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GRACE CHRISTIAN SCHOOL
est. 1980

STUDENT HANDBOOK

2016-2017

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A MINISTRY OF GRACE BAPTIST CHURCH

Member of the Association of Christian Schools International

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Welcome

Thank you for your interest in Christian education. We are working hard to make Grace Christian the best Christian school in the Maritimes

One of the things often commented upon as visitors enter our building is that we have an undercurrent of peace at GCS. This peace is fast becoming a rare commodity in today's society and we thank God for his favour. One striking comment recently made by a parent was, "I am amazed at how the staff treat each other, how they love the students, and how there is peace in the hallways as the teachers do their job." For these things we give the credit to God; at the same time we are reminded not to take this atmosphere for granted.

If we find reason to change or make an addition to this handbook throughout the year, you will be advised by the monthly newsletter.

If you have any questions about any policy of the school as written in this book, please do not hesitate to give me a call to get the issue clarified. By working together we can help foster a healthy environment of growth.

Please pray for us as we seek to maximize our potential for service and worship. With God's help we will do amazing things this year.

Sincerely,

Mr. Jason Biech, Principal

1. Introduction

1.1 Purpose

The purpose of Grace Christian School is to offer a thorough Christian education, based on the inerrant and authoritative Word of God, with the ultimate goal of training each student to love the Lord with all his heart, soul, and mind.

The school provides a liberal arts curriculum, incorporating Christian standards of discipline and instruction with a continuous emphasis on Christian morals and ethics.

The school strives for excellence by teaching a curriculum based on a Christ-centred world view, providing a qualified Christian faculty, and fostering obedience to God as the Sovereign Creator and Source of all truth and knowledge.

The school desires that students learn that Christianity is relevant to our culture and that each student has a personal relationship with Jesus Christ. It aspires to graduate students who are spiritually, academically, emotionally, physically, and socially mature and are prepared to invest their lives impacting society for the glory of God.

1.2 Mission Statement

Grace Christian School is aspiring to graduate students who are spiritually, academically, emotionally, physically, and socially mature to the glory of God.

1.3. Global Statement

The purpose of Grace Christian School is to educate students, while being taught from a Biblical world-view. Grace Christian School will create an environment where students are encouraged to work to the best of their potential to attain academic success, spiritual maturity, physical maturity and social maturity.

The achievement of these ends depends on the partnership of students, parents, church, and school staff, as well as the work of God in each individual. Parents are ultimately responsible to God for the development of their child; therefore a dedicated staff that love God, love people and serve others will support them in their endeavour to raise children with sound character.

1.4 Educational Objectives

Academic Maturity

Grace Christian School will create an environment where students have the opportunity to be intellectually developed individuals, appropriate for their age and ability and who:

1. Meet the academic requirements of the GCS Curriculum, accredited by the Province of PEI and the Association of Christian Schools International (ACSI).
2. Use critical thinking, creativity, logic and common sense to effectively make decisions and solve problems.
3. Communicate effectively in written and oral form.
4. Demonstrate understanding and competency in the use of modern technology.

Spiritual Maturity

Grace Christian School will create an environment where students have the potential to be healthy Christian individuals, appropriate for their age and development, who:

1. Express their faith in and relationship with Jesus Christ and are able to articulate a defence for the Christian faith. *Galatians 2:20, I Peter 3:15,16*
2. Actively participate in a local church. *Hebrews 10:24-25*
3. Are aware and support the work of missions. *Matthew 28:19-20*
4. Actively engage in service activities. *Galatians 5:13-14*

Physical Maturity

Grace Christian School will create an environment where students have the potential to be physically fit individuals, appropriate for their age and ability, who:

1. Regard their bodies as God's temple and use them to glorify Him.
2. Maintain a healthy lifestyle.
3. Participate in a variety of sports and other physical activities.

Social Maturity

Grace Christian School will create an environment where students have the potential to be socially skilled individuals, appropriate for their age and ability, who:

1. Demonstrate a loving attitude in social interactions.
2. Work effectively in teams.
3. Respect and honour fellow students, parents, teachers and others in authority.
4. Exhibit a work ethic that honours God.
5. Communicate effectively with others.

Emotional Maturity

GCS will endeavour to teach each student the kind of character and attitude which is necessary in becoming a productive, balanced, and successful adult.

1.5 Philosophy of Education

A Christian philosophy of education comprises a comprehensive world view of God, of man, and of the universe. God, who is unchangeable, has revealed Himself in nature, in the person of Jesus, and in the Bible which is authoritative in all matters of faith, truth, and practice. Jesus Christ alone provides that “unique point of reference” which gives to education an authoritative voice. (II Timothy 3:16-17)

Man is a special creation of God, made in God’s image, apart from any so-called evolutionary process. Being made in God’s image, man has a sense of purpose, a sense of fulfilment, and a sense of destiny. He is a rational and moral being, capable of understanding and communicating ideas.

The image of God is marred by sin; his understanding is obscured and his morality debased. Though fallen from his original position through Adam’s disobedience and his own sin, he may be restored to full relationship with God through his acceptance of the redemptive work of Christ, applied by the Holy Spirit.

Christian education begins with knowing God through Jesus Christ “in whom are hid all the treasures of wisdom and knowledge” (Colossians 2:3). No one is truly educated who does not know God. Man is dependent upon God for the ability to learn truth and to interpret facts. We believe that all truth is God’s truth. “But the natural man receiveth not the things of the Spirit of God: for they are foolishness unto him: neither can he know them because they are spiritually discerned.” (I Corinthians 2:14)

Christian teachers must understand these basic principles of Christian education and be committed to them, demonstrating effectiveness in their ability to communicate them.

Christian education promotes a Biblical relationship within the family, the church, and the Christian school. According to the Scriptures, parents are responsible to God for the education of their children. The cooperative effort of the home and the Christian school is needed to fulfill that responsibility. Knowledge of the Bible and of Jesus Christ, integrated with other subject matter, is essential to the development and growth of the child in matters physical, mental, social, emotional, and spiritual. Right behaviour is based on the proper concept of the origin and purpose of all things; namely, that whatever we do in word or deed should be done to the glory of God.

1.6 Statement of Faith

1. We believe that Scripture of the Old Testament and the New Testament is inspired of God and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.
2. We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and is true God and true man (God-Man).
4. We believe that the Holy Spirit is the third person of the Trinity, one with the Father and the Son, the indweller of every believer whereby each is sealed unto the day of redemption of the body.
5. We believe in the existence and operating power of a real and personal being opposed to all righteousness and exalting himself against all that God is and has, the evil one called Satan, or the Devil.
6. We believe in a literal hell, the place of eternal punishment for the wicked dead.
7. We believe in a literal place called heaven where God's immediate presence is manifested, where the angels are, and where the redeemed shall ultimately be, from whence Christ descended and ascended again, where He maketh intercession for the saints, and from whence He shall come to judge the quick and the dead.
8. We believe that God created man in His own image and in a state of innocence, but that through temptation he wilfully transgressed and became dead in trespasses and sins, whereby His posterity inherits a corrupt nature, being born in sin and under condemnation.
9. We believe that the Lord Jesus Christ died for our sins according to the Scripture, as a representative and substitutionary sacrifice; that He arose from the dead in His glorified body, ascended into heaven,

and as our great High Priest and advocate He ever lives to make intercession for us; that all who believe on His name are justified by the blood of Christ unto eternal life through the grace of God.

10. We believe that regeneration is a divine and instantaneous work of the Holy Spirit whereby God imparts life to one dead in trespasses and sin. We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which however, clearly forbids the use of Christian liberty as an occasion to the flesh.
11. We believe that sanctification is a divine and progressive work of the Holy Spirit whereby God, upon the ground of the finished work of Christ on the cross, His present intercessory ministry and His Divine Word, sets the believer apart and works out, in, and through him by means of a submissive will that which is well-pleasing to Himself through Jesus Christ. This work culminates in the redemption of the body.
12. We believe in the one true church, the mystical Body and Bride of the Lord Jesus, composed of believers from Pentecost to the Rapture, into which believers are baptized by the Holy Spirit. We believe that the local church is an organization composed of professing believers instituted for the purpose of fellowship, worship, and service. In the matters of administration and policy, it is self-governing.
13. We believe that Christian baptism by immersion of a believer in water in the name of the Father, Son, and Holy Spirit is the Bible mode of baptism and testifies of the believer's faith in, and identification with the crucified, buried, and risen Saviour.
14. We believe that the Lord's Supper is an ordinance whereby believers show forth the Lord's death till He comes.
15. We believe in the glorious hope of the premillennial, imminent, visible, and bodily return of Christ.

1.7 Core Values/Lifestyle Standard

All members of the board, administration, and staff of Grace Christian School believe the Bible is the written Word of God and without error in all its teachings. Because of our understanding of the Old Testament and the New Testament, our school teaches these core family values:

1. It is unacceptable for Christians to teach hatred against any group or individual.
2. Human life begins at conception. An unborn child at any stage of development is a human being and should be treated as such.
3. Sexual intimacy is morally acceptable only within a marriage relationship.
4. Premarital or extramarital (heterosexual or homosexual) intercourse is morally wrong.

5. Marriage is an exclusively heterosexual institution.

1.8 History

On August 11, 1977 Grace Baptist Church was incorporated; in the articles of incorporation was an allowance for both a kindergarten and Christian day school program. Grace Kindergarten began in the fall of 1978, and Grace Christian School began in September 1980 with thirty-two students from grades K-6.

The reasons for starting Grace Christian School stemmed from a strong dissatisfaction with what was taking place in the public school system here on PEI. Some of the listed concerns were the following: the humanistic philosophy, the disregard for discipline, peer pressure, alcohol and drug use among students, and a general lowering of moral standards. It was decided that Grace Christian School would be started to serve two basic purposes: first, to teach “the fear of the Lord” through Biblical principles, and second, to be a mighty tool for evangelism.

The school has grown through diligent prayer, sacrifice, and the efforts of many dedicated people. GCS graduated its first high school class in 1987. In 1990 GCS became a member school of the Association of Christian Schools International. (ACSI.)

In 1992, seven new classrooms were added to the facility to accommodate the increasing enrollment and to provide better facilities. In 2002, an expansion added four classrooms, a library, a science lab, and improved washroom facilities.

Since its founding, many children and their family members have been led to a personal relationship with Jesus Christ through the school. Today our graduates serve in many important roles of society, including several who have gone on to be spiritual leaders in their communities.

1.9 Organization

Grace Christian School is a ministry of Grace Baptist Church and is operated under a School Committee elected annually by the church membership. The pastor and the school principal/administrator are ex-officio members of the Committee.

The principal/administrator is responsible for the daily operation of the school.

2. General Information

2.1 Admission Requirements

Grace Christian School admits students of any race or ethnic origin to all rights, privileges, responsibilities, programs and activities providing such students meet the academic entrance requirements, agree to abide by the school policies and be taught in a manner consistent with a Biblical world view.

Due to limited resources, Grace Christian School is not equipped to handle students with special needs; however, special consideration may be given by the principal on an individual basis.

2.2 Enrollment

- A. Be interviewed by the principal [parent(s) and student(s)]. Bring recent report cards, achievement records from the previously attended school(s), and a written reference from previous teacher and/or principal.
- B. Return completed forms with registration fee (non-refundable unless student is not accepted).

Acceptance is contingent upon the results of the interview and an examination of records. Student(s) may be accepted at grade level, placed at a lower grade level, accepted on probation, or not accepted.

2.3 Age Requirements (School Act)

Kindergarten: Five years of age on or before December 31 of the current school year.

2.4 Withdrawal

Withdrawals must be made by the parent in person through the principal's office. Official withdrawal forms will be processed and the necessary signatures obtained. Records will not be released until all bills are paid and all textbooks and materials have been returned. A family that withdraws their children after September 30th will be charged an additional two months tuition payment.

2.5 Suspension or Expulsion

A student will be expelled from GCS when he is found to be out of harmony with the rules and policies of the school. This means that the student will not cooperate with the overall purpose and program of the school. Attitude or lack of effort may make it inadvisable for the student to remain or when the parents will not cooperate with the administration. For further information on suspension and expulsion see the section on discipline in this guide.

2.6 Reinstatement

Any student expelled from GCS will not be considered for re-enrollment for the current school year. Parents must meet with the principal and senior pastor and/or member(s) of the School Board before re-enrollment will be considered for the next school year.

2.7 School Hours

School hours are from 9:00 am to 3:00 pm for grades JK-12 each day. The school doors are opened at 8:20 am and are closed at 3:20 pm. Lunchtime is from 12:15 pm to 12:55 pm for grades 7-12 and 12:10 pm to 12:55 pm for grades 1-6 in each home room classroom. Parents are responsible for supervision after 3:20 pm. If your son/daughter is on the school property for an unsupervised activity after 3:20 pm, the school is released from any liability for injury or disability incurred.

Please ensure your child is at school by 8:55 am so that he is prepared to begin the school day.

Teachers have responsibilities during school hours. If you need to see the teacher, please make arrangements through the school office or come in after school to arrange a time with the teacher. School-related issues should be addressed by the parent to the teacher in person. Please do not contact teachers at home.

2.8 Calendar

The school calendar will be given out by Orientation Day and includes the school program for the year.

2.9 Cancellation and Delays

The school will follow the English Language School Board announcements for school cancellations due to weather or road conditions. It also follows the Colonel Gray, Charlottetown Rural, and Bluefield families of schools.

2.10 Halloween

Grace Christian School does not celebrate Halloween.

2.11 Teacher Standards and Qualifications

All of the teachers are born-again Christians, dedicated to serving the Lord through the ministry of teaching. All full-time teachers are members of Grace Baptist Church except in extenuating circumstances. They have been interviewed and selected on the basis of spiritual qualifications. Teachers must meet the requirements of the Department of Education of P.E.I. which includes accreditation from the Association of Christian Schools International (ACSI). In the case of Junior Kindergarten, an approved licence, as outlined in The Child Care Facilities Act, must be obtained.

2.12 Curriculum

Grace Christian School believes that a Christian school must use curriculum materials that agree with its philosophy of education; therefore, Grace Christian School endeavours to follow a high standard of academic excellence using texts and materials from Christian school publishers; there are, however, several subjects which use secular sources supplemented by teacher instruction.

2.13 Conflict Resolution

Occasionally during the school year misunderstandings or problems arise between people. This is often the result of poor communication between those involved.

GCS has adopted a policy to handle these situations. **Matthew 18:15-17** explains how people are to deal with one another when problems arise. All questions, problems, or concerns should be brought to the person(s) involved **first** before anyone else is involved. If the situation is not cleared up at this level through direct contact, the individual must meet with the principal and the teacher to discuss the situation.

Failing to follow this Biblical principle and discussing the situation with other parents generally results in misinformation and disharmony.

2.14 Lunch

Students need to bring their own lunches to school. Lunch time will be supervised by the classroom teacher or aide. Depending on the availability of parent volunteers, a Friday hot lunch program may be offered.

2.15 Milk Program

Milk may be purchased weekly by the students in grades K-12.

2.16 Library

The school library exists to provide an opportunity for the students to read for recreation and information. Materials are divided into age-appropriate fiction sections and other categories such as biography, classics, or information. Classes have access at least once a week. The times are posted in the classrooms in September of each school year.

2.17 School Parking

Extreme caution should be observed at all times while driving on campus. All traffic other than staff vehicles should not enter or exit through the loop near the school entrance **at any time**.

When picking up students, please park your car in the main parking area. Once your children are in the vehicle, proceed carefully out of the same driveway from which you came. This will ensure safety for the students who are exiting the school to the parking area, and for those who walk home.

3. Home-School Relations

3.1 Parent/Teacher Conferences

Scripture supports the responsibility of parents in the education of their children; therefore, Grace Christian School acknowledges the importance of parents and school staff working together to maximize the academic growth of the child. In order to facilitate communication and foster this partnership, Parent/Teacher Conferences are scheduled three times per year, following the issuing of report cards at the end of the first, second, and third quarters. The dates for these conferences are listed in the school calendar and are advertised in the school newsletter. The staff of Grace Christian School strongly recommends that parents make time to attend at least one of these sessions each school year to stay connected with the school.

Appointment sign-up sheets will be available to parents in the school office at least one week prior to the prescribed Parent/Teacher Conference dates. In order to provide as many parents as possible with the opportunity to see their child's teacher(s), appointments are scheduled in ten or fifteen minute intervals. In order to respect those individuals who have made appointments, conferences must be limited to the allotted time and unscheduled visits cannot be allowed since even a brief conversation will disrupt the anticipated order.

Scheduled Parent/Teacher Conferences are intended to be routine reviews of student performance in which the education partners discuss how they can work together to enhance academic success. If concerns or issues arise between these opportunities, the parent should immediately contact the school office to set

up an appointment with the teacher to discuss them. This will prevent festering frustration and facilitate the timely resolution of a problem. In the rare event that the meeting of a teacher and parent does not resolve an issue, another appointment will be scheduled to include the principal.

As with any meeting of professionals, an attitude of respect will be maintained at all times. Aggressive behaviour, verbal assault, and/or harsh disparagement of anyone toward school staff will not be tolerated.

3.2 Parent Information Sessions

Information Sessions are scheduled by the administration to share school principles, policies, and procedures with parents.

At the beginning of the school year, the principal will host a Back-to-School Night for all parents to review school policies and procedures, discuss homework expectations and study skills, and establish parent-school partnership.

Later in September, parents of new students are invited to meet with school staff in their classrooms to discuss their child's transition to the school and clarify any concerns they may have.

In the spring, the principal will send out information regarding the following school year. Topics discussed include school vision, tuition, financial support and fund-raising, staffing and curriculum.

The dates for all parent information sessions will be advertised well in advance on the school web-site and in the school newsletter.

3.3 Communication

GCS communicates with parents via the following means: newsletters that are sent out regularly, email, school management software, and social media.

3.4 Special Programs and Assemblies

From time to time the availability of special speakers, films, or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs. There are four important events in our school year which we plan for the benefit of our students: September high school activity, Christmas and the Spring program for the elementary, and Grade 12 Graduation service (for grades 10-12). Attendance at these events is mandatory unless permission is granted by the principal.

4. Reporting

4.1 Student Records

The school maintains a permanent cumulative file on all Grace Christian School students. Records of grades and standardized test scores make up most of the content in these files. Grace Christian School will release a copy of these files only at the request of the parents when moving to another school. Confidentiality of these files will be maintained. Records and/or transcripts will not be released when a student's tuition is not paid in full, or if library books are missing, and/or if library fees are outstanding.

4.2 Report Cards and Grading

Report cards will be issued at the end of each grading period. Report cards must be signed by the parent and returned promptly.

All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report with your child carefully. Grades should be guides in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Grades are merely indicators of present achievement and not indicators of a student's ability to learn.

In addition to the standard grades, comments indicating effort and conduct will be given. Progress reports (test folders) are sent home weekly in the elementary; the high school students receive reporting slips twice during each quarter.

If, due to absences, a student has not completed or has missed assignments or evaluations by the end of the grading period, the student will receive an incomplete (I) on the report card.

Grade Scale Table

Grades 1-3	Grade Scale	Grades 4-12	Grade Scale
97 - 100	A+	97 - 100	A+
94 - 96	A	94 - 96	A
90 - 93	A-	90 - 93	A-
87 - 89	B+	87 - 89	B+
84 - 86	B	84 - 86	B
80 - 83	B-	80 - 83	B-
77 - 79	C+	77 - 79	C+
74 - 76	C	74 - 76	C
70 - 73	C-	70 - 73	C-
69 or less	Fail	67 - 69	D+
		64 - 66	D
		60 - 63	D-
		59 or less	Fail

4.3 Promotion and Retention

Students in grades 1-3 must earn a 70% average in a subject in order to receive a passing grade. Any student in these grades who do not meet the requirements in a core subject (reading, phonics, spelling, and math) may be retained.

Students in grades 4-12 must earn a 60% average in a subject in order to receive a passing grade. In grades 4-9, a student who fails three academic subjects will be retained in the same grade. Students must pass their Bible course. Students in grades 10-12 must earn 60% in a subject in order to receive a course credit.

4.4 Senior High Graduation Requirements

In order for students to graduate from GCS, students must have a minimum of 20 credits. Five of the credits, one of which is English, must be at the grade 12 level. The normal course load for students at GCS in grades 10-12 is 7 credits per year. Therefore, GCS students typically graduate with 21 credits. According to the Department of Education of P.E.I., senior high minimum compulsory credits includes 4 language credits, 2 social studies credits, 2 mathematics credits, and 2 science credits. GCS students must also earn 3 Bible credits to graduate.

4.5 Tests and Exams

It is the responsibility of the student to see that he makes up all quizzes or tests missed. This will have to be done as prearranged with the teacher. Students writing exams cannot be late or miss a midterm or final exam except in cases of severe, extenuating circumstances.

In an effort to allow students to concentrate on exam preparation, teachers in grades 7 -12 will not schedule tests on the three calendar school days prior to the beginning of the applicable exam schedule. I.e, if exams begin on Monday the 15th, no tests will be scheduled on the previous Wednesday the 10th, Thursday the 11th, or Friday the 12th. This provision does not apply to quizzes or evaluation given as part of an exam. Students can expect to have course instruction and homework assignments as usual within this three day period.

4.6 Honour Roll

To qualify for the “A” honour roll, a student must have a 90% average or above for the entire year and no failure at the end of the year. To qualify for the “B” honour roll, a student must maintain an average of 80% or above and no failure at the end of the year.

4.7 Junior High Final Exam Exemptions

Exemptions are a privilege, not a right. Students in grades 7-9 may be exempt from writing the final exam in a subject if they meet the following minimum requirements:

- achieving at least 90% in that subject
- missing no more than 10 classes in that subject
- submitting all major assignments on time
- demonstrating a consistent conscientious effort in assignments, tests, and classroom work.
- showing a consistently positive attitude.

Personal trips count as absences and declared snow days are not counted as absences. Please note that students who have been placed on Step 2 of the discipline program are not eligible for exemptions.

Exemptions will be announced three days before final exams.

4.8. Senior High Final Exam Exemptions

This exam exemption policy is a strategy to reward diligence in the performance and completion of daily work, responsibility in meeting assignment criteria and deadlines, and consistency in attendance.

This policy applies to high school courses where final exams are used as a part of student assessment. It is understood that an exam exemption is a reward for students who have met the criteria set out in this policy.

To qualify for an exemption the student must meet each of the following criteria:

1. The student must demonstrate respect for and compliance with school policies and procedures.
The principal has the right to veto an exemption if the behaviour of the student is not acceptable, specifically if the student has reached Step 2 of the discipline plan.

2. The student can have no more than eight(8) absences in a given class. An absence is defined as missing more than 50% of the scheduled class. Classes missed will be counted as absences unless:
 - (a) an extended absence due to sickness or hospitalization is verified by a doctor's note, or
 - (b) the absence is approved by the principal as a school event. e.g. track meet, science fair, etc.
3. The student can be tardy no more than four(4) times per school year to a given class and no more than six(6) times per school year to homeroom.
4. The student can miss no more than four(4) homework assignments per subject per school year.
5. The student must submit all graded assignments, (term papers, book reports, projects, etc.) at the prescribed time on the due date. If the student is absent on the due date, the absence must be explained by a parental note and the assignment must be turned in to the subject teacher before 9am on the first day of the student's return to school.
6. The student must achieve an average of at least 80%, (as calculated to the nearest tenth of a percent) in a given course.

Missing an assignment deadline or more than four(4) homework assignments in a single subject will result in the loss of the exemption privilege in all subjects.

Absences and grade average will be considered for exemption per subject.

4.9 Awards and Scholarships

The Ambassador Award is the highest honour given by Grace Christian School and goes to the student considered the best example of overall spiritual, academic, and physical qualities. The Governor General's Award goes to the graduating senior with the highest combined academic average for grades 11 and 12. The Laura Mattson Sports Award goes to the top male and female athletes in junior and senior high school. The Dave Wessel Science Award is presented to the Junior and Senior High students who excelled in Science. The Cary Sawatsky Award goes to the Junior and Senior High students who demonstrate talent in the Fine Arts. The Neil Thompson Social Studies Award is presented to the student who shows keen interest in the social sciences. The Myrna O'Connor and Faithful Steward Scholarships are awarded to graduates attending Christian colleges. Students can also qualify for external bursaries and scholarships.

4.10 Supplementary Exams

High school students (grades 10-12) who have failed to meet the requirements to receive their credit may, at the discretion of the teacher in consultation with the principal, be granted the privilege to write a supplementary exam. To qualify for the supplementary exam, the student must have attained a minimum mark of 50% on the final exam and shown consistent diligence in class and the completion of assignments. Students who are successful in the supplementary exam will receive a maximum mark of 60%, the required mark required to obtain a credit in a course at Grace Christian School.

4.11 Standardized Testing

All students from grades K-12 will be given tests every other year that compare their academic achievement with those from across the nation. These tests will be administered periodically at the discretion of the principal. All students are expected to participate. Students regularly participate in provincial assessments.

5. Discipline/Dress

5.1 Philosophy and Objectives

At Grace Christian School, we show respect, take care of our school, are polite and helpful, are prepared, and obey right away.

During school hours and at after-school activities, students are expected to respond to faculty and supervisory staff members with obedience in action and respect in attitude. Any failure to maintain a Biblical attitude of respect and obedience toward school authority which manifests itself in improper behaviour will result in disciplinary action.

Each student is expected to avoid practices that would cause the loss of his testimony or bring reproach to the Lord Jesus Christ, his parents, or this school.

At GCS, we expect students to show respect for God, country, family, faculty and fellow students. Therefore, lying, cheating, stealing, immorality, and profanity will not be tolerated. Attendance at GCS is a privilege and not a right. Constructive suggestions are always welcome but griping will not be tolerated.

Students who are not interested in a Christian education and who have no intention of being submissive to God's will or the authority of the school will be dealt with directly.

5.2 Dress Code

The governing principle of our dress code is **modest, clean, neat, and appropriate**.

So that parents have a better understanding of the dress standard at Grace Christian School, the general guideline for elementary school is **CASUAL DRESS**, and for high school it is **BUSINESS CASUAL DRESS**.

To promote school spirit, students are encouraged to purchase and wear our new GCS-branded apparel. These t-shirts, polo shirts, sweatshirts, and hoodies may be worn on any school day, with the possible exception of certain special events. Because of the casual nature of these items, they may be worn with jeans if desired by both elementary and high school students, providing the jeans meet the overall dress code requirements of "modest, clean, neat, and appropriate" (i.e. no rips/tears). As always in grades 7-12, sweat pants/gym pants, outerwear (jackets), and hats may not be worn in class. This amendment also applies to the older "vintage" GCS apparel!

All clothes are to fit properly and are not to be worn when they are either too tight or too loose. No one should ever see a student's underwear at school - this includes being able to see underwear through clothing worn over it.

Outerwear is not to be worn in class. In times of cold weather, students should wear a sweater if they are not dressed warmly enough already.

All clothing is to be free of any rips, tears, or holes.

Boys are not permitted to wear hats indoors.

5.3 Elementary School Dress Code (Grades 1-6)

Elementary clothes are to be **modest, clean, neat, and appropriate**. Clothes with a rebellious or negative message are considered dress code violations. Shorts are permitted when appropriate for the weather.

Shorts and skirts must not be shorter than just above the knee. Clothing not permitted in the elementary includes pyjamas and tank tops.

5.4 High School Boys Dress Code (grades 7-12)

In keeping with business casual attire, boys are to wear pants such as Dockers, cargoes, or corduroys.

Boys are to wear collared shirts or sweaters, and are expected to tuck in long shirts and dress shirts.

Clothing that does not fall under “business-casual” includes jeans, sweatshirts (including hoodies) or sweatpants, t-shirts (long or short-sleeved,) athletic wear, pyjamas, fleeces, and other outdoor jackets. The exception is clothing bearing the GCS logo.

Dress shorts are permitted when weather is appropriate. Shorts must not be shorter than just above the knee.

All clothes worn in the high school are to be completely free of messages in word, number, or picture form.

5.5 High School Girls Dress Code

In keeping with business casual attire, girls are to wear dresses, skirts, dress pants, cords, or cotton pants. Capri pants and dress shorts may be worn when the weather is appropriate. Skirts, shorts or the slit in such items are not to be higher than the knee.

Shirts or tops are not to have low necklines. Girls are to wear dress tops or sweaters. All tops must be long enough in the torso area that skin does not show at the midriff.

Clothing that does not fall under “business-casual” includes the following: jeans, athletic wear (including t-shirts,) pyjamas, sweatshirts, and hoodies, fleece, and other outdoor jackets.

The exception is clothing bearing the GCS logo.

All clothes worn in the high school are to be completely free of messages in word, number, or picture form.

5.6 Special Occasion Dress

On announced special occasions, girls are to wear dresses or skirts with a dressy top. Boys are to wear a dress shirt and a coordinating tie with dress pants.

5.7 Gym Dress

Physical education clothing for all grades is sweat pants or athletic shorts, sweat shirts or T-shirts, sport socks, and sneakers. Shorts should extend past the fingertips. Sneakers worn for gym should not be worn outside. Clothes with positive or neutral messages are permitted for gym, but no message written across the seat of the pants or otherwise designed to draw attention to specific body parts are to be worn. Students must change back into regular school dress unless gym class is the last class of the day. Please label clothing.

5.8 Footwear

Shoes or neat-looking sneakers are to be worn at all times - no bare or socked feet. Winter boots are not to be worn in class.

Sandals may be worn when weather permits. Athletic sandals and flip-flops are not permitted.

Kindergarten and elementary students must have a second pair of shoes to be worn inside. According to provincial regulations, kindergarten and elementary students are required to wear socks at all times while at school.

5.9 Hair

Any hairstyle designed to attract attention is unacceptable and must be changed before the student can return to school.

Boys are to have short hair (above the eyebrows, bottom of the ear, and the collar).

Students are to keep their hair a natural colour, preferably their own natural colour.

5.10 Earrings, Piercing and Tattoos

Students are not permitted to have tattoos. No part of the body is to be pierced other than the earlobe. Boys are not permitted to wear earrings.

5.11 Field Trips

Students are expected to wear dress code on field trips unless directed otherwise by the staff member in charge.

5.12 Repercussions

Minor dress code violations will be dealt with by teachers as any other minor infraction would be; however, students who arrive at school dressed immodestly or inappropriately will be sent to the principal's office straight away. The principal will call the parents who will be responsible to arrange for their child to get a change of clothes. No phone call will be made unless the student is in a serious violation of the dress code (for example: skin showing at the midsection or a message across the seat of their pants.) **Repeat offenders on minor issues will be handled through the discipline process.** No warnings will be given for major violations requiring a change in clothes.

Finally, the staff and ultimately the principal will be the final authority on all matters of dress at the school. If a student is in doubt about an individual article of clothing, we recommend that he/she bring it in to the school and ask for permission to wear it first, before wearing it.

5.13 Prohibited Articles

The following items are prohibited: illegal substances including cigarettes, alcohol, narcotics etc., weapons including knives, guns, etc.

Portable music players (Ipods, mp3 players, etc) and electronic gaming devices (Nintendo DS, PSP, etc) should not be used during school hours or at school functions.

Any other materials deemed inappropriate due to content (eg. books, magazines, etc) will be confiscated.

Due to privacy concerns, cameras may be used only with permission from a teacher.

5.14 Disciplinary Action

Normal day-to-day misdemeanours by students will be handled within the classroom context. Under all circumstances it is expected that students will make an effort to follow the general classroom rules (as outlined in section 5.2) and the specific classroom rules set forth at the beginning of the school year by each teacher. If a teacher sees a pattern of bad behaviour or senses a rebellious attitude, he will be encouraged to send the student to the principal to begin this four-step process toward correction.

It is important that parents understand that every step of this process is designed to bring about correction, not just punishment. We want to see students deal with the real issues in their heart, whatever they may be.

Teachers may choose to keep a student in detention for minor infractions (especially unfinished assignments) or they may take away privileges from students for actions that took place in class. In such cases, the teacher will be responsible for reporting such action to the principal.

When a student is referred to the principal for discipline, the four-step plan of discipline, (based on the Matthew 18 principle of conflict resolution) will be followed. Each step will be documented to avoid errors or inconsistencies.

5.15 The Four-Step Discipline Plan

The first step, upon visiting the principal the first time is purposely not made into a big ordeal. The teacher reports to the principal why the student was brought to the principal's office and then the student and the principal discuss the matter. The student is shown where the problem lies, what needs to be done to correct the problem, and then is encouraged to correct the problem on his own. In all cases, the principal will expect forgiveness and restitution to be offered to the offended individual(s). This will be considered a major part of the first step. An unwillingness to seek forgiveness and restitution will quickly bring the student to the second stage of discipline.

If progress is made and correction takes place, no further action needs to be taken. If the problem persists and correction is not being made by the student, the teacher will eventually return the student to the principal and step two will be carried out.

Step two involves the parents as well as the student. When the same student is brought to the principal again for the same general reason, an explanation of what has taken place to this point is given to the parent, and the parent is asked to help bring about the correction explained in step one by working with the child at home. This two-fronts approach should be enough to keep the student accountable for his actions. Sometimes, parents are able to give the school advice on how to handle the student at this step. Any constructive parental input at this point is encouraged.

If progress is made and the correction takes place at this point, no further action needs to be taken. If a student seems to be making progress but has a relapse or an isolated incident, the second step may be repeated without moving on to step three; however, if progress is still not seen and correction is not made we move to step three.

The third step represents a significant change to the level of seriousness in the discipline process. At the third step, both parents, the principal, the student and a pastor are brought together for a meeting. At this “intervention”, a plan is agreed upon which includes a definite time frame and specific actions which must be taken by the student in order to see the problem corrected. When the plan is complete and all are in agreement, step three is then followed through. The objective in step three is to identify whether the student is unwilling or simply unable to control himself at this time.

If after this third step correction still has not been made, the student will be considered at step four. Step four is a recommendation for dismissal by the principal. In cases where the student has made it clear that he is unwilling to change, the student will either be dismissed or expelled. If it is determined that the student is unable to correct himself, despite the help from both parents and the school, special consideration will be given to see that the student gets the help he needs, but the student will likely be dismissed.

It is important to stress that from the second step and beyond that cooperation from parents is essential. If parents do not work alongside the school, but are adversarial or defensive of the student, it is unlikely that correction will be brought about. Students of parents who show an unwillingness to cooperate in the discipline of their children will need to be dismissed.

6. Students

6.1 Chapel

At the heart of Christian education is the concern for the spiritual growth and vitality of the student body. As a part of this concern, chapel programs will be planned to challenge students to commit or rededicate their lives to Christ, to live Christian lives, and to provide opportunities to praise God for His gifts. Chapel is compulsory for all students.

6.2 Bible Class

All students are required to take Bible classes, understanding that the principles that are taught will follow the school's statement of faith.

There is a community service component to the Bible program in grades 7-12 so that the students can put their faith into action. Those students involved in the Duke of Edinburgh program are exempt from this service because there is a service requirement in it.

Community service begins the third week of September.

Passing Bible is mandatory at all grade levels.

6.3 Off Campus Courses

Students of GCS will not be allowed to take courses at other schools during the regular school hours.

6.4 Attendance

Students are urged not to take time from school unless it is absolutely necessary. There is no substitute for good attendance. Students who begin to develop a poor attendance record are developing attitudes toward personal responsibility that can do them irreparable harm as well as dramatically affect their school performance.

If your child is to be absent, a parent must contact the office by 8:30a.m. Any absence must be verified by a note to the homeroom teacher, including appointments during the school day.

6.5 Homework

The purpose of homework is to develop study habits, to give opportunity for enrichment and to complete unfinished class work. Time needed to complete homework will vary if the student does not make efficient use of class time or the curriculum necessitates.

A teacher will expect each student to turn in assignments completed and on time. Chronic failure to complete homework will be brought to the attention of the parents and the principal.

6.6 Make-up Work

Students who are absent from school because of sickness must check with their teachers immediately upon returning to school in order to get the assignments missed. It is not the responsibility of the teacher to contact the student. Students will be required to complete their work in a timely manner. Work not completed within that length of time will be given a zero unless there are extenuating circumstances.

6.7 REQUEST – REQUIred Educational Support Time

At Grace Christian School, our goal is to have each and every student work heartily as unto the Lord with the ability God has given to achieve his or her maximum potential.

In order to reinforce responsibility and model accountability among the high school students, the Request Program will be instituted.

The Request Program will provide a teacher supervised, structured academic environment for one hour after-school on Thursday afternoon for students who fall into the following categories:

- students who have missed more than three (3) homework assignments in a given subject area,
- students who have not completed required papers or projects,
- students who are failing a course, and/or,
- students who have missed evaluation(s) and have not scheduled a make-up time convenient to the instructor within 48 hours of return to school.

The student, and parents, will be notified of the student's required attendance no later than the Tuesday afternoon prior to the session. Unless the student is absent due to sickness on the prescribed date, attendance is mandatory. Exemptions from attendance must be approved by the principal who will consider only extreme circumstances at his discretion. Students who have work, volunteer or athletic team commitments must not allow themselves to fall into the Request Program criteria that will prevent them from fulfilling these obligations, as exceptions will not be made for those reasons. Meeting the academic requirements of Grace Christian School and earning the credits necessary for graduation must be a student's priority. Failure to attend will result in the student being placed on the Discipline Plan. Demonstration of indifference and lack of co-operation through repeated absences can result in dismissal.

During these sessions, all high school staff members will be available to answer questions, provide direction, and supervise evaluations. They will not, however, be providing hour long tutorial lectures or one-on-one instruction.

Once participation is required, the student will attend the weekly sessions until such time as all outstanding assignments are completed and/or a passing grade is achieved. In the case of attendance due to missed homework, the student will participate until the end of the quarter, or longer at the discretion of the principal.

If, after regular attendance, academic results do not improve, participating students will not take part in extra-curricular school activities such as student council, worship team, drama, athletic teams or intramurals. The time allotted to these activities will be used in addition to the after-school session to focus on academics.

6.8 Closed Campus Policy

With two exceptions, students are not permitted to leave school property during the school day unless they are being escorted by a teacher or parent.

The first exception is for high school students who wish to leave at lunch time. Senior high school students (10-12) may leave school property at lunch time if they have written permission from their parents at the beginning of the school year. Since this is such a privilege, it will be understood that failure to return to school on time even once may result in the loss of this privilege.

The second exception is for students who live close enough to walk home for lunch. Students who walk home for lunch must provide written permission to do so at the beginning of the year.

6.9 Cars

It is the parents' responsibility to monitor their children's passengers and that their children are adhering to the provincial graduated licensing legislation.

As soon as students arrive at school in a car driven by a student driver, all occupants must leave the car and come to the designated area for students to wait. Even if a student drives only himself to school, he/she must leave the vehicle immediately upon arrival on campus, lock it, and come to the waiting area. Cars parked on school property are off limits during school hours unless given special permission.

6.10 Traffic Patterns in the Building

Certain areas of the church are out of bounds for school children at all times except when given permission by the teacher. Students are not to enter the blue area of the church which includes the office area and auditorium without permission of the staff.

6.11 Personal Property

Personal property is expected to be stored properly in appropriate storage units (i.e. lockers, cubbies, desks). High school students are encouraged to lock their lockers.

6.12 Textbooks

Students are expected to take care of textbooks and return them in acceptable condition. Parents will be charged for lost or damaged textbooks.

6.13 Visitors

For safety reasons, visitors must report to the office.

6.14 Computers

Students may use the computer lab with permission.

Students (grades 7-12) may bring laptops to school with permission from teacher/principal

Printing fee is \$0.10/page.

6.15 Telephone Communication

The office telephones are for office use only. Students are not permitted to make phone calls for any reason on school or church telephones. In a situation where parental contact is necessary on the student's behalf, the student's teacher or the principal may make the phone call for the student. We would appreciate it if parents would limit the times that they contact their children by phone to before school, after school and during lunch.

6.16 Cell Phone Policy

Cell phones or other communications media are not allowed in the hallways, washrooms or classrooms. They may only be kept, turned off, in a student's locker and are to be used strictly on an emergency basis, with the homeroom teacher's permission. When permission is given, the call will be made from the homeroom classroom, after which the phone is immediately returned to the student's locker. Failure to comply with these measures will result in the confiscation of the cell phone by the responsible staff member. It will then be turned over to the principal, from whom a parent can retrieve the phone at the end of the day. Repeat offenders will lose the privilege of having a cell phone at school at all. There are certain times during the school year in which a teacher may give permission for the students to use their smartphone during class.

7. Financial Information

7.1 Payment

Payment for all expenses incurred at Grace Christian School will be met through three sources: 1) payment of tuition and fees, 2) gifts and donations, and 3) approved fundraising efforts. Tuition and fee structures for Grace Christian School are reviewed annually and are therefore subject to change. A current school bill structure can be obtained from the school office. Monthly payments for the school bill are accepted as a convenience to school families. The school board requires that post-dated cheques beginning July 1 for twelve consecutive months be used to pay the school bill. Grace Christian School is a non-profit ministry of Grace Baptist Church and it does not solicit nor accept direct government funding.

7.2 Fee Structure

The tuition fees for Grace Christian School for the school year **2016/17** are:

Junior Kindergarten -	\$3200 (half-day)
	\$5000 (full day)
Kindergarten – Grade 12	
One Child -	\$5000
Two Children -	\$8000
Three Children -	\$10600

All-inclusive tuition includes books and fundraising (SCRIP) fee.

7.3 Scrip Fundraising Fee

Scrip is Grace Christian School's simple fundraising program using gift cards from popular retailers. The school purchases these gift cards at a discount and resells them to parents for the face value of the card. The difference in price is retained by the school. Within tuition payment is a fundraising fee. Once the fundraising fee amount has been reached, the family will then start earning back fifty percent of the card

premium to be returned to that family in June in the form of their choice of gift cards, tuition bursary, donation to staff, or donation to GCS Plant a Seed Fund.

7.4 Annual Fund (Plant-a-Seed)

Gifts to the Plant-a-Seed fund serve to enhance the programs of GCS. While tuition covers most of the annual expenses such as teacher salaries and benefits, maintenance and utilities, textbooks, and school supplies, contributions to the Annual Fund enable Grace Christian School **to increase the level of excellence in all aspects of our educational programs**. This excellence means that teachers and students have the finest tools available for learning; technology is current; facilities are state-of-the-art; financial aid is available to families in need; opportunities for faculty to grow professionally are ample; and most importantly, the spiritual vitality of the entire student body is thriving. Grace Christian School's commitment to students and parents is to provide an outstanding academic experience and to point children toward Jesus Christ in every aspect of their educational training. This is what the Plant-a-Seed Fund makes possible. **All families are encouraged to give to this fund annually.**

7.5 Re-enrollment

Re-enrollment fee is non-refundable. Failure to re-enroll by April 30 will result in your child's place being made available to another student.

Re-enrollment rate:

Before **April 30** - **\$200** per family

Before **June 30** - **\$250** per family

After **June 30** - **\$300** per family

Except in extenuating circumstances, any students whose account is not paid in full at the end of the year will not be allowed to re-enroll at GCS for the next school year. Any account not current by April will not be eligible for re-enrollment.

7.6 Registration Fee For New Families

The registration fee for new families is **\$250** non-refundable and payable upon registration.

7.7 Full Sum Tuition Discount

If parents decide to pay their tuition fees in full between July 1 and the first day of school of the current year, **\$150** will be deducted from the full tuition rate.

7.8 Late Payments

School payments are due on the fifth day of each month from July to June.

Unless arrangements have been made which are acceptable to school leadership, any family with an outstanding school bill after thirty (30) days will be contacted to inform them that their children are no longer eligible to attend the school.

7.9 Returned Cheques

A penalty of **\$35.00** will be charged in addition to the next school payment for any NSF cheque given to Grace Christian School.

7.10 Report Cards/Graduation Diplomas

Report cards and graduation diplomas will be withheld until all charges are current.

7.11 Waiting List

Registration payments made for students who are placed on a waiting list and who do not get a placement in the school will have their money refunded at the end of the first full week of school.

7.12 Books

Parents are responsible for the cost of books their children use. Parents will be required to rent reusable books from the school at a fraction of the actual cost of the book. Books rented that are not consumable must be kept in good condition for use in subsequent years. Consumable books must be purchased by each family and may not be re-sold after use. Book fees are included in tuition.

7.13 Late Fees

A late fee of **\$35** will be charged to your school account after the fifth of each month.

7.14 Tax Receipts

End of the year receipts will be issued for grade 1 and up for the claimable amount for income tax purposes. These receipts will be issued by **February 28** of each year.

8 Parental Expectation

8.1 Parent Commission

The board, faculty, and staff of Grace Christian School seek to assist parents in training their children by operating the school in accordance with its Statement of Faith, mission, philosophy of education, and stated policies.

In return, in keeping with the biblical principle that parents are primarily responsible for the education of their children and recognizing that the school and parents must walk together in agreement in order for success to be the result (Amos 3:3), the School's board and administration asks parents and/or guardians of Grace Christian School students to make the following acknowledgments and agreements concerning their children.

- We understand and acknowledge our commitment to the stated Biblical Christian world view mission and philosophy of education at Grace Christian School.
- We understand and agree to abide by, and reinforce to our children, the policies (e.g. academic and moral standards) and procedures of Grace Christian School (e.g. dress code, arrival and departure times, traffic patterns, attendance, etc.) as they are communicated in appropriate school literature. We acknowledge that, as parents, we are ultimately accountable for both the external actions and internal attitudes of our children and accept our God-given responsibility to disciple them.
- We will keep apprised of our children's academic progress and behavior by appropriately communicating on a frequent and consistent basis with their teachers.
- If we profess Christ as our Savior, we will undertake to regularly pray for the school board, faculty, staff, and students of Grace Christian School.
- We agree to support the academic standards of Grace Christian School by providing our children with an adequate and regular time and place to study and by supervising the completion of regular homework and special assignments.
- We resolve to handle disputes appropriately by dealing directly with the person or persons involved without criticizing them or the school. When the issue at hand is a sin issue the approach will be in accordance with the biblical instruction found in Matthew 18:15. We will maintain confidentiality of matters between teachers and administration, not sharing these with our children or any other individual not a part of the problem or solution. Our attitude should be one of edification and redemption.
- We will take an active interest in all aspects of Grace Christian School, including, but not limited to, student performances, athletics, outreach activities, and fundraising opportunities, and, as God leads us and opportunities arise, assume volunteer duties and responsibilities.
- We agree to pay all financial obligations to the school promptly. If unable to do so because of unforeseen circumstances, we will notify the school immediately. We understand that tuition alone cannot cover the cost of quality education at Grace Christian School, and will support and participate in fundraising activities to help minimize tuition increases.
- We will keep the school calendar at a position of priority, planning ahead so conflicts can be avoided and stay apprised of school information by reading the school newsletter, visiting the school web-site and monitoring notices sent from the school via our children.

We understand that failure to adhere to these commitments can cause my student to lose various privileges and can lead to my child's removal from Grace Christian School.

8.2 Statement of Cooperation

It is necessary that the student (grades 5-12) read this handbook carefully. The Statement of Cooperation is to be signed the first day of school. (Form will be provided by homeroom teacher.)

8.3 Additional

The administrators of Grace Christian School and its representatives have the right to:

- Change handbook policies without prior notice as required.
- Suspend or expel any student according to written policy.
- Search student bags, desks, or lockers for illegal or dangerous items without prior notice.
- Change tuition fees.

