges, recognition, and awards.

EXTENDED ENRICHMENT PROGRAM

The extended enrichment program is comprised of two parts, the **Pre-Kindergarten/Kindergarten Extended Enrichment class** and the **After-school Extended Care program**.

The **Pre-Kindergarten/Kindergarten Extended Enrichment class** is available five afternoons a week and is designed to give the student a full-day educational experience. After attending the AM Pre-Kindergarten/Kindergarten class, students in the PM Extended Enrichment class are able to participate in various experiential activities which support the total early educational program. The Extended Enrichment class is open on several minimum days throughout the school year. Extended Enrichment follows the GCS school policies, for more detailed information on procedures see the Extended Enrichment handbook available in the school office.

The **After-school Extended Care program** is available five days a week for students in Pre-K through fifth grade. It is open daily from 2:35 until 6:00 p.m. This program is developed to offer a loving, safe, and nurturing atmosphere to students who remain on campus after the regular school day. The After-school Extended Care program includes a time for snacks, play, homework, and creative activities.

For more information contact Autumn Boekenoogen, Early Education Coordinator, aboekenoogen@gracechristian.org.

SPORTS PROGRAM GUIDELINES

Under the direction and guidance of our coaches, we offer various programs for boys and girls in grades 5 through 8. These activities include football, cross-country, volleyball, basketball, track, cheerleading, and Brain Bowl for 7th & 8th grades and volleyball and basketball for 5th & 6th grades. During regular PE classes, softball, badminton, and gymnastics may be available.

Grace Christian School offers an extra-curricular sports program for both boys and girls. We feel that participating in such a program is beneficial to the students in several areas: 1) It provides physical conditioning and develops mental alertness; 2) It promotes growth in self-confidence, individual discipline and cooperation with teammates; 3) It offers a competitive atmosphere in which principles of the Christian life can be applied and spiritual lessons learned.

Our objectives in providing a sports program are to glorify the Lord Jesus Christ in the attitude and performance of our teams and to provide a positive and challenging growth experience for all participants. In order to achieve these goals, it is important that the following guidelines be observed:

Players: Students are eligible to participate in sports at GCS if they meet the following requirements.

- Carefully read and agree to abide by the GCS Sports Guidelines.
- Participants must have **all applicable forms and fees turned in by the end of the first practice week** in order to continue participation.
- Submit documentation proving a recent (within one year) physical exam has been done (7th / 8th only, valid for 2 years)
- Maintain good overall conduct and attitude. As our athletes represent the school and ultimately our Lord, the school reserves the right to limit or deny participation due to conduct or attitude which is inconsistent with school standards.
- Maintain responsibility for completing and turning in all homework on the date due.
- Maintain parents' standard for academic performance.
- 100% commitment. Joining a team means a commitment to finish out the entire season and to faithfully attend practices and games. **Full day is required for eligibility on game days.**
- Athletes who are **excused from PE class will not participate** in team competition.
- Seventh and eighth grade team members wear chapel attire to school on game days as an expression of team spirit and identification.
- Personally notify your coach (in advance when possible) of any legitimate absence from practice or game.
- 100% effort and positive attitude at all times (Col. 3:23-24).
- Absolute respect for coaches, teammates, opponents and officials. Negative attitudes or critical spirits will not be tolerated.

Parents:

- Read and discuss these guidelines with your student athlete
- Contact the school office with any question regarding sports policies or guidelines.
- Determine your student's eligibility based upon his/her fulfillment of YOUR academic and behavioral expectations for them.
- Parents must assume responsibility for student's grades, realizing that it is not uncommon for academic performance to decline while participating in sports if not carefully monitored. It is important that all homework is turned in on the date due.
- Parents help your student keep his/her priorities in line. Academics still come first! Sports are truly EXTRA-curricular.
- Be willing to help with transportation or serve as a chaperon whenever possible.
- Support your student's team with your attendance at games at every possible opportunity.

- Pray with us that this team experience will be beneficial for your student and that the Lord will be glorified in the attitudes and actions of their team. Pray for our coaches!
- MODEL FOR YOUR STUDENT an attitude of respect for coaches, teammates, opponents and officials.

Insurance

Family insurance coverage must be provided in order for a student to participate in any sport. The school provides **secondary insurance** for the student included in their registration fee.

Game Attendance: Students may attend sporting events according to the following guidelines:

- Students in grades 4-8 **must return permission forms to attend home games**. These forms will be sent home at the beginning of school and will be effective for the entire year. Please be aware of the guidelines for conduct at games.
- Students in **grade 3 and below** are welcome to attend, but **must be accompanied by a parent**, as we are not able to provide enough supervision for younger students.
- Student spectators must be picked up from school at regular dismissal time by their parent or other parent-designated adult. They may return no more than 15 minutes prior to the first game of the day. Students may not 'hang out' around campus or leave campus on their own to 'hang out' until game time. Staff supervision is provided during home games.
- Football games will be played off-campus. Students wishing to attend these games must be accompanied by, and directly accountable to, a parent.

Awards:

- CERTIFICATES will be awarded to all players who complete the season. (grades 5-8)
- LETTERS or PINS will be awarded to middle school players (grades 6,7,8) who exhibit excellence in the following areas:
 - Complete the season.
 - Make a CONSISTENT, POSITIVE contribution to the team as determined by the coaches.
 - Spend NO MORE THAN ten (10) points in the course of a season based on the following point values:
 - Missed GAME - 6 points
 - Missed PRACTICE - 3 points
 - Tardy to Practice - 1 point

Points are available for you to spend as you may need, not as a punishment.

Spend them wisely.

Missing half or more of any event constitutes an absence.

No points are spent if event is missed due to illness.

Sports Fees:

- Players are assessed a fee for each sport in which they participate. These fees cover only a portion of the costs incurred by the school.
- These costs include uniforms, equipment, referees, facility maintenance, and coaches' stipends. Sports fees are non-refundable.

5th / 6th Grade - \$50.00

7th / 8th Grade - \$100.00

7th/8th Grade Football - \$125.00

Transportation Fees:

With the growing need to protect the school from potential litigation and the desire to provide safe transportation of our students, the school has determined that we will use ODE approved drivers when using our busses or contract with Rogue Valley Charter or First Student. At times we will use parents who have had background checks to assist in driving. To offset the rising fuel prices, a fee has been determined using the previous year's costs. Transportation fees must be paid at the beginning of each sports season. If the transportation fee is not paid by the first game, the athlete will not be allowed to participate in any game until the fee is paid.

*** Students will not be allowed to participate unless sports fees, physicals and medical releases are completed and turned in to the school office by the end of the first week of practice.**

GRACE CHRISTIAN SCHOOL DRESS AND APPEARANCE POLICIES

PHILOSOPHY

As a Christian institution, our standard of dress should reflect a Christian testimony. The Grace Christian Schools' Administration has established this dress code to clarify our school community standards and to promote a wholesome social and academic environment for our students. Learning the appropriate time and place to wear different types of clothing is an important life lesson. Styles constantly change, so it is often difficult to address every new trend. However, Scripture does give certain guidelines which emphasize standards, appropriateness, cleanliness, neatness, modesty, and a reverence for God. We desire the girls to look feminine and the boys to look masculine. We urge parents to be certain their student is appropriately dressed when leaving for school. School personnel will help enforce the dress code, but the final authority to interpret and apply the dress code shall rest with the administration. **If students are not appropriately dressed for school, parents may be asked to bring approved clothing for the student.** The administration reserves the right to make modifications of the dress code at its discretion as needed.

OBJECTIVES

The objective of Grace Christian Schools' Administration is to implement a dress code that corresponds with the mission and philosophy of Grace Christian Schools, specifically as it relates to modesty and godly character.

- To partner with parents in the biblical training of their children in regard to physical appearance and personal accountability.
- To nurture students' hearts to bring honor to Jesus Christ in how they look and what they wear, encouraging attire which reflects a godly character and a living testimony of the Lord Jesus Christ.
- To train students in discernment regarding fashion trends and appropriate attire for various settings.
- To ensure that clothing is appropriate and well-suited to the activity.
- To build the habits of modesty, cleanliness, and appropriateness.
- To dress in a manner that demonstrates respect for others and does not give any cause for others to stumble.

GENERAL GUIDELINES

- Parents are responsible to see that their student is appropriately dressed when leaving for school and for all school activities. The dress code shall apply to all students during school and at all school-sponsored functions including, but not limited to, sports team practices and events.
- As representatives of Grace Christian Schools, students will adhere to the dress code when traveling with a group off campus. The coach/advisor will be responsible for maintaining a standard of dress appropriate for the occasion.
- The Grace Christian Schools' Administration reserves the right to interpret and enforce the dress code.

Modesty Expectations:

These modesty expectations are designed to provide clear and specific guidelines that will help our students integrate the virtue of modesty into their lives. As a Christian school community, we have an obligation to govern our personal behavior for the benefit of others. Please consider the type of fabric, neckline, fit of the garment, and the occasion as you determine whether or not the garment meets appropriate modesty standards.

Young Ladies

- **Tops/dresses** must have a neckline that shows no cleavage at any time, no low neckline.
- **Tops** must be long enough that no bare midriff (front or back) shows at any time.
 - We offer the option of wearing a long camisole, tucked in, under tops that might expose a bare midriff with movement. However, **low-cut, form-fitted** camisoles, tank tops, tee shirts, or sports bras are **not acceptable** as outer wear.
 - **High cut** camisoles are acceptable when layered under other tops as long as there is no cleavage showing, and the over garment meets dress code requirements.
- Sleeveless **shirts, tops or dresses** must be no less than 2 inches wide at the shoulder, and be fitted under the arm.
- **Dresses/tops** with spaghetti straps may be worn with a dress code appropriate shirt over or underneath provided the shoulders are covered at all times.
- Garments which are backless, off the shoulder, halter or low-cut necklines, or are made from see-through fabrics are not permitted.
- **Dress & skirt** hemlines must measure no more than 3 inches from the top of the knee cap. The hemline should be the same length in the back as in the front. Slits must measure no more than 4 inches from the top of the knee cap.
- **Shorts** must measure no more than 4 inches from the top of the kneecap.
- Pants or shorts with words or logos across their bottom are not to be worn.
- Low-rise **pants or skirts** must not expose bare midriff (front or back).
- Leggings are not to be worn as pants. They may be worn under dress-code-length dresses or skirts (no more than 3" above the knee) or with a "top" that complies with the dress code skirt/dress length requirement.
- Tight, form-fitting garments are not acceptable.
- Undergarments are not to show at anytime.
- Elementary girls must wear shorts underneath their dress if they plan to be on the playground equipment.
- A full coverage, one-piece **swimsuit** is permitted for special functions requiring a swimsuit.

Young Men

- **Shirts** must have sleeves and no low necklines. Shirts are not to be unbuttoned past the second button.
- Tank tops, sleeveless shirts and white undershirts may be worn as undershirts only.
- Sagging **pants** below the waistline and/or visible underwear or boxers are not appropriate.
- Boxer style **swim trunks** are permitted for special functions. No Speedo styles will be permitted.

Cleanliness and Neatness Expectations:

- Clothes need to be clean and worn in such a way that they give a neat appearance.
- Clothes should fit proportionately, not too loose, too tight or too low.
- Clothing should not be ragged, torn, tattered, or overly faded. Jeans need to be in good condition with no holes.
- Hair coloring should be natural in appearance and be neat and clean. Hairstyles should not be extreme, attract undue attention, or be disruptive to the school process.
- Boys' hair must be kept cut off the shoulder and out of the eyes. Ponytails or braids are not allowed.

Appropriateness Expectations:

- Girls will maintain a feminine appearance while boys will maintain a masculine appearance.
- Fatigues, military attire, cotton sweatpants, and warm-up "breakaway" pants are not allowed.
- Hats, visors or bandanas are not to be worn in the building.

- Any logo, statement, or artwork on clothing must be of a positive and wholesome nature. Clothing which identifies with the world in areas which contradict or distract from Christian values must not be worn. Garments must be free of questionable slogans, pictures, and/or advertisements.
- Students' appearance should not be disruptive or call undue attention to themselves.
- Counter-culture fads such as tattoos (permanent or temporary), body piercing, gothic, or any gang-related paraphernalia are not allowed on campus or at school activities.
- Jewelry is allowed as long as it is not excessive or extreme.
- The use of minimal make-up is reserved for 7th and 8th grade girls.
- Earrings or nail polish for boys are not allowed on campus or at school activities.
- GCS reserves the right to evaluate and place restrictions as needed with new fashions and fads.

SCHOOL ATTIRE

Boys:

- Dress shirts, polo shirts, t-shirts (no undershirts), turtlenecks, sweaters, or special day attire
- Dress pants, slacks, cargo pants, jeans, nylon pants (not "break-away"), or special day attire
- **Pre-K – 5th grade** – Dress shoes, athletic shoes, sandals with heel straps and socks (for health and safety reasons), no "Heelys"
- **6th – 8th grade** – Dress shoes, athletic shoes/slides, sandals, or flip-flops, no "Heelys"

Girls:

- Tops, t-shirts (no undershirts), turtlenecks, sweaters, or special day attire
- Dresses, skirts, jumpers, skorts (must look like a skirt, not a short), slacks, jeans, mid calf-length capris (knee length capris are considered shorts), corduroys, nylon pants (not "break-away" or "lounges" pants), or special day attire
- **Pre-K – 5th grade** – Dress shoes, athletic shoes, sandals with heel straps and socks (for health and safety reasons), no "Heelys"
- **6th – 8th grade** – Dress shoes, athletic shoes/slides, sandals or flip-flops, no "Heelys"

OPTIONAL SELECTED DRESS

The school uniform look, found in a number of stores and catalogs, may be worn any day.

Boys:

- Solid color polo shirt - NO logos
- Docker-style, twill pants (navy, black, tan)

Girls:

- Solid color polo shirt – NO logos
- Docker-style, twill pants (navy, black, or tan) - NOT appropriate for special day attire
- Skirts, jumpers (navy, black, or tan)

Boys and Girls – Shorts:

- Worn only September, May, or June – except on special day attire / chapel days
- Navy, black, or tan "walking" style shorts (must measure no more than 4 inches from the top of the knee cap and no longer than the bottom of the knee - no more than 4 pockets, not cargo style)
- Solid color polo shirts – NO logos – must be worn with above shorts

SPECIAL DAY ATTIRE (CHAPEL / ACADEMIC FIELD TRIP / 8th GRADE PROMOTION)

Boys:

- Shirts with a collar (no wording), tucked in (neckties optional), dress sweaters with collared shirts, or sweater vests with collared shirts
- Dress pants, slacks, corduroys

- No jeans, nylon pants, or cargo pants
- No sweatshirts, fleece, jean, or outer wear jackets/coats are to be worn in chapel
- No sandals, athletic slides, or flip-flops
- **Special Day Attire is to be worn for the entire day**

Girls:

- Dresses, skirts, or jumpers (worship team: knee length or longer)
- Blouses, dressy tops (no wording), turtlenecks, sweaters, no t-shirts
- No sweatshirts, fleece, jean, or outer wear jackets/coats worn in chapel
- No athletic slides
- **Special Day Attire is to be worn for the entire day**

PROMOTION ATTIRE – GRADE 8

Please follow all modesty expectations and Special Day Attire for this event – **NO FORMAL WEAR !! PLEASE !!**

CONCERT / PROGRAM ATTIRE – GRADES PK – 5

- Standard expectation is Special Day (Chapel) attire
- Other “thematic” attire may be appropriate for certain programs and will be communicated to parents in advance of the event.

CONCERT / PROGRAM ATTIRE – GRADES 6, 7, & 8

Boys:

- Long-sleeved white dress shirt
- Black dress slacks / pants
- Black socks
- Black dress shoes

Girls:

- White blouse (or other predetermined color)
- Black skirt (no jean skirts)
- Nylons / tights
- Black dress shoes

PARADE ATTIRE – GRADES 6, 7, & 8

Boys and Girls:

- School-supplied shirt
- White pants
- White socks
- White shoes

CONDUCT / DISCIPLINE POLICIES

PHILOSOPHY

Conduct honoring to Christ is expected of all students at Grace Christian School. Students are expected to adhere to the rules and regulations which are in keeping with the purpose of an educational institution. Each student is a representative of our school wherever he/she may be.

Grace Christian School is a discipleship school, committed to using discipline in a godly way to help students grow and mature spiritually, academically, emotionally, and physically. It does not mean that discipline is the sole focus of our school; rather, it is one piece of a scripturally balanced approach to educating and training students in a culture that is increasingly hostile to accountability, structure and order.

Although Grace Christian recognizes that we have no direct control over students when they are away from school, any Category II or III may still be considered grounds for disciplinary action. The testimony of a student's conduct when at school or in public is a testimony which reflects upon Christians in general and students at Grace Christian in particular.

The basic responsibility for discipline resides within the home. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be godly parental follow-through should this occur. Disciplinary efforts are most effective when the home and school work in harmony (Proverbs 19:18, 1 Timothy 3:4, 5,12). Grace Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We appreciate your confidence in our staff as they assist you in training your child. Our faculty maintains high standards of behavior in the classroom through kindness, love and genuine regard for their students. When disciplinary action becomes necessary, it is consistently carried out, tempered by good judgment, prayer, and understanding.

PBS – POSITIVE BEHAVIORAL SUPPORT

I will represent Christ through:

- Respect
- Responsibility
- Safety

GENERAL EXPECTATIONS

Students are expected to:

- Accept responsibility for their behavior
- Perform to the best of their ability in all areas
- Respect those in authority and fellow students
- Respect the property of others as well as their own
- Willingly abide by attendance policies, expectations for conduct, dress code, and classroom or athletic team rules
- Conduct themselves in a manner which will promote their own health and safety as well as that of others

Teaching submission to authority, and ultimately to God, is imperative in order to guide our students toward full Christian maturity. A student's attitude toward authority is perhaps the most important factor governing his success in school and in life. A parent's attitude toward teachers, classes, and homework will be reflected by the student.

SCHOOL EXPECTATIONS

- Quiet, considerate behavior toward adults and peers in the halls and during transitions is expected at all times - No shouting, pushing, or shoving is to occur.
- Gum and candy are not to be used on campus, before, during, or after school.
- Notes are not to be written or passed, before, during, or after class.
- Food is only to be eaten in designated areas and at designated times - No food or drink is to be consumed in the hallways, before, during, or after school. Open food or drink is not to be stored in the middle school lockers.
- Quiet, respectful behavior is expected in the lunchroom - Students are to eat without playing with their food and are to clean up after themselves.
- Appropriate classroom attire and special day attire guidelines are to be followed.

CLASSROOM EXPECTATIONS

- Be respectful and courteous in word and action.
- Come to class with all necessary materials, prepared to learn by sitting in an upright position, remaining on task and avoiding distractions.
- Follow directions the first time they are given.
- Raise your hand to receive permission to speak or leave your seat.
- The teacher, not the bell, will dismiss class - Students should be respectful and remain seated until dismissed.

PLAYGROUND RULES

- Christian courtesy and love are the expected norm for playground behavior – Older children are to be considerate of younger children.
- Name calling and foul or abusive language will not be allowed.
- **All adults** on duty are to be treated with the same respect as a teacher.
- Play area boundaries include the blacktop, playground, and soccer field – **The breezeway is off limits for play.**
- Blacktop areas designated for specific games (four-square, basketball, etc.) have priority for those games – They may be used for other purposes if unoccupied.
- **Balls are not to be thrown or kicked against any building** – The only exception is the gym wall at the end of the soccer field, avoiding the cargo door area.
- Balls are not to be kicked on the blacktop.
- Four-square balls are not to be kicked...except in organized kickball games.
- No bats or hard baseballs are allowed at school.
- Jump ropes are to be used for jumping only .
- Tag is allowed on the blacktop or field, **not on the barked playground area** – “Tag” means that everyone involved is a **willing participant** – “Chasing” another **unwilling** student is not allowed.
- Students are not to leave the play area – If a ball goes “out of bounds” or over a fence, notify an adult immediately – In the case of an injury, ask an adult for permission to go to the office
- **No rough play**, tripping, or tackling.
- Do not climb or hang on the trees.
- Two-touch is to be played on the front side of the backstop only.
- **All play stops at the bell – Hold the ball and line up quickly.**
- Students who do not cooperate with the rules or playground supervisor will be given “time out” on the wall and their classroom teacher will be notified.

SNOWY DAY RECESS

Unless specified otherwise, Snowy Day Recesses will follow these guidelines:

- Blacktop playgrounds are open in **BARE PAVEMENT** areas **ONLY**
- Students sliding or throwing snow will be removed from recess
- Bark areas will be open except for slides and wooden “bridge”
- Field is open unless muddy areas develop

GAME AND EQUIPMENT RULES

Forts: The “Big” Fort is available to grades one and above. The “Little” Fort is reserved for Pre-K & K at recesses if they are present, otherwise it is open to grades one and above.

- No tag on or around the Forts
- No balls on the Forts
- Do not jump off of high platforms
- Stay **under** the “monkey bars”, no sitting on top
- Slide only in a sitting position, facing forward – wait until slide is clear before starting
- Wide slide can accommodate two sliders side-by-side
- Do not go **up** the slides

Swings:

- Pushing swings is allowed, but no “underdogs”
- People waiting to swing count forward swings to 25 – no counting if there is an open swing
- Do not jump out of swings, twist, or swing sideways

Tetherball:

- Players must **hit the ball** – they may not catch it, hold it, or hit the rope
- If a server wins five games in a row, he/she will then go to the end of the line with the fifth challenger

Four-Square:

- The ball must be hit with one or two open hands
- No double-hits
- The ball may not be caught, held, thrown, or kicked.
- A ball landing on a line is played over
- The “serve” may not cause an out
- The first person in line is the judge – their call is final
- No cuts, no teams

BUS RULES

- Remain seated at **all** times facing forward.
 - Keep hands and heads inside the windows at all times.
 - Immediately stop talking any time the bus stops.
 - Speak only in a soft voice when talking is allowed.
 - Radios / CD / MP3 Players, iPods etc. may not be brought on the bus.
 - Never enter or exit the bus unless directed to do so by an adult in charge.
 - Always step carefully when entering or exiting the bus.
 - **Immediately** follow the direction of the driver or any adult in charge.
 - Each passenger is responsible to keep his or her area of the bus clean. This includes the floor and seat, and is **especially** important at the end of a trip.
- All other school rules of behavior also apply while riding the bus.

DISCIPLINE PROCESS

When an alleged offense occurs, the procedure below will be followed:

1. The student will be informed of the conduct involved and the nature of the offense, and will be given the opportunity to present his/her view of the occurrence.
2. If discipline is to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
3. When a suspension or stronger discipline is contemplated, the student's parents will be notified as soon as possible.

SEARCH AND SEIZURE

For the safety of everyone at Grace Christian Schools, we reserve the right to:

- Search desks, lockers, backpacks, etc. and their contents or any other items on school property at any time without prior notice.
- Hold in possession any questionable items for inquiry.

DISCIPLINE CATEGORIES AND CONSEQUENCES

Misconduct is classified and divided into three categories, depending on the severity of the violation.

Category I:

Minor disturbances that prevent school or classroom order and instruction. For example: excessive talking; failure to turn in homework; writing or passing notes; promoting exclusive groups; gum chewing; bringing radio/CD/MP3 players, iPods, laser pointers or electronic games to school; violation of dress code; and repeated inattention or other inappropriate classroom behaviors; etc.

Additional Explanations:

- No games may be played at school where property is "won or lost" - **No items of any kind may be bought or sold at school.**
- Exclusive groups, clubs, and gangs will not be permitted.
- We strongly urge students not to have **cell phones** at school. A phone in the school office is available to students who have a teacher phone pass. Cell phones are not to be seen, heard, or used between 7:30 a.m. and 10 minutes after dismissal. Cell phones found during this time will be turned in to the office to be picked up by a parent from your child's principal. **The "camera" feature on any phone may not be used at school at any time.**

Consequences:

These offenses are generally under the control of teachers and staff. Offenses are handled in a progressive manner which may result in a warning, loss of privileges, restriction, conduct report, detention, parent notification, parent/teacher conference, student/principal conference or in-school suspension.

Category II:

Activity and attitudes that show a lack of respect for authority, or may be frequent and repeated violations of Category I rules. For example: repeated dress code violations; disrespect for adults; indecent or unseemly behavior; discourteous or insolent behavior toward others; profanity; minor fighting infractions; skipping class; cheating; plagiarism; exclusive groups; public display of affection.

Additional Explanations:

- **Cheating:** All work (in-class assignments, homework, projects, etc.) turned in for an individual grade must represent the student's own independent effort, unless specific permission has been given by the teacher for students to work together with one another on a particular assignment. Students are

(Discipline Categories and Consequences, cont.)

always encouraged to seek out their teacher or a parent who will assist them with their work without giving them specific answers. Individual students who are asked to assist another student must clearly know the difference between giving help and giving answers.

- **Plagiarism:** Plagiarism is considered cheating and is a form of theft. Plagiarism is using any words, phrases, ideas, or syntax from another source, without giving proper credit. The MLA style of documentation is the accepted way for students to properly credit their sources and avoid plagiarism.
- **Exclusive Groups/Public Display of Affection:** GCS promotes wholesome friendships among its students. In keeping with this, exclusive relationships of any kind, including cliques and boyfriend-girlfriend relationships, are highly discouraged. Public displays of affection between boys and girls, including hugging, hand-holding, and kissing, are not appropriate. This policy affects all activities, including off-campus games and events, Middle School or High School.

Consequences:

These offenses are handled in a progressive manner which may result in parent notification, parent/student-teacher/principal conference, immediate conduct report, in-school suspension, suspension, student probation/contract.

Category III:

Activities in violation of federal, state, or city laws. Activities that seriously threaten the safety of the student or classmates, that show flagrant lack of respect for authority or property, that violate biblical moral codes of conduct, or frequent and repeated violations of Category II. For example: blatant disrespect; major fighting infractions; theft; forgery; possession or use of tobacco, alcohol, illegal drugs or pornography; sexual immorality; harassment; etc.

Additional Explanation:

- **Students involved in theft, forgery, vandalism, starting fires, pulling fire alarms, possession/use of explosive devices** will be subject to disciplinary action which may involve full restitution of the damage, suspension, expulsion, police investigation, and/or prosecution.
- **No tobacco, alcohol, unlawful drugs, or firearms** are permitted on the campus of Grace Christian School or at off-campus school-sponsored events. In accordance with Oregon Law ORS 431-840, Section I, "It is unlawful for any person under 18 years of age to possess tobacco products. Any person who violates this subsection of Section I is punishable by a fine of not more than \$100.00." Also in accordance with Oregon Law, it is illegal to possess firearms or weapons of any kind on a school campus or at any school-sponsored function. (Reminder: Students are not to bring toy guns to school)
- Students must not carry any object that could be used as a weapon either on campus or at any school-sponsored function. Items such as **knives, mace, pepper spray, lighters, switch blades, hunting-type knives, explosive devices (including fireworks, etc.) or other objects that could be used as weapons** must not be brought to school or to any school-sponsored function. Students who violate the above weapons policies will be subject to disciplinary action, which may include suspension or expulsion
- **Inappropriate/Sexually Immoral Behavior:** Students are expected to live their lives consistent with Biblical standards. Students who engage in inappropriate behavior, including immoral activities are subject to disciplinary action which may include expulsion.
- **Harassment:** Grace Christian School is committed to maintaining a Christian environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, threatening language and harassment, including sexual harassment. The school is

(Discipline Categories and Consequences, cont.)

prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion or termination. The severity of this disciplinary action will be based upon the circumstances of the infraction.

No individual shall harass another student or employee in reference to sexual relations. Any harassment should be reported immediately. All such reports will be promptly investigated.

Consequences:

Offenses may result in suspension or expulsion/withdrawal from GCS. Because the goal of our disciplinary program is restoration, each situation will be dealt with on an individual basis with parent involvement. Special consideration may be given to any student who comes voluntarily to the administration and displays an attitude of openness and honesty. All Category III offenses will be referred to the Administrative Team for resolution and final disposition. The student may be suspended at the discretion of the Principal.

DISCIPLINARY DEFINITIONS

Conduct Report:

Middle School students can be motivated toward personal accountability by nurturing each individual's strengths and providing the structure necessary to encourage behaviors that will enhance their growth. A Conduct Report is designed to be used as a tool when a conduct-related offense occurs. Immediate conduct-related offenses include disobedience, defiance, dishonesty, inappropriate language, cheating, fighting, chewing gum and throwing food. These violations may result in additional disciplinary action. A Conduct Report is also given when a student receives three classroom expectation "warnings" during a class period. Conduct Reports may also be received for three on-campus violations per quarter. When filling out a Conduct Report, a student will identify the behavior that needs to change, the Christ-like character quality to be demonstrated, the steps to accomplish the goal, and will obtain a parent signature providing opportunity for parental guidance. The Conduct Report is to be returned the following day to the teacher who issued the report. Parents may be notified by phone regarding the situation or if a Conduct Report has not been returned.

Restriction:

Students who receive correction on a continual basis or who act irresponsibly are candidates for restriction. Students who are restricted may eat lunch away from their peers and may not be invited to participate in recess, fun activities or field trips.

Detention:

Students are assigned a 30 minute **lunch** detention when three tardies have been accumulated.

Disciplinary Referrals:

Students referred for behavior will be noted on a referral form. Students are referred for behavior that is beyond what is considered normal or appropriate. The referral form is also filled out for students with repeated conduct problems. A copy is kept on file and one is sent home.

Principal Conference:

Students not cooperating with classroom teachers or aides are referred to the principal for a conference.

Academic or Behavioral Contract Conference:

At the discretion of the teacher(s) and principal, a student will attend a contract conference with parents, teacher(s), and the principal to agree upon a plan tailored to the student's individual needs. This plan provides the additional structure to support the student in forming new habits with daily parent and teacher involvement.

Probation:

If a student continues to violate an Academic or Behavioral Contract following suspension, a probation conference will be held with the principal, teacher(s), parents and student. A probation contract is designed to assist in the specific areas of concern and to determine the terms on which continued attendance at Grace Christian School will be based.

In-School Suspension:

In-School Suspension may be used for a variety of infractions at the discretion of Administration. In Middle School if any combination of three (3) Assignment Reports or Conduct Reports are received while on an academic or behavior contract, a student may be placed on ISS (for one to five days) for the purpose of reflection and completion of assignments. An extension of the contract may be considered. In the rare occurrence that reports continue to be received following ISS, a student may be suspended from school and/or placed on probation. School work must be made up during a suspension and will receive full credit. Participation in extra curricular productions, athletic events, and other activities is prohibited during the suspension period.

Suspension:

In certain cases when it is appropriate, a student may be suspended for a definite period of time by the principal. A parent-school conference is then arranged and appropriate action will be taken.

Expulsion

Dismissal will be recommended if it becomes apparent that a student is not seriously pursuing his/her academic program (either because of lack of effort or disruptive behavior). Expulsion may be recommended for violation of Category III rules and/or unresolved academic or disciplinary behavior. Recommendations for expulsion/dismissal will require the approval of the Superintendent. Students expelled for reasons of inappropriate behavior are not permitted on the school campus and cannot attend GCS activities. In rare cases, the uncooperative or argumentative behavior or attitude of a parent may result in expulsion or non-acceptance of a student for the following term. The school board reserves the right to dismiss or deny re-admittance to a student for any reason at their discretion. It is a privilege to attend Grace Christian School.

Appeals Process:

After an expulsion has been issued, parents and students will have up to five (5) school days to file a written appeal with the Superintendent. The school committee will then convene to hear the appeal within five (5) school days from when the appeal was filed, if a quorum of committee members can be obtained. In the event a quorum cannot be obtained within the prescribed time, written notification will be sent to parents. The final decision regarding appeals rests with the school board.

GENERAL SCHOOL POLICIES

BIRTHDAYS/VALENTINES

Students' birthdays may be honored by a birthday treat (i.e., cupcakes, cookies) prearranged with the classroom teacher and delivered in the morning. Although we like to recognize every student's birthday, please help us guard classroom instruction by planning parties outside of school time. If sending flowers or balloons, they should be sent to the school office where they can be picked up at the end of the school day. Another way to recognize your child's birthday is to purchase a book for the library, with a nameplate honoring the event.

In order to encourage a climate of unity and fairness, for all grades please mail or phone party invitations when all classmates are not invited. If invitations to parties are handed out at school, the entire class must be invited or all boys or all girls. This avoids hurt feelings. **Similarly, GCS asks that parents not arrange for limousines to pick up students from school. This incites exclusivity among students as well as causing traffic issues. If valentines are brought to school, they should be brought for all classmates.**

COMMUNICATION

The responsibility for educating your student is shared between the school and the home. As parents and school staff work together for the students' benefit, communication is key. Good communication is essential along with a firm commitment by both parents and faculty to see that students get the best possible education. Grace Christian believes that through written reports, phone calls, and conferences, parents will be kept up-to-date on situations involving their students. The school encourages notes, e-mails, phone calls, or dropping by the office if you have any questions.

Phone: All messages to students must go through the school office: 541-772-1438.

Although the office will make every effort, messages for students received later than 1:00pm may not get through to the student. We must limit student phone calls home. Please encourage your student to plan ahead. For questions regarding tuition, call Ronya Teterud at 541-608-1327. For sports related questions or concerns, please call Julie Britton at 541-858-7257.

During the school day, the office phone may be used **only** with an office / phone pass from a teacher stating the reason for the use of the phone (emergencies only). It may not be used to call for forgotten assignments or other items or for social planning (staying for a game, going to a friend's home, etc.). After school, the phone may **not** be used by students until 3:15 p.m. Classroom phones are reserved for teacher use only. **Students are not encouraged to bring cell phones to school. (See further information on page 36)**

E-mail: You may send e-mail to a GCS staff member by using their first initial, last name, @gracechristian.org. (Example for Sally Jones: sjones@gracechristian.org)

Messages to Teachers: Messages may be left for teachers on their individual voice mail by dialing, 541-608-0793, and following the directions given. **Be sure to dial * before the teacher's mailbox number.** Teachers will check their voice mail by 8 a.m. and after 3 p.m.

ParentsWeb: We are pleased to offer this tool that allows school families to access school information via the internet. Our school management system, RenWeb, offers parents access to a great deal of school and classroom information on a day-to-day basis, as well as simplifying communication with faculty. Please be assured that the security of

your student and family information is our highest priority and no one is able to access student records except designated parents/guardians.

Our goal is to utilize this website and its accompanying e-mail options as our primary source of communication with our school families. We will no longer will be printing and mailing Progress Reports, but will instead be utilizing the ParentsWeb for that communication. Please take time to become familiar with the ParentsWeb and all of the information that is available to you. **If you do not have internet access at home or at work**, the school library computers will be available each day for your convenience. Hard copies of school calendar, classroom announcements, and school announcements will be made available in the school office for those who have no other means to access this information.

At this time, the following modules are available for parent review:

School Calendar	School Announcements
Homework Assignments	Student Schedules
Classroom Websites	Staff Directory
Discipline	Lunch Menu
Attendance	

As implementation progresses, we may release additional portions of the website to our school families. We appreciate your patience as we work to make this a useful and effective tool in the education of your children.

To access ParentsWeb:

- In your web browser, type in the address www.gracechristian.org
- Click on the **RenWeb 2.0 Login** tab

First-time user instructions:

- Enter **School ID** as **GCS-OR**
- Type in one of the e-mail addresses that you provided to the school for your family. If you have not provided the school with an e-mail address, please contact the school office to update your e-mail information. Once your information has been updated you may complete the first-time user login.
- Select **New Parent Login** or **New Student Login**
- Your new password will be e-mailed to you within 24 hours. After you receive it, return to the RenWeb Login page and simply login as a standard user. If you do not receive your password by e-mail, call the school office for your password.

Parent and Student Login:

- In your web browser, type in the address www.gracechristian.org
- Click on the **RenWeb 2.0 Login** tab
- Enter **School ID** as **GCS-OR**
- Enter your e-mail address and password. After your initial login, you may change your password at any time by clicking on the **Family Information** tab and then the **Change Password** tab on the left of your screen
- School announcements and the school calendar will open immediately on the main screen. To access additional resources, click any of the tabs on the left of your screen

Thank you for taking the time to utilize this valuable tool. Please remember that ParentsWeb will be our primary source of communication with school families, so it is important that you become

familiar with the website as soon as possible. If you have any questions, please do not hesitate to contact the school office for assistance.

School Website: Our school website includes the latest information. A link is provided to RenWeb. Visit us at www.gracechristian.org.

Grace Notes: A monthly newsletter/calendar providing all the latest news at school.

In Touch With Grace: Our district office publishes a quarterly newsletter which is mailed to current and former families, and interested people in the community. Upcoming events and news are shared with our school family and area residents.

Grace Notes of Interest: Is a monthly publication with non-school related items of interest to our student body such as classified ads, sports information, and community events. The publication is sent home with the students within the first week of each month. Items submitted for publication are not specifically endorsed or recommended by Grace Christian Schools. The deadline for submitting items for publication is the last Monday of each month.

Moms In Touch: Mothers meet weekly to pray for their school and children. Contact the office if you would like to participate.

Questions, Concerns, Problems: To ensure that appropriate Christian conversation takes place, please remember to follow the principles of Matthew 18. Contact the individual you have the concern or problem with, i.e., teacher, other parent, volunteer, aide, or one most directly involved. If the issue is not resolved, please contact one of the administrative staff who may be able to help or offer counsel. The next step would be to contact the superintendent. The superintendent may refer some situations to the school committee.

ACCEPTABLE USE POLICY

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, including probation, suspension or expulsion.

Unacceptable communication is forbidden at all times and includes:

- Profane, lewd, obscene, vulgar, rude language
- Sexually provocative pictures
- Statements to or about another student that may be interpreted as
 - Harassing (persistently acting in a manner that distresses or annoys another person)
 - Sexually provocative
 - Threatening or disrespectful
- Knowingly post false or defamatory information about a person or organization.

If you are told by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent or teacher immediately.

Social Networking Sites – Social networking sites such as MySpace and Facebook are not allowed at school. However, the school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to

the school or the school community, or threaten, demean, or bully students or faculty is prohibited.

Website Postings – Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.

PARENT SUPPORT

If your child comes home complaining about a policy, discipline, or staff member, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your student's report may be emotionally biased, without all the information.
- Realize that we have reasons for all rules and that they are enforced without favoritism.
- Support the staff and call the staff member for all the facts.

RESPECT FOR PROPERTY

As an expression of pride and respect toward their school, students must assume responsibility for keeping all facilities clean and in good repair.

Any student who defaces or destroys school property will be charged the full cost of repairs and will be subject to disciplinary action which may include suspension or expulsion. All students are expected to treat school property as a gift from God.

At GCS, we expect each student to respect the property of fellow students. Taking another's property without permission is stealing and will be dealt with according to the school's policies.

INSURANCE

Student Accident Insurance: Part of your registration fee includes a student accident insurance policy. This policy is secondary to other insurance and becomes effective only after all claims against other appropriate policies have been filed. Insurance forms are available in the office but claims must be sent in by the school family with a copy of the medical bill.

LIBRARY - MEDIA CENTER

The Library serves both First Baptist Church and Grace Christian School. Students, church members, and parents are welcomed and encouraged to use our facilities. Policies and procedures are as follows:

- The Library is a place to read and study and is staffed with volunteer assistants.
- Chairs are to be put in place when leaving and things are to be left in an orderly manner.
- Books are checked out for two weeks. Please return all books promptly. There is a limit of two books per person per visit.
- Overdue fines are \$.10 per day per book and \$.50 per day for videos and one-day books. The Librarian will issue overdue notices.
- Lost books must be paid for to replace them.
- Those with overdue books, unpaid fines, or lost books may lose all library privileges.
- Book review requests may be made with the school librarian. A committee will review any concern.

LOCKERS - MIDDLE SCHOOL

Student lockers must be locked at all times, particularly at the end of each day. Our facility is used by numerous groups and outside organizations. If lockers are left unlocked, students may experience the natural consequences of neglect. Items left outside of student's lockers (i.e. hallway, gym, chairs) will be placed in lost and found. The school/church will not be responsible for lost books or personal items.

No items may be hung, taped or fastened on or in the lockers. This includes all pictures and logos as well as locker accessories that attach to the inside of the locker such as white boards, mirrors and pencil holders. **Magnetic** locker accessories such as white boards, notepads, mirrors and pencil holders may be used inside the lockers. Free-standing shelves may also be used.

LOST AND FOUND ITEMS

Lost and found articles may be claimed by checking the rack outside the school office. Lost and found rack items will be bagged and given to charitable organizations on a timely basis. PLEASE MARK ALL ITEMS BROUGHT TO SCHOOL BY YOUR STUDENT.

Middle school books, PE clothes, backpacks, etc. that are not put in middle school students lockers will be brought to the school office and may be reclaimed by the student for 25 cents per item.

RESTROOMS

- Hallway B restrooms are for Middle School student use.
- Breezeway and Plaza restrooms are for Elementary student use.
- **The Church Lobby and Courtyard restrooms are off-limits to students at all times.**

LUNCH PROGRAM

Nutritious lunches are important to refuel students for an active afternoon of learning activities. Please provide a healthy lunch each day.

Our school lunch program consists of the following items:

MONDAY: Hamburgers
TUESDAY: Cook's Choice
WEDNESDAY: Burritos / Tacos
THURSDAY: Cook's Choice
FRIDAY: Pizza

STUDENT LUNCH - \$2.50 (entrée and fruit/vegetable)
2ND ENTRÉE - \$1.00 (available with an ordered full lunch only)

OR

These lunches can be purchased by the ticket at a savings of \$3.00 per lunch ticket.

STUDENT LUNCH - 20 for \$47.00
20 STUDENT LUNCHES PLUS 10 2ND ENTRÉES - \$57.00

No lunch orders can be taken after 9:00 a.m. If your student will be arriving at school after that time, please call the school office before 9:00 a.m. to place their order.

Students may choose to add to their lunches the following items, sold separately, in the lunchroom daily:

MILK / JUICE / WATER: \$.50 each or ticket of 20 for \$9.00
FRUIT: \$.50
CHIPS: \$.75 a bag, any kind
YOGURT: \$.75
CHEESE: \$.30
GRANOLA BAR: \$.50
ICE CREAM: \$.50 each
COOKIES: \$.25 per cookie, **Friday only**

For staff, visitors, or parents salad bar is \$2.50. Pre-ordering in the morning would be appreciated.

LUNCH TIMES

Grade 6: 11:05 a.m. to 11:30 a.m.
Grades 7-8: 11:20 a.m. to 11:55 a.m.
Grades 1-2: 12:00 p.m. to 12:25 p.m.
Grades 3-5: 12:30 p.m. to 12:55 p.m.

LUNCH RULES

- Class will pray together for lunch either in the classroom or on the way to the lunchroom. Students are also welcome to say their own blessing once they enter the lunchroom.
- All students are to wash their hands on the way to lunch with their class.
- Enter the lunchroom without talking.
- Lunch/ milk/ juice tickets are to be used only by the person whose name is on the ticket, not loaned to another student.
- A seat at the lunch table is not yours until you set your lunch on the table; no saving seats.
- Eat silently until you are given permission for “talk time”.
- Quiet talking is allowed during talk time.
- Keep your lunch area neat and clean.
- Stop talking and wait for instructions when the teacher on duty asks for your attention.
- When dismissed from lunch, be sure that all of your trash is put into the trash can.
- Uneaten food from home should be placed back in your lunchbox or sack and taken home.
- Push your chair in and exit the lunchroom quietly.
- Walk all the way to the blacktop playground.
- You will be asked to stay behind and help clean the lunchroom if you have failed to follow the above rules.
- Purchased food or water bottles are not to be carried out of the lunch room except in a lunch box or sack.

PARENT / VISITOR GUIDELINES

Parents and Visitors: Please enter the church foyer, continue through the courtyard to the school office on the right. Look for entrance signs. Please leave any student items in the office and do not take them to the classroom without authorization from the office. **Please do not** enter through the Middle School/Gym hallway. Only staff personnel will be using the main hallway doors beyond the church receptionist on Monday-Friday from 8:00 a.m. to 3:00 p.m. Plaza entries are locked from 8:30 a.m. -2:30 p.m. Please sign in at the School Office and obtain a visitor or parent badge. (These badges are for the safety and security of our children.)

Student Visitors: Student visitors must be accompanied by a parent. Permission for visitation may be granted if the parents are considering sending their child to Grace Christian School

Volunteers: We appreciate our volunteers: parents, grandparents, and friends of Grace Christian School. There are two pre-requisites to volunteering in **any capacity**. These pre-requisites are for **all volunteer drivers**, as well as those helping in the lunchroom, library, classroom, computer lab, playground ,and field trip chaperones.

- **Bi-annually** - Complete a form authorizing a background check and submit to the school office. Grace Christian Schools contracts with Occuscreen, a **professional agency**, to process these background checks.
- Background checks are effective for two years, from September through September. From October 1 on, new approved background checks must be in place for volunteer participation in any school activity.
- Returning volunteers must submit forms early to avoid a lapse in your clearance.
- After September, a minimum 6-week lead time is required to process background checks. **Please plan ahead.**
- Attend a Volunteer Orientation session held in September. Dates and times will be noted on ParentsWeb This is a **“one time only”** requirement.
- Potential field trip drivers will be contacted by your teacher, approval is contingent on a DMV record check.
- A limited number of volunteer drivers will be selected for each classroom. These will be submitted to Occuscreen for a DMV background check.

Volunteers are reminded to:

- Check in and out at the school office by recording your volunteer hours.
- Wear a volunteer badge at all times while on campus.
- Dress in a manner that is appropriate for the activity, modest and consistent with GCS student guidelines.

PARENTS' COMMITTEES

To expedite our parent-school relations and to involve as many parents as possible who desire to actively work on behalf of the school, Parents' Committees are organized to help with school programs and projects.

There is no limit to the number and variety of things which parents can do to assist our teachers and to enrich the total educational environment for our students. At the beginning of the year, opportunity is given for parents to express their interests. These parents will then work with other parents who have the same interests.

Filling out your Volunteer Form gives the school an indication of your area(s) of interest to be used when needs arise. Not necessarily everyone who express an interest in a given area will be contacted, since calls are only made until a need is filled. If you have a specific desire to serve in a particular area, please contact our Volunteer Coordinator (Karin Wegner 858-9055) or the committee chairperson.

The Parents' Committees:

Benefit Auction
Lunch Program
Library
Playground Improvement
Fundraising
Special Projects
Program Decoration
Classroom Assistants

School Fundraisers:

Campbell's UPC's – ongoing
(please save UPC's all year!)

General Mills Boxtops for Education
(please save boxtops all year!)

Community Service Pledges - Spring
Benefit Auction

We encourage each family to volunteer for at least one area or project. Your school needs your help! Please watch school announcements for notification of committee meetings and come out and join us in supporting your school.

FUNDRAISERS

Out of respect for other school families, we ask that GCS parents and students not conduct non-school fundraisers at school or school events.

FUNDRAISING EVENTS

The school has three annual fund raising events to supplement the income for the general operating budget. Attendance and support of major events is strongly recommended. We cannot operate without volunteers, parents, and friends.

- **GIFTS OF GRACE** is the annual fundraiser in December to announce our capital campaign.
- **GCS/CCHS AUCTION** is an annual event held in the spring to provide necessary funding to support our schools.
- **GOLF TOURNAMENT** is an annual event held in the fall to support our athletic department.

MAP OF FACILITIES

PRINTERS NOTE – INSERT SCHOOL MAP (AM DROP OFF) HERE

PRINTERS NOTE – INSERT SCHOOL MAP (PM PICK UP) HERE

TRANSPORTATION / ARRIVAL / DEPARTURE

Transportation:

Transportation may be chosen through the RVTB bus service, (there are bus stops adjacent to school property on both Royal and Crater Lake Avenues) and by car pools.

Students who ride bicycles, scooters, or skateboards to school **must walk while on school property, including parking lots.** Bicycles and non-folding scooters **must be locked** at one of two provided bike racks. Folding scooters, skateboards, or roller blades must remain locked in the student's locker during the entire school day and may not be used on school parking lots, sidewalks or in the building at any time. Elementary students must leave such items in the school office. Violation of these rules may result in a student losing the privilege to have such items at school.

We request that school officials not be asked to release students to leave campus during the day by walking or to ride with an under-21-year-old driver other than a sibling. Parents, please call or send a note when you will be late picking up or sending someone other than the designated carpool driver.

Cascade Christian High School Carpools: High school students who meet their carpool in the morning at Grace Christian need to wait in the church lobby for their ride. Please do not wait in the church office entrance or in the middle school hallway. Because of the small area and large number of students who are arriving at this time, it is too congested to meet in these areas. The school needs to keep these areas open for the arrival of students, parents with young children, and the staff of First Baptist Church. The church lobby is off-limits to Grace Christian middle school students in the morning and the afternoon. When middle school students arrive at school, they are to wait in the cafeteria until 7:45 a.m. and then move to their locker and prepare to be in class when the bell rings.

General Traffic Guidelines:

PLEASE HELP US MAINTAIN A SAFE AND EFFICIENT TRAFFIC ENVIRONMENT FOR YOUR CHILD BY OBSERVING THE FOLLOWING:

- Please PARK your car to pick up your child...do not stop at the sidewalk in the front parking lot or at the 'Red Flag' line in back. **Only Pre-School, Pre-K, K, and "onlies" have curbside pick-up.**
- Do not park, stop, wait, pause, idle, etc. in the handicapped spaces unless you have a handicapped placard. The striped areas in between are off limits to all. We are being monitored by law enforcement and you could receive a \$400+ fine for any violation.
- When dropping students off on the playground in the morning, be sure to pull as far forward as possible before letting passengers out...all the way to the last traffic cone if you can. **Do not stop** by the **Band Room, Kindergarten rooms,** or the **Library** unless the Drop-Off Line is **full** and **stopped**. Always let children out on the passenger side of your vehicle.
- If you want to walk your child to class, please park in the Crater Lake Ave. lot, not on the playground.
- If you wish to drop your child off at the Plaza entrance, please enter the property from the Crater Lake Ave. driveway and follow traffic straight through to the Plaza. Vehicles entering the Royal Ave. driveways cause cross-traffic and congestion, slowing the flow. Stay close to the Plaza steps so traffic can still move past you to the north 'right-turn' driveway. Do not park across the front of the Plaza unless you are in a diagonal parking slot or on the street.
- Please be kind to any staff member who may remind you of these or other guidelines...we are only trying to keep YOUR CHILD safe and our school operating smoothly.

Arrival:

Students are not to arrive on the school property earlier than 7:30 a.m. as there is no adult supervision before this time. Teachers have prayer each morning and are not in their rooms until 8:00 a.m.

PLEASE DO NOT USE THE SMALL PARKING LOT NEAR THE OFFICE FOR STUDENT DROP-OFF OR PICK-UP. IT IS FOR OFFICE VISITS ONLY.

Pre-School through 6th grade students may be dropped off in front of the auditorium and walk through the Lobby/Courtyard, or at the playground by driving down the driveway on the south side of the building and exiting on Royal Avenue. **Please do not drive toward Crater Lake Avenue in the alley.**

Sixth grade students also may walk down the sidewalk next to the gym to the playground.

Seventh/eighth graders may enter the building through the main doors of the gym hallway.

DO NOT ENTER THE DRIVEWAYS AT ROYAL AVENUE. THEY ARE EXITS ONLY.

DO NOT PARK ALONG THE PARKING LOT CURB AT THE FRONT OF THE PLAZA. THIS AREA IS FOR FLOW-THROUGH TRAFFIC ONLY.

Departure:

Please use the alley in an east-to-west (Crater Lake Avenue to Royal Avenue) direction ONLY.

DO NOT ENTER THE DRIVEWAYS AT ROYAL AVENUE. THEY ARE EXITS ONLY.

DO NOT PARK ALONG THE PARKING LOT CURB AT THE FRONT OF THE PLAZA. THIS AREA IS FOR FLOW-THROUGH TRAFFIC ONLY.

AM Pre-School and AM Pre-Kindergartners are picked up at 11:10 a.m. at the regular "Red Flag" dismissal area on the elementary playground alongside the music suite. Enter from Crater Lake Ave., exit to Royal Ave.

PM Pre-Kindergartners are picked up in front of the facility at the church lobby at 2:50 p.m.

AM & PM Kindergartners are picked up in front of the facility at the church lobby. Enter from Crater Lake Avenue, exit to Royal Avenue.

First - Fifth graders will be picked up at the regular "Red Flag" dismissal area which is at the rear of the main building in the back parking lot (playground). Fourth grade and up may walk to their cars. Third grade and below must be picked up by their driver. **Please pick up multi-grade carpools at the latest dismissal time.**

First through fourth graders who are "only" (one child per vehicle) students may be picked up in the "Onlies" designated area at the Plaza – see map insert.

Students are not allowed on the play structures after school without DIRECT PARENT SUPERVISION. Please park in the Crater Lake Avenue lot to minimize carpool congestion.

Sixth/Seventh/Eighth graders are to be picked up in the front parking lot near the church office area. Drivers must **park** in the lot and **not pick-up riders at the curb**. For safety purposes, students must wait on the sidewalk, not leaving the curb until their ride arrives.

Parents **arriving for sports practices** before 3:10 are asked to park in the Crater Lake Avenue lot, not on the playground.

Be sure to observe the handicapped parking areas. Violations can incur severe fines from the city.

Late Pick-Up Instructions: Students in **grades 1 - 5** must be picked up **by 3:00 p.m.** **Middle School students** must be picked up **by 3:15**. Students not picked up by 3:15 p.m. will be supervised in the main hallway until their rides arrive. On Wednesdays, 7th and 8th grade dismissal is at 2:20 p.m. Remaining middle school students will be moved to the hallway waiting area at 2:45 p.m.

- If you are detained, please call the school office.
- Students staying after school for a school-sponsored activity must have a “purple” permission form on file with the school office.
- Please let the school know if students are not going home in the usual manner.
- **Parents picking up students after 3:30 will be charged \$1.00 for every ten minutes late. This may be paid in the school office. This will help defray our costs of supervision.**

Weather Closures / Delays

(see page 17 – Attendance)

HEALTH AND SAFETY POLICIES

HEALTH / IMMUNIZATIONS

Oregon State Law requires that students entering Oregon schools for the first time must be completely immunized. Students who are Oregon residents should have all immunizations updated regularly. This applies to public, private, and parochial schools.

Immunizations:

The law requires parents to present one of the following to the school:

- A **Certificate of Immunization Status** (an orange and pink form in two parts) signed by a physician or Health Department official stating that the child has received all required immunizations, or
- A **Certificate of Immunization Status** indicating religious exemption from such immunization in the appropriate section on the form, or
- A **Certificate of Immunization Status** signed by a physician indicating that immunizations would endanger the child for medical reasons in which case the medical exemption section would need to be completed.

Medically diagnosed diphtheria, whooping cough (pertussis), or measles will be considered the equivalent of a vaccination for these specific diseases.

Illness:

If a child has a fever or any other symptom of illness, he/she should **NOT** be brought to school. If your student is able to be at school, participation in PE is expected. However, in circumstances where activity must be restricted, a parent's note is necessary. If activities will be restricted for more than three class periods, a doctor's note is needed. Activities must be made up or the grade will be affected.

Head Lice Policy:

When a case of head lice is confirmed, the student's parents will be called and asked to take the infected child home. The other families in the class will be notified by letter. A doctor visit or prescription medication is not necessary. Parents should treat the child with NIX, RID, or other lice-killing shampoo that is available at any pharmacy. Hair should be towel-dried after the shampoo treatment before nits (eggs) are combed and picked out of the hair. The Oregon State Health Division advises complete nit removal. This can be a tedious procedure which may take several hours in cases of heavy infestations. Because of the possibility of self-infestation from hatching eggs missed during the first treatment, there should be a follow-up treatment in seven days. **Proof of treatment** (note from parent) is required on return to school and the child will be re-examined before admission.

Communicable Disease:

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school: Measles, Mumps, Whooping Cough, Pneumonia, Pinworms, Scabies, Ringworm, Impetigo.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

A student, who must take prescription and/or over-the-counter medication during the school day, **must** bring medicine and a written request to administer medication signed by his/her parent to the office. The **prescription medicine** must be in its original container and the container label must clearly show the student's and physician's names and instructions. Over-the-counter medication must be accompanied by the parent's instructions and kept in its original container. This is a state law, and we must adhere to it. Medications left more than one week after school closes in June, will be discarded.

FIRST AID EMERGENCIES

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent will be notified. The office must have an up-to-date emergency number on file. The school office cannot:

- Treat old wounds, cuts, remove splinters, etc.
- Treat skin diseases, e.g., itch, impetigo, poison oak, etc.
- Treat pink eye.
- Administer any remedy, e.g. aspirin, Tylenol.
- Diagnose illness.

If a student comes to the office ill, we will contact a parent and the student will be sent home.

SCHOOL SAFETY / SECURITY PLAN FOR EMERGENCIES

To provide for the safety of our precious children, we have devised an emergency safety/security plan. For this plan to be successful, not only will the facility be secured, we will need staff and parents to meet the following expectations.

In any event, we trust that God is ultimately in charge and our faith is in Him. We realize the importance of protecting students in any circumstance. We use the term "Safety" to refer to natural disasters and fires, and the term "Security" to refer to strangers or other unauthorized persons on campus.

Facility:

- During the school day all outside doors to classrooms will be secured.
- North side doors of the Grace complex, plaza front doors and side gates will be locked from 8:30 until 2:30 (except for program days).
- Fencing and gates will be secured during school hours.
- Classrooms have intercoms and phones with access to outside lines.

Fire Drills:

Fire Drills are held monthly by order of the State Fire Marshall. Students should leave rooms **QUICKLY** and **SILENTLY**, following fire exit maps posted in each room. Teachers are responsible for the students in their care.

Earthquake Drill:

1. The best preparation is for students to be quiet and to be ready to listen for instructions in the midst of crisis.
2. **DROP** = kneel down with your head between your arms to protect your face
COVER = get under the desk or other type of table-like furniture.
HOLD = hold onto the leg of this piece of furniture
3. Procedure
 - You will hear "Earthquake Drill" repeated over the intercom. This is your signal to: **DROP, COVER, HOLD.**
 - Wait 1 ½ minutes, at the instruction of your teacher, go outside to your class's designated area (same area as for a fire drill.)
 - Wait for dismissal

Security Drill/Alert:

- Upon hearing over the intercom “Security Drill” (practice) or “Security Alert” (actual or perceived threat), or if in a teacher’s judgment an unsafe situation is apparent, students are to “**DROP, COVER, HOLD**”, and stay in that position until told otherwise by the teacher.
- If outside, students are to be flat on the ground and remain still until directed otherwise.
- Outside doors are to be locked and lights turned off.
- Blinds are left open with students away from view.
- The intercom switch will be clicked as a notice to the office of your classes compliance.

“Security Drills” will be conducted twice a year. Students and staff should proceed as if this was a real event until instructed by the office.

Staff:

- All staff will be instructed in safety protocol (providing security, location of exits, basic first aid and emergency food supplies).
- Regular all-school drills will be practiced with students (fire, earthquake, security).
- All efforts will be taken to not overly concern the children but to instill a trust in God’s sovereignty.
- In the event of a natural disaster, monitoring and caring of all students until they are picked up by parents or authorized adults is paramount.
- Staff is instructed to contact, report, and identify all non-staff adults or potential strangers, or intruders.
- All non-staff adults will be identified by wearing the appropriate badges.
- The office will call home each day a student does not attend school if we do not hear from parents by 9:00 a.m. or have prior notification of an extended absence.
- Staff is authorized to alert authorities and/or call 911 should they feel it is necessary for the safety of our students.
- In the event of a threatening security emergency, doors should be locked, lights out, blinds open, and students instructed to lie on the floor under the furniture.

Parents / Volunteers / Guests:

- All parents, volunteers, or guests will sign in at the school office when visiting or assisting at the school during the school day.
- All non-staff will be asked to wear an appropriate badge identifying them as a parent, volunteer, or guest.
- All parents are asked to be understanding if approached by a staff member about their business on campus.
- During the school day, if needing to deliver an item to a student, please drop it off in the school office.
- All students leaving school during the day must be picked up and signed out at the school office. Children arriving late or coming back from an appointment must sign in at the school office.
- Leaving campus with an adult other than their parent requires a note signed by the parent for this prearranged activity.
- We request that school officials not be asked to release students to leave campus during the day by walking or to ride with an under-21-year-old driver other than a sibling.
- Parents need to call each day their child is sick and will not be attending school.
- Parents, please call or send a note when you will be late picking up or sending someone other than the designated carpool driver.

SCHOOL MAP WITH TEACHER / GRADE LEVEL CLASSROOM ASSIGNMENTS

PRINTERS NOTE: INSERT MAP HERE

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