

GRACE CHRISTIAN SCHOOL

2014-2015



STUDENT HANDBOOK

104 Kocher Drive
Bennington, Vermont 05201
(802) 447-2233
www.gracechristianvt.org

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**Grace Christian School
Mission Statement**

*“Partnering with parents
to provide an exceptional spiritual and academic environment
consistent with Biblical truth.”*

Grace Christian School Verse

*“...continue to grow in the grace and knowledge of the Lord...”
II Peter 3:18*

Grace Christian School Calendar 2014-2015

August 26	New Teacher
August 27	Regular In-service
August 28	Regular In-service
September 2	First Day of School
September 26	11:30 dismissal mid-terms/teacher in-service
October 3	5 Week Reports
October 13	School Closed, Columbus Day
October 31	End of first quarter
November 11	School Closed, Veteran's Day
November 26	11:30 dismissal Starts Thanksgiving Break
November 27/28	School Closed, Thanksgiving Break
December 5	5 Week Reports
December 22	Starts Christmas Vacation
January 5	Classes resume
January 14	11:30 dismissal mid-terms/teacher in-service
January 15	11:30 dismissal mid-terms/teacher in-service
January 16	End of second quarter
January 19	School Closed/ Martin Luther King Day
February 16-20	School Closed/February Break
February 27	5 Week Reports
March 12	11:30 dismissal Math Olympics
March 13	11:30 dismissal
March 27	End of Third Quarter
April 13-17	School Closed-Spring Break
May 8	5 Week Reports
May 25	School Closed/Memorial Day
June 5	Senior Graduation & MS/HS Awards
June 9	Kindergarten Graduation
June 9	Last day of school for Pre-School, Pre-K, & Kindergarten
June 10-12	11:30 dismissal
June 12	End of fourth quarter

BELIEVERS' PLEDGES

American Flag

I pledge allegiance to the flag of the United States of America,
and to the Republic for which it stands, one Nation under God,
indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian flag
and to the Savior for whose Kingdom it stands.
One Savior, crucified, risen and coming again
with life and liberty to all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet and a light unto my path.
I will hide His Word in my heart that I might not sin against God.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant, Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14), Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved, unto resurrection of life and they that are lost, unto the resurrection of damnation (John 5: 28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Romans 8: 13-14, I Corinthians 3:16, Ephesians 4:30, 5:18).

PHILOSOPHY OF EDUCATION

The educational process in a Christian School is dependent on a Biblical philosophy that provides the right worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church and the state. Accordingly, the philosophy of education for Grace Christian School Corporation is as follows:

Grace Christian School is an educational institution founded on a God-centered view that all truth is of God and that the Bible is the inspired and authoritative Word of God. We value children as a gift from God; each an intentional and unique creation with identifiable gifts and capabilities. We integrate Biblical principles within an enriched educational environment for our students that they may have a better understanding of the world and their place in it. We hold that personal faith and academic excellence are compatible and that both contribute to the complete and balanced development of every student. We believe that a practical education creates opportunities to recognize and promote self-esteem. We believe that a qualified and dedicated Christian staff foster a Godly sense of values and provide a secure and consistent educational experience for the child.

BIBLICAL MORALITY POLICY

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

Grace Christian School

Annual Student Pledge of Commitment

I acknowledge that it is the mission of Grace Christian School to partner with parents to provide **“an exceptional spiritual and academic environment consistent with Biblical truth”**. To that end, I pledge to conduct myself in a manner that will foster a healthy learning environment, by treating my fellow students with courtesy and respect, cheerfully submitting to the authority of the teachers, faculty and administration, demonstrating respect for others by being on time, and conducting myself in a manner consistent with Christ’s teachings.

I have read the STUDENT HANDBOOK and understand the policies and behavioral guideline expected of me as a student of Grace Christian School, as well as the consequences of misbehavior, and I agree to submit to the code of conduct as stated in the STUDENT HANDBOOK of Grace Christian School.

I pledge to uphold the reputation of Grace Christian School at all times.

I will pledge my allegiance to the United States of America, to the Lord Jesus Christ, and to the Bible, His Word.

I understand that my acceptance and continued good standing as a Grace Christian School student depends upon my obedience to this Pledge of Commitment, both in practice and in attitude.

Signature of Student

Date signed

Received at Grace Christian School (Signature)

Date received

Grace Christian School

Annual Parent Pledge of Commitment

I am in agreement with the mission of Grace Christian School which states, **“Partnering with parents to provide an exceptional spiritual and academic environment consistent with Biblical truths.”** I pledge to partner with the teachers and administration of Grace Christian School to accomplish this mission. I will seek to be involved in my child’s (children’s) school experiences by reviewing weekly communications, attending parent-teacher conferences whenever possible, assisting my child (children) with getting to and from school on time, and supporting my child (children) in all intra and extra curricular school experiences.

I am in agreement with the Grace Christian School “Statement of Faith,” “Philosophy of Education,” and "Biblical Morality Policy."

I will support and enforce the decisions of the teachers and administration regarding disciplinary actions; and will seek answers directly from the administration when there are concerns and questions.

Each of my children has read and understands the guidelines and codes of conduct stated in the current STUDENT HANDBOOK which has been furnished by Grace Christian School, We have reviewed together the “Student Pledge of Commitment” as well as the "Biblical Morality Policy" and agree to abide by its principles. I acknowledge that disobedience by my child to the guidelines stated in the HANDBOOK will result in disciplinary action, both for the good of the students and for the welfare of the entire student body.

I pledge to keep my financial commitment to the education of my child (children). If there are extenuating circumstances, I will promptly contact the Business Manager of Grace Christian School.

I hereby pledge to support my child (children) in his/her/their school experience at Grace Christian, as knowledge, understanding and skills are gained in preparation for responsible adulthood.

Signature of parent/date

Signature of parent/date

Name(s) of Student(s)

Date Received at GCS

FOCUS FOR GRACE CHRISTIAN SCHOOL

We will enhance our academic program by emphasizing three key areas:
spiritual growth, personal responsibility and community service.

Spiritual Growth

What sets Grace Christian School apart from other schools is its commitment to a Christ-centered education. Thus, a strong academic program is not enough. We must sharpen our focus to ensure that we consistently sow spiritual seed into the lives of our children so that the Christian community reaps both strong academic fruit and bountiful spiritual fruit.

First, our academic program consistently provides a Biblical perspective, imparting the Truth of the Bible as it relates to the daily lessons. We further will facilitate daily prayer and Scripture memorization for all students while encouraging spiritual growth through the application of His Word in our daily lives. Students in 7th - 10th grades will begin the school year with an overview of the Bible to ensure every student has a baseline understanding of Scripture to impart an appreciation for God's infinite power, and His love for them personally. Chapel services will offer praise music and a series of teachings to help further develop head knowledge into heart knowledge and faith." But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever. Amen." (2Peter 3:18)

Personal Responsibility

Children and teens also need training to increase their personal responsibility in order to be exemplary citizens in a wayward society, and to be used by God. The root word of "disciples" is discipline. In this context it means: order, self-control, restraint and obedience.

How does that relate to school and home? So much more can be accomplished when we work together as a student body by adhering to a common set of personal responsibilities. This becomes particularly apparent when personal responsibility is missing. Examples of areas that require personal responsibility include punctuality to school and to class, personal preparation for learning, completed homework, compliance with policies including dress code, respectful behavior, manners, honoring one another, etc. When students accept these guideposts as their personal responsibility, it is a sure sign of maturity, with many blessings to follow. "Whoever loves discipline loves knowledge, but he who hates correction is stupid." (Proverbs 12:1) (See also Titus 2:11-12)

Community Service

Community service is a natural outgrowth of sowing Scriptural seeds into young hearts. All students will participate in opportunities to bless our community by serving others, and in turn, receive the eternal blessings of obedience to His calling: "The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'"(Matthew 25:40) Younger children will work together with their teacher to select a class project. Such community service may include sharing the love and joy of Jesus through visiting the elderly with words of encouragement and songs, or being a pen pal and sending personal items to children in less fortunate circumstances. Older students will be expected to participate in community service such as: clean-up projects, music ministry, soup kitchen volunteers, student tutors, or performance ministries to uplift others and to share the gospel. High school students also are expected to contribute acts of service in their respective churches and impart their gifts on mission trips.

As Christians, we are commissioned to guide our children to the joy and fulfillment of service. There is no limit as to how the Lord can use a child who has a tender heart for others. Let us step out in faith and prayerfully watch for His loving response to our obedience.

GENERAL ACADEMIC POLICIES

Family Responsibility

“Partnering with parents” is critical to ensure that every student attains his or her academic potential. Consistency of both student effort and parental oversight, from September to June, are key components to a successful academic year. Parents should be an unswerving source of daily interaction and encouragement for students to stay the course. Students are expected to take personal responsibility for their studies.

Every student in 7th-12th grade is required to use the GCS Assignment Book, or an appropriate alternative, for the entire academic year to write down every assignment (including, but not limited to homework, reading assignments, quizzes, tests, projects, due dates, etc.). Parents may refer to the GCS Assignment Book on a nightly basis to ensure completion of all assignments. Further procedures can be instituted on a case-by-case basis for students who experience difficulty in remembering to write down all assignments.

Personal Responsibility of Students

Academic success requires each student to consistently exhibit personal responsibility to come to each class prepared to learn. This entails prompt arrival with all necessary books and materials, timely completion of assignments and homework, a respectful attitude, attentiveness, class participation and diligence.

International Students

Grace Christian School is pleased to extend an invitation to international students to apply for enrollment. The international student program at GCS began with 2 students who attended Grace through the PAX program. These 2 students had such a positive experience that they requested to return and stay through 12th grade! The program has grown and has had students from all over the world attend this small private school in the rather culturally isolated section of the northeast. GCS is now able to issue I-20's (certificate of visa eligibility) to students from outside the US who would like to attend a Christian school and meet the eligibility requirements. All international students live with a host family who is committed to Grace Christian School and its philosophy of education. The inclusion of international students affords all students at GCS the opportunity to experience the benefit of a more diverse cultural atmosphere. It allows the entire school community, students, staff and school families, to grow in appreciation of the similarities and differences among God's children. Many GCS families have made lifelong friendships by hosting an international student. For more detailed information about the international student program at Grace Christian School, please refer to the school website and click “international information.”

International students are expected to speak English unless special permission is granted by the teacher. Students who do not comply will receive disciplinary action. This is meant to be a supportive measure, not punitive.

GRADING POLICIES

In 7th through 12th grade, a student's letter grades are converted to a numerical equivalent called a "Grade Point Average." Grade Point Average (GPA) is computed by converting each letter grade to a number from 0.00 to 4.00 depending on the letter grade. A grade of incomplete will be assigned when all course work is not handed in.

The assignment of numerical grades and the Grade Point Average (GPA) are reflective of a school's philosophy. Some schools favor grade inflation to elevate scores. However, experienced college admissions personnel are savvy readers of transcripts who will discount disproportionately weighted grades and skewed GPAs. Thus, at Grace Christian School, we believe that it is important to assign grades that provide students with a realistic assessment of their achievement, and will be viewed as credible for potential college admissions. In addition, GCS transcripts will be accompanied by a High School Profile that describes our curriculum including the qualitative differences of our course offerings.

The weight of each course is determined by multiplying the number of times each course meets in a week by .2. For example: a course that meets daily is equal to one credit (5 X .2) for the year; a course that meets four times a week is equal to .8 credits (4 x .2) for the year; etc. A student's GPA for the marking period is determined by the amount of credit for the course, multiplied by the GPA conversion to give you the points earned. Each course is calculated individually and then combined with all other courses to determine the student's total. The total points divided by the total credits equals the GPA.

Grade	Numeric Grade	GPA
A+	97-100	4.00
A	93-96	3.85
A-	90-92	3.66
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.66
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.66
D+	67-69	1.33
D	65-66	1.00
F	0-64	0.00

Honor Roll

Students in 5th -12th grades will be eligible for the Honor Roll based on the above grade and GPA scale. No student with any D's or F's will qualify for the Honor Roll regardless of GPA.

Highest Honors	3.76-4.00
High Honors	3.51-3.75
Honors	3.26-3.50
Merit	3.00-3.25

Homework

Homework is an important part of every student's education. Students should expect to receive regular homework assignments in each class. These assignments are to be completed in a neat, thorough and timely manner. If a student is unable to complete an assignment because of unusual

circumstances at home the night before, parents may write a note to the teacher explaining the situation. Students should allow sufficient time each day for homework and should use their study hall time conscientiously. Parents and students should discuss and plan their level of involvement in extracurricular or out-of-school activities so as not to impede academic progress.

Late Homework

There is a strong correlation between timely completion of homework and a student's ability to keep pace with the classroom learning, including success on tests. Thus, parents must partner with the school to ensure the timely and thorough completion of their child's nightly homework assignments. If a parent or student is having difficulty keeping pace with homework and/or classroom learning, the teacher should be notified as soon as possible to assess the situation. Please be advised that teachers will penalize late homework a minimum of 5 points for each day at the discretion of the teacher for a total of two days past the due date. Homework turned in after two days (without the teacher's permission) will receive a zero. Students who do not complete all course requirements (including homework) will receive an incomplete for the course.

Make-up Work

When returning to school from being absent, students have one more day than the number of days absent to complete their work. For example, after a one day absence, students have two days to complete their make-up work, after a two day absence, students have three days to complete their make-up work. Parents may seek an extension of such time period from the teacher when individual circumstances warrant. Parents also are encouraged to call the office to request homework assignments while the student is absent. Requests made by 10:00 a.m. will be available for pick up in the office after 2 p.m. Homework not completed within the specified time period may be subject to the late homework policy set forth above. The teacher will take into account the individual circumstances and will reschedule missed tests. A student who is absent for illness or a family emergency for more than five days will receive a longer period of time to complete missed homework and tests provided the student is making adequate progress towards completing the make-up work.

Add/Drop Course Policy

Students may add or drop courses with no academic penalty for the first five weeks for year-long courses and for the first three weeks for semester-length courses. Students must keep in mind the 6 course minimum requirement for students enrolled full-time as well as the credit and course requirements for graduation.

Students wishing to add or drop a course must first obtain verbal permission from the instructor(s). Then the student must request an add/drop course slip from the Registrar. This form will need to be signed by the student, the instructor (s), the student's parent, and the Administrator.

If a student drops a course after the initial period, their grade at that time will be reported on their transcript following a "W". The transcript will designate that the student withdrew from the class, and no credit will be awarded.

Semester Exams

At the end of each semester (two quarterly marking periods), comprehensive exams are given in each core subject area for students in grades 7 - 12. Semester exams in Bible and Spanish can be expected to occur the week prior to the end of the semester. Semester exams in English, History, Math and Science generally will occur during the final week of each semester. Each examination period will be 60-75 minutes long. Exam review will occur in class prior to semester exams. Semester tests count for 10% of the semester grade. It is of utmost importance that students attend school during the days

that semester reviews and final exams are in progress. Senior students with an overall "A" in the subject area, will be excused from taking the final exam in that subject area.

Standardized Testing

During the second semester of each year, students in select grades will take TerraNova Testing. This is the same test used nationally in many schools, public or private. GCS has chosen to include an additional Bible component. Students in eleventh grade take the PSAT exam in October and an SAT Prep course in the spring.

Progress Reports/Report Cards

Each marking quarter, parents will receive a five-week progress report that indicates a grade for each subject area up to that date. This report provides an early assessment and allows time for corrective action prior to the end of the marking period. In addition, a report card is sent home at the end of each nine-week marking period. Parents may check students grades (as well as assignments) by logging onto RenWeb. The school calendar indicates the end of each quarter. Please see the academic policy requirements that explain minimum grade requirements for a student to remain in good academic standing.

Parent/Teacher Conferences

Parent conferences are scheduled in the first quarter for parents of students in grades K - 12. Parents will be offered the *option* of a parent/teacher conference after the third quarter report cards. However, the school will schedule a conference if a student in any grade exhibits academic, behavioral, spiritual or social difficulties. Parents are welcomed and encouraged to communicate frequently with the teacher and to request a meeting or conference whenever necessary.

Academic Probation

In order for students in 7th -12th grades to maintain the status of "Good Academic Standing", they must maintain at least a 2.0 grade point average (73 average) at the end of each quarter. A student will be placed on academic probation whenever the student's five-week report or quarterly report card indicates less than a 2.0 GPA, or a failing grade in any course, regardless of their other grades.

Students on academic probation are precluded from participation in any extra-curricular activity without written permission from the Administrator, until the probationary status is lifted. Grades for students on academic probation will be re-evaluated every two weeks to determine when a student may be eligible to resume extra-curricular activities. Students will again become eligible to resume extra-curricular activities when the GPA is improved to at least 2.0, with no failing grades, including test grades. Academic probation resumes again if grades subsequently fall below the minimum required 2.0 GPA. Academic probation after 5 week reports may be lifted when missing work is completed.

Academic Dismissal

If a student in 7th-12th grade does not attain at least a 2.0 GPA (73 average) for any two consecutive quarters, or for two out of three quarters, the student could be dismissed from Grace Christian School. Appeals to this policy must be made in writing to the School Board within 10 calendar days of notification of such dismissal. Thereafter, the Board will invite the student and parents to a meeting to consider the merits of the appeal and render a decision. A student dismissed for academic reasons may not reapply to GCS for at least one calendar year.

Promotion of Students

Annual promotion for students is contingent upon satisfactory completion of course work and the recommendation of both the current classroom teacher and the Administration. Students with substantial academic deficiencies may be required to attend summer school or arrange for extensive tutoring during the summer months.

All middle and high school students must pass required courses to be advanced to the next grade. Students who fail one such course must arrange to take that class in summer school and receive a passing grade. Summer school occasionally may be offered at GCS. If not available, parents are responsible to find a suitable class, obtain prior written approval from the Administrator, and to incur any financial cost. Any student with a failing grade in Bible is required to make arrangements with the teacher and the Administrator to complete the necessary work to pass the course. Students failing any two (or more) subjects will *not* be advanced to the next grade. Particular care will be taken in relation to students advancing from the elementary grades to middle school (grade six to seven) or from the middle school to the high school (grade eight to nine). Each student's readiness (academically, socially and behaviorally) will be reviewed before progressing to the next grade. Parents will be informed if a student does not receive an endorsement for advancement, and thus, must be retained a year at the current grade level in order to remain at GCS.

Guidance Department

Each junior (and subsequent seniors) will meet with the college counselor on at least one occasion. The college counselor is available to meet with the student's parents. Through evaluation and research, the counselor will offer a list of recommended colleges for the student. Should college not be desired, other options will be presented for consideration.

Students and/or parents are encouraged to visit colleges. Students are expected to maintain their schoolwork in an up-to-date fashion when requesting permission to miss school in order to visit colleges.

The college counselor will advise students about testing. We recommend that students take the May SAT I as a junior and the November SAT I as a senior at Mt. Anthony Union High School. On-line or mail-in registration is available. The CEEB code for Grace Christian School is 460029. (Inclusion of this code on the SAT registration will enable Grace to receive a copy of the test results.) The student will be mailed a copy of their results. SAT registration allows for test results to be sent to four colleges without charge.

Minimum Requirements for Graduation

English	4 credits
History (includes US History) & Social Sciences	3 credits
Math	3 credits
Computer	1 credit
Science	3 credits
Bible	4 credits
Physical Education	1.5 credits
Foreign Language	2 credits
Health	.5 credit
Fine Arts	1 credit
Electives	<u>2 credits</u>
<i>Total Credits Required to Graduate</i>	<i>25 credits</i>

Students may elect to take additional coursework in preparation for particular college majors and/or admission to specific colleges requiring coursework that exceeds the above. There is a minimum of six credits required per year for full-time students. The CDC offers additional programs available to juniors and seniors.

Transfer students: The Bible credit requirement waived for students who were enrolled elsewhere before transferring to Grace. Other acceptable course work will be credited. All Grace students are required to take Bible. The waiver only applies for secondary years in which student was enrolled and earned credits elsewhere.

One credit is based on 120 hours of study. Grace Christian School is in session for 175 days, including half-days which is the State of Vermont minimum.

Vermont School Quality Standards as given by Vermont Department of Education January 1999 edition (P.11, 2120.8.2.1):

A student meets the requirements for graduation if, at the election of the Grace Christian School Board;

- (1) the student demonstrates that he or she has attained or exceeded the standards contained in the Framework or comparable standards as measured by results on performance-based assessments, plus any additional requirements established by the school board; or
- (2) the student successfully completes at least 20 Carnegie units, including at minimum the following courses of instruction aligned with the Framework or comparable standards:
 - A. four years of English language arts
 - B. three years of science
 - C. three years of mathematics
 - D. three years of history and the social sciences
 - E. one year of the arts
 - F. one and one-half years of physical education andany additional requirements established by the school board that demonstrate that the student has attained or exceeded the Framework or comparable standards or other requirements set by the board; or
- (3) any combination of 1 and 2 above that demonstrates that the student has attained or exceeded the Framework or comparable standards

In lieu of 25 credits as defined above, The Grace Christian School Board, at the recommendation of the faculty and administration of the school, may affirm satisfaction of requirements for graduation through guidelines established by Vermont School Quality Standards (January 1999 edition, P. 11, 2120.8.2.1) as given below.

Independent Study Policy

Grace Christian School offers a comprehensive course of study leading to a diploma upon completion. Minimum graduation requirements are set at 25 credits distributed throughout various core subject areas and electives. It is anticipated that students will meet these requirements utilizing the courses in place at GCS. On occasion, a student may request to have an independent study or a course offered at a different educational venue to be accepted as credit for a GCS course requirement. This could occur when a required course does not fit into the student's schedule or when the student is taking a course not offered by GCS. Such proposals should be submitted to the registrar at the beginning of the semester prior to the commencement of the course. Proposals will be reviewed by a

faculty member, the registrar and an administrator who will notify the student of the decision. Proposals should include specific curriculum documentation and how contact hours will be met. On-line courses, such as those offered by Sevenstar, and college courses can be considered for high school credit. Students will need to submit a copy of the course syllabus and the course description from the college catalog with their request. Before GCS credit can be issued, the student will need to provide the registrar with an official transcript or on-line grade report that indicates successful completion of the approved course. Most college courses are 3 credits and will be awarded 1 high school credit. Use of independent, non-structured curriculum will be considered on a case-by-case basis. A 1 credit class at GCS consists of 120 classroom hours therefore it will be necessary for any request for independent study to show how these hours will be met including how the use of discussion and various assessments tools will be utilized. Any independent study course that is not an online class or a class offered by another educational institution would need to have a faculty advisor who is meeting regularly with the student in order to assure adequate progress in meeting GCS course requirements. It is assumed that a fee will be assessed to cover the time of the faculty member. Any course offered for course replacement must meet or exceed GCS requirements and be passed with at least a final score of 75. A fee of \$250.00 will be assessed for credit evaluation as part of the proposal application.

National Honor Society

Each year the Faculty Council of the NHS selects candidates and offers them the opportunity to document their scholarship, service, leadership, and character in September. This honor is bestowed on students who have a minimum cumulative GPA of 3.51 in high school, a disciplined approach to studies, an enthusiasm for learning and a desire to achieve the most out of education, evidenced by strong curricular choices.

Transfer students are welcome to transfer their membership to the Grace Christian School chapter of the National Honor Society. They will have one semester to prove their continued academic success by achieving and maintaining our GPA and service standards. The NHS Adviser is Mrs. Marcy Stearns.

Valedictorian/Salutatorian Selection

The senior Valedictorian and Salutatorian will be determined after the third quarter of the senior year based upon academic average. The student receiving the highest cumulative GPA and the recommendation of the faculty and the administration will be named valedictorian. The student receiving the second highest cumulative GPA and the recommendation of the faculty and the administration will be named salutatorian. In the case where two students have close (within .05) GPA's, for either valedictorian or salutatorian, co-valedictorians or co-salutatorians may be named. The difficulty of student course load may also be considered. Students beginning their academic studies at GCS after the beginning of their junior year will not be eligible for such awards.

Student ranking in terms of Grade Point Average (GPA) and "rank" within their graduating class will not be offered or provided by Grace Christian School. A rank would not necessarily reflect the strength of a student in light of the limited range (statistically) of students who are part of the graduating class.

Any schedule changes due to students taking CDC programs will result in the parent assuming responsibility to accommodate GCS credit requirements.

DAILY SCHOOL LIFE

Attendance, Absence and Lateness

We know that GCS parents understand the importance of consistent school attendance and how difficult it is for the student to replicate the benefits of class instruction and student/teacher interactions. Extensive absences can make it very difficult for a student to stay current at GCS. Academic success requires consistent attendance. Therefore, every effort should be made to miss as little school as possible. The following policies apply:

Parents must call the office between **8:30 a.m. - 9:00 a.m.** to report the absence of their child. Students must bring a note from their parent when returning to school following an absence.

Students must be in school for at least one half of a day to participate in any extracurricular activity.

Excused absences are for unavoidable reasons. They are for circumstances or time constraints outside your control, such as illnesses, the death of a close relative, a canceled flight, court appearances, a family emergency, etc. When an absence is unavoidable, please call the office to report the absence and to request assignments and homework to help the student complete missed work as soon as possible.

Unexcused absences are for avoidable reasons. They are family decisions to miss school for reasons of choice, such as a family vacation, leaving school a day before or after a break, staying home to spend time with a visiting relative or friend, etc. Prearranged absences are to be submitted in writing by the parent or guardian to the Administrator (grades 7-12th) or to the Elementary Principal (grades K-6th) within a reasonable period of time *preceding* the absence. The student will be excused if he/she is in good academic standing and has not had excessive absences during the year. The student will be allowed to make up missed work. All homework and class assignments must be completed within the time allotted in the Homework Policy. Juniors and seniors are permitted 3 days per year as an excused absence for college visitation. Proof of visitation should be supplied upon return.

Any student being absent for more than 25 school days (excused and unexcused absences combined) in an academic year is subject to not being promoted to the next grade. The School Board on a case-by-case basis may review exceptions when documentation is provided to document prolonged or chronic illnesses, or extenuating circumstances. All missing work must be completed. Upper school students will not receive credit for a course if they have missed more than 15% of the scheduled classes.

Chronic lateness is not permitted. Students that arrive late disrupt homeroom or class and are failing to develop the personal responsibility needed to arrive on time. Students more than ten minutes late for a class may be considered absent for that class. Student drivers who arrive late are subject to losing their driving privilege. On days when there are bad weather conditions, late students will not be penalized (see pages 32-33).

Band

Beginning in fourth grade, students have the opportunity to participate in an instrumental music program. Rental of various instruments can be arranged with Ellis Music through the school. Rental fees vary and are paid by the family directly to Ellis Music.

Before and After School Policy

The school doors will be unlocked at 7:45am. Elementary students can wait in the cafeteria beginning at 7:45a.m. MS/HS students will meet in the chapel for morning worship at 8:00 am. At 8:10 am MS/HS students will be dismissed from the chapel to their designated homerooms. At 8:15 am students in 3rd-6th grades will go to their designated classrooms. Students in grades K-2 will remain in the cafeteria until picked up by their teacher. Students in 7th-12th grade must be in their designated homeroom from 8:15-8:25am No student should enter a classroom until a teacher is present.

Students must enter the building through designated entrances. Any child arriving after 8:30am must enter through the front door. All exterior doors except the front door will be locked by 8:30am Students must stay in designated areas during school functions, including events after school.

After school, parents are responsible for picking up their children at 3:00pm. Most parents stay in their vehicle and enter the “pick up” line at the back entrance. Parents are always welcome to park alongside the building and to come into the school to pick up their children. School entrances are locked at 3:30pm. Any remaining students will be requested to wait outside for their ride. Students riding with faculty or staff must remain supervised after 3:30 pm.

It is the parent’s responsibility to supervise their child if they decide to play on the playground after school. Students driving with faculty may play on the playground only if there is an adult supervisor or they have the express permission from the responsible faculty member.

Unless riding a bus, students will not be dismissed from school unless a parent or guardian is on the school premises. All regular bus students must have a written note from their parent if they will not be riding the bus. Any student (including MS/HS) who plans to ride a bus, which they do not normally ride, must have a note from their parent giving them permission to do so. No student will be permitted to leave with anyone other than a parent unless prior written permission has been given to the office by the parent. Any student that is riding with a student driver must have written permission from both sets of parents.

Book Clubs

GCS periodically provides opportunity for families to purchase books and materials through book clubs. This does not suggest that the school has reviewed or that the school takes responsibility for the content of every publication listed for purchase. The school suggests that parents review the promotional materials carefully to assure that what they purchase is appropriate for their child.

Cafeteria Program

A daily hot lunch program is available in the GCS cafeteria. Milk is included in the price of each meal. The cafeteria program will operate as follows:

\$2.50 Student Hot Lunch (\$25.00 for 10 lunches) and \$3.50 Adult (\$35.00 for 10 lunches)

The monthly menu will list the meal for the day.

A full salad bar will be offered as a choice for 3rd - 12th grades.

Additional a la carte items may be available for purchase.

Breakfast items may be available for purchase before school.

Applications for the GCS reduced lunch program are available in the office. The cost for reduced lunch is \$1.00.

Senior students have the privilege of leaving the school building for lunch provided that they are back in time for their next class. No food or drinks (other than water) may be brought into class. Any

student that is riding with a student driver must have written permission from both sets of parents. Failure to comply with school policy will result in a loss of this privilege.

Junior students have the privilege of eating outside at the picnic table in good weather. Students are responsible to pick up all garbage and to conduct themselves in appropriate manner.

Meal Ticket Purchase Options

We encourage purchasing a 10 meal ticket, which will be kept on file in the cafeteria and may be used at your convenience. The cost of tickets for students is \$25.00 for 10 meals and \$35.00 for ten meals for adults. Students who qualify for reduced lunch can purchase a \$10.00 meal ticket good for ten lunches. Students who forget their money can charge up to two meals. If students already have two charges and forget their lunch, they will have the option of choosing a peanut butter and jelly sandwich. Daily cash purchases also are accepted. Parents and siblings are welcome to purchase meals in the cafeteria.

Change of address/Phone Numbers

Please immediately inform the school office of any changes of address, home phone and work phone. Otherwise, our ability to locate parents for general communications and/or emergencies could be substantially delayed.

Choir

GCS has both Elementary and Middle School/High School choirs. These groups periodically are expected to participate in performances both at school and for community service functions.

Class Advisors

Each year, class advisors will be assigned to serve as encouragers and advisors to each middle school and high school class. They will oversee student prayer, governance, fundraising, class trips and events. Class advisors/encouragers for 2014-2015 are:

- * 7th grade- Mr. Hartwell
- * 8th grade- Mrs. Aalderink
- * 9th grade- Mrs. Moll
- *10th grade- Mr. Underwood
- *11th grade- Miss Schmigel
- *12th grade- Mr. Hall
- *National Honor Society - Mrs. Stearns
- *School Officers Mrs. Stearns

Classroom Pass

Students not in a classroom during class times must have a pass from a teacher or administrator. This includes visits to the restroom, locker room, office, etc. Students without a pass will receive points.

Contacting Faculty and Administrators

Faculty and administrators are more than willing to assist students and parents with their individual needs and concerns. They will make time in their schedule to reasonably accommodate phone calls and meetings with students and parents. Also, teachers generally are available until 3:30 p.m. each day after school. Every effort should be made to communicate with teachers during normal school hours. In cases of emergencies or other serious matters, the faculty and administrators can be called at home, using common courtesy to call during appropriate times.

Copier

A copier is available in the library for school-related student use. Students should not use the copier in the teacher's room without the permission and supervision of a teacher or staff member.

Criticism and Communication

At Grace Christian School, we are committed to observing Biblical principles with regard to giving a good report. Scripture warns us of the perils of an unrestrained tongue and criticism against fellow Christians. Please read James 3:1-18.

Jesus sets forth the principles of communication, "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that every matter may be established by the testimony of two or three witnesses." Matthew 18:15-16

Everyone in the Grace Christian School Community is encouraged to observe these Biblical principles. In practice, this entails the following lines of communication whenever you have questions, concerns or criticism to share. Discussions of a critical nature with anyone other than the person(s) involved is against the Word of God. This must not occur among the GCS community. Rather, we will follow the instructions of Jesus. In practice, this means that discussions with anyone other than the person(s) involved regarding students, parents, teachers, staff, administrators, Board members or the school shall be a good report. Any discussion involving questions, concerns or criticism must be shared directly with the person involved as follows:

1. A student must communicate first with the teacher to discuss concerns and resolve issues. Whenever such concerns or issues are not satisfactorily resolved between the student and teacher, the teacher and student must communicate that information to the Administrator who will assist in further discussions and resolution of the matter.
2. A parent must communicate first with the teacher to discuss concerns and resolve issues. Whenever such concerns or issues are not satisfactorily resolved between the parent and teacher, the teacher and parent must communicate that information to the Administrator who will assist in further discussions and resolution of the matter. Thereafter, if the issue or concern is not satisfactorily resolved, the parties may contact the School Board. However, any party who desires to contact the School Board first must inform the Administrator and other party involved of such contact and its nature.
3. Teachers are directly responsible to the supervising Administrator. Teachers and the Administrator first will meet to discuss and seek resolution of any concerns or issues. Thereafter, if the issue or concern is not satisfactorily resolved, the teacher may contact the School Board. However, any teacher who desires to contact the School Board first must inform the Administrator and the other party involved, if any, of such contact and its nature.
4. The Administrator and the Elementary Principal are accountable to the School Board.

Diversity Statement

Grace Christian School recognizes the importance of a diverse learning environment and values God's unique creation of every individual. Our commitment is to be a community that affirms diversity as a demonstration of God's intention and divine order for humankind which serves as a reflection of God's creative and sovereign hand. (Genesis 1:27)

Dress Code

Grace Christian School students come together as a community with a variety of personal preferences for clothing styles. Just as adults have standards of dress for their workplace, Grace Christian School has standards of dress that are suitable for our spiritual and academic learning environment. However, as a Christian community, we have standards that are both higher than the world's standards, and do not necessarily change as the world changes. Thus, the appearance and attire of all students must be neat, clean, modest, properly fitted and not drawing attention to one self. The essence of the Grace Christian School Dress Code is to be God-honoring.

Dress Code Enforcement Will Involve Parents

"Partnering with parents" includes compliance with the GCS dress code. Parents are expected to be aware of their child's clothing every day. Personal student responsibility requires each student to accept compliance with the dress code as his or her personal responsibility and avoid unnecessary adult oversight and intervention.

Dress code violations are subject to the disciplinary code. Dress code violations will result in disciplinary points being assigned. The student will not be permitted to circulate to classes unless in compliance with the dress code policy. Parents may be contacted to bring suitable clothes to school or to remove the student from school.

Girls and young women have particular responsibility under Scripture to dress modestly and to be recognized by one's inner beauty, and not by elaborately adorned hair, expensive jewelry, or expensive clothes. "Your beauty should not come from outward adornment...Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." I Peter 3:3-4

Girls and young women are to "...dress modestly with decency and propriety, not with (excessive adornments) or expensive clothes, but with good deeds appropriate for women who profess to worship God." I Timothy 2:9-10

In addition, boys and young men generally are instructed to follow Christ's example of humility and modesty.

In light of God's Word for our lives, everyone at Grace Christian School should take seriously, and willingly comply with, the following guidelines for appropriate dress.

All students must wear clothing that is neat, clean, modest, properly fitted and that does not draw attention to one self. Accordingly:

Skirts and dresses must not be tightly fitted or revealing in nature. The length must not be shorter than the top of the knee. Skirts should rest comfortably at the waist. This applies for all skirts, even those worn over tights or leggings.

Pants must fit properly, no lower than 2 inches below the natural waist, without being too tight, large or baggy, nor frayed or dragging below the heel. This rules out hip huggers, spandex, scrubs, flannel baggies, yoga pants, pajama bottoms, etc.

Shirts must not be clingy, tight fitting or revealing in nature. Necklines must be modest, and if sleeveless, have at least 3” straps. Shirts should be long enough to extend at least 3” below the top of any pants, skirts or shorts. Thus, midriffs, tube tops, cropped shirts, etc., are not allowed. Covering such attire with a sweatshirt or other outer garment does not constitute compliance.

Shorts must conform to the same standards of fit as pants. Shorts must reach the top of the knee. All students, including athletes, must comply with the length requirements.

Dress Up Days

Grace Christian School will offer a variety of occasions when students must be prepared to dress up for certain school functions, concerts, field trips, off-campus community service and school dinners. On these special occasions as well as on Thursdays/Chapel Day we request that students **take extra care** with their appearance and not wear jeans, sweatshirts or T-shirts. Dress pants or shorts, collared shirts, dresses and skirts are considered appropriate. Gentlemen are encouraged to tuck in their shirts.

Logos or Insignias

No attire or jewelry should exhibit designs or wording that is inconsistent with biblical principles, including language or images of any product, group or activity that promotes values or behavior that is contrary to, or inconsistent with, such principles. Logos that are critical, rebellious or discriminatory are prohibited. Interpretation of such logos is at the sole discretion of the Administrator.

Hats and Outerwear

Students are not to wear hats, hoods or bulky coats while in the building. Light jackets and sweatshirts are permitted.

Hair

Hair must be clean and neatly groomed. Boys’ hair must be cut and groomed in an appropriate male style and length. Non-human color hair coloring or extreme hairstyles are not permitted. Questionable haircuts or lengths will be reviewed by the administration. As with other dress code violations, parents will be contacted to remove the student from school.

Jewelry

Jewelry and adornments should not draw undue attention to self. Only girls may wear earrings. All other body piercing and tattoos are prohibited. (Leviticus 19:28) Jewelry must not resemble or promote any product, group or activity that is contrary to Biblical values. Black leather bands and belts with spikes and chains are prohibited.

Make-up

Make-up and nail color must not be excessive, nor attract undue attention.

Physical Education

Students are required to wear sneakers for gym class. Students in 7th –12th grades also must change into appropriate clothing for PE class (i.e., T-shirt, shorts, sweatpants, etc.). There are four showers in each locker room. Students using the showers are expected to clean up after themselves and remove all personal belongings.

Swim Suits

Swimwear must be modest, properly fitted and not draw attention to one self. Girls must wear one-piece bathing suits with an appropriate lining. Tankini suits which overlap the bottom piece without a gap are acceptable. Suits must not have low-cut or revealing necklines, nor have leg cuts that are high, revealing or lack full coverage. Boys must wear properly fitted boxer-style swim trunks that remain at or above the waist. Covering inappropriate swimwear with a T-shirt or other outer garment does not constitute compliance.

Parents and Staff

We request that parents and staff be respectful of the school dress code in their own personal appearance.

Invited Guests

GCS students and family members who invite non-GCS students to school or to GCS functions are expected to explain that, as invited guests, it is important that they respect and comply with the basic God-honoring standards of the GCS Dress Code.

Field Trip Dress Code

Students must abide by the GCS Dress Code at all times when participating on field trips or other off-campus school events unless otherwise notified in writing by the school. All chaperones must meet dress code expectations.

Special Event Code of Conduct

Special events are a function of Grace Christian School and are a representation of our school in the community; those in attendance are expected to conduct themselves in accordance with the standard set by the school as outlined in the Grace Christian School Student Handbook.

We expect: Students and guests attending special events are to arrive free and remain free from the influence of alcohol, tobacco and other drugs.

Students must refrain from all public display of affection. Respectful slow dancing is permitted.

Students and guests attending are to dress modestly and act respectfully toward each other.

Students and guests attending must respect the requests of the chaperones.

Girls: No plunging halter tops or strapless gowns PLEASE. The neckline may not be too revealing. The hemline (or slit) may not be shorter than 3 inches above the knee.

Guys: No jeans, no sneakers, proper attire is required.

Thank you for your cooperation and attention to these details.

To maintain security, we will NOT be permitting students or guests to leave the event and then return. Once you leave, we will assume that you will not be returning. Students or guests who do not conduct themselves in accordance with these guidelines will receive consequences and the possibility of removal from the dance.

Dress pre approval eliminates confusion.

Early Dismissal

Students planning to leave school before the dismissal time must bring to the homeroom teacher written permission from their parents specifying the reason. The teacher will forward such notice to the office. If a student forgets or is unable to do this during the designated time, he/she should come to the office as early in the day as possible. The adult who is picking the student up must come to the school office to sign the student out. Under no circumstances are students to leave the building without first notifying the office.

Electives

Electives are offered to students in 7th - 12th grades. Students may select from a variety of options. Choices vary through the year and the selection depends on faculty availability and student interest. Some activities have a limited number of openings. All students are required to choose an elective each quarter. Electives are given a numeric grade.

Field Trips

Field trips are an enhancement to the GCS experience. Off-campus educational, fun and community service opportunities are planned for students throughout the year and will vary depending upon the grade level. Such opportunities are considered a very important part of the student's overall GCS experience. Thus, *student participation is required*. In addition, students in upper grades can expect that field trips are for information gathering, portions of which may be tested and/or graded. If concerns arise about participation on a particular trip, parents *immediately* must discuss these concerns with the Elementary Principal for grades K-6, or the Administrator for 7-12th grades.

Parents must complete a written permission slip in September to permit their child's participation on field trips throughout the school year. Such permission allows both GCS and non-GCS staff, parents and volunteers to serve as chaperones and drivers on such trips. In addition, parents will receive advance notification of field trips from the classroom teacher or class advisor.

Students must be co-operative, courteous and compliant with all school rules and directions from their teacher and other adult leaders. Students who fail to meet behavioral requirements will be subject to the GCS Disciplinary Policy and jeopardize the privilege of their participation on future trips. No field trips or class trips will be planned for middle school or high school students within two weeks of mid-year or final semester exams.

Drivers and Chaperones

Chaperones and drivers are a blessing that permit us to offer field trips. We sincerely appreciate their help. The need for chaperones and drivers will be announced in advance. Safety requirements and insurance concerns require that all drivers must provide the following documentation to the front office each school year prior to driving our students: a current driver's license, proof of insurance, proof of registration, and completion of the GCS Driver Information Form. Only persons 21 years or older, with at least 2 years driving experience will be considered eligible as drivers. It is the responsibility of the driver to ensure that all student passengers are in compliance with Vermont state seatbelt/car seat regulations.

Fire drills/Secure the school drills

Drills are staged periodically throughout the year, including the winter, to practice evacuating or securing the building in the event of an emergency. During a fire drill, students must exit quickly and quietly to the designated exit and proceed to their specific area. Students remain together as a group and line up quietly to await and follow the teacher's instructions. During secure the school drills

students will gather in their classroom behind a locked door. Drills are important events. Students are to respond in a responsible manner.

Grace Christian School Corporation

The school has established an association of members called the Grace Christian School Corporation (“GCS Corporation”). Parents, interested friends, relatives, and members of the community are invited to join the GCS Corporation as a way to be involved, informed and to support the school. Persons who wish to join must be at least 18 years old and subscribe to the GCS Statement of Faith without reservation. A membership application is available from the office and must be completed annually. Persons who do not have children in attendance at GCS also must submit a \$20.00 donation with the application. Membership runs from September 1st to August 31st. All members are entitled to vote on school issues and have Grace Christian School library privileges. Members will be notified of both the fall GCS Corporation meeting, and the Annual School Board and Membership Meeting in April.

The School Board determines school policies that set parameters and guidelines regarding how our school operates. Corporation members can and should share ideas and concerns with the administration and School Board. Members ratify the annual school budget and vote in new School Board members who are nominated by the Board. Anyone wishing to have a nomination considered by the School Board must submit the nomination to the nominating committee of the School Board no later than one month prior to the Annual meeting.

Gymnasium

The gymnasium may be used only under the direct supervision of a staff member unless an administrator gives permission. This includes before and after school. Only sneakers should be used on the playing surface. No food or drink is ever allowed in the gymnasium. Failure to comply will result in the loss of privileges.

HEALTH ISSUES

First Aid-Minor Injuries

Those students receiving minor injuries should report to the nurse’s office. Treatment will be given to minor injuries when appropriate. If an injury is more serious in nature and requires more intensive assessment or care, a parent or emergency contact person will be telephoned to bring the student to a medical facility.

First Aid-Major Injuries/Serious Illness

In the event of a serious injury or illness, GCS reserves the right to call emergency personnel to assist in the care of the individual. Every attempt will be made to contact a parent before doing so.

Medications

GCS strongly prefers that all medications be administered at home. However, we understand that certain situations and conditions require medications to be given during school hours. All medications must be kept in the nurse’s office and must be accompanied by a completed permission form signed by a parent for over-the-counter medications, and by the physician for prescription medications. All prescription medications should be transported to school by a parent and must be in original pharmacy containers. Medications should *never* be brought to school in plastic bags, envelopes or other unidentified containers. Students must report to the nurse’s office so they can obtain their prescribed dosage. Parents should alert the school nurse when their child is on medication or has a continuing medical problem such as diabetes.

Guidelines for Keeping Your Child Home

Please do not send your child to school if he/she is ill. Students are expected to stay home if they exhibit any of the following conditions:

1. Any communicable disease, until treatment or remission, including, but not limited to: chicken pox, pink eye, strep throat, head lice, or ringworm.
2. A temperature of 100 degrees or more. The temperature must be normal for 24 hours before the student returns to school.
3. Excessive discharge of nose and eyes, cough, sore throat, nausea or vomiting, earache or persistent headache.

Students who either are kept home, or leave school, due to illness are not eligible to participate in after school and evening activities without the expressed permission of the school nurse who will inform the office.

Illness during school hours

If a student becomes ill during the day, he/she should ask their teacher's permission to leave the classroom and then report to the nurse's office. The nurse will determine if the child's parent should be contacted. When the parents and the emergency contact person cannot be reached, and the student is too ill to attend class, he/she will lie down in the nurse's room until someone can be contacted. It is the parent's responsibility to come or send someone to school for the sick student, as soon as possible. As always, parents must come to the office to check their child out of the building.

Home-schooled Student Participation

Periodically, parents of home-schooled students want their child(ren) to participate in selected GCS classes or activities (*i.e.*, sports, choir, band, etc.). Once the office has received a request, an assessment will be made to determine if there is space for the student to join the activity. Thereafter, students will complete the admissions process, and a subsequent decision will determine their participation. GCS welcomes home school participation.

Kitchen

The kitchen is off-limits to students unless permission is granted to use this facility with proper supervision by an adult. Please see that the kitchen and any equipment is cleaned and properly stored after each use. Teachers, staff and parents also should refrain from taking food or equipment from the kitchen without prior permission. A requisition form is available from the kitchen to order food or schedule kitchen use for fundraising, banquets or special events. During the school day the kitchen is only open during lunch periods.

Leaving School During School Hours

Students *shall not* leave the building during the school day (normally 8:15 a.m.- 3:00 p.m.) without prior notification to the office, including prior parental permission and compliance with the prescribed sign-out procedure. Senior privileges include being able to leave the building for lunch and study halls but must sign in and sign out. Seniors may lose privileges for non-compliance or academic issues.

Library

The library is for the use of all students, however, the following general guidelines will assist in the proper use of this facility:

Students in kindergarten through sixth grade visit the library once a week with their class. Middle/HS School students may visit during their study hall period.

No students may use the library unless the librarian is present or without adult supervision. Eating and drinking generally are not allowed in the library.

The library is available for reading, research and studying. Everyone must respect the rights of others who are using the library by working quietly. Loud talking or fooling around is not permitted. The librarian has the authority to discipline violators in the following ways: they will be asked to sit in the no talking area, be sent back to study hall or disciplined in compliance with the established GCS discipline policies.

No books are to be taken from the library unless they are checked out properly with the librarian. Students in grades K – 6 check out books for one week. Students in 7th -10th grades may borrow books for two weeks. Any extension of such time requires that the student bring the book to the librarian for renewal. Videos are available for check out only in addition to a book. Videos must be returned within two days. All borrowed books must be placed on the librarian's checkout counter upon return. Do not place borrowed books back on the shelf. Such books must be checked-in by the librarian to ensure proper inventory and to give the borrower credit for returning them.

Students are allowed to borrow a reasonable number of books at one time, at the discretion of the librarian. If a student fails to return or renew a particular book or video to the library, the student is not allowed to check out any other materials until the past due item is returned. Reminder notices are sent home every other week. In the event the item is lost or damaged, parents will be asked to replace the same title or pay for its replacement. If a library book or video remains unreturned or replaced at the conclusion of the school year, the student's report card will be withheld until the matter is resolved.

Lockers

GCS provides a locker for each student for the convenient storage of clothing, books, notebooks, etc. Students are expected to keep their locker in a reasonably clean and responsible manner, and not impose any damage or permanent markings/stickers to the surface. Reasonable care will ensure many years of use with limited maintenance. Students should store all items inside their lockers. For safety reasons, it is unacceptable to store backpacks or book bags on the floor where they might block a doorway, impede hallway passage or create a safety hazard. No locks may be placed on lockers without first providing a key or combination to the office. GCS retains the right to inspect or search lockers at any time. Lockers must not contain any decoration, pictures, symbols, etc., that are inconsistent with Biblical principles. Locker rules will be posted in the locker rooms. Students who leave personal items on the floor after 3:30pm will receive disciplinary points.

Lost and Found

All lost items (except valuables) are placed in the lost and found box in the cafeteria closet. Please label your child's belongings (sweatshirts, coats, lunch box, etc.) so that such items are easily returned to the student. Students and parents are encouraged to look in the lost and found box for any missing clothing. Valuables, such as watches, jewelry and glasses, will be placed in the front office window for easy identification and return. Unclaimed clothing items are periodically donated to a Christian clothing ministry (usually at the end of a semester) following an announcement in the Wednesday Watch.

Parent/Teacher Fellowship

The PTF is an organization designed to promote the active cooperation and participation of parents and teachers as we strive to provide our children with the best possible educational experience at Grace Christian School. An important goal of the PTF is to create a greater awareness of the role that parents can and should be playing in the educational process. We intend to produce this parent-teacher awareness in four ways:

We desire to regularly assess the classroom needs of each individual teacher and to make these needs known clearly to the body of parents at GCS.

The PTF will be seeking to draw together a functioning network of "people resources" easily accessible to our teachers, staff, and administration.

We also will seek to obtain and provide funding for special school events and specific classroom needs. Our PTF commits to raising funds only by means that provide a helpful service to the school families and community, or through events that promote the social health of the school body.

Finally, the PTF desires to provide opportunities for meaningful, relaxed interaction of parents and teachers, believing that as we come to know one another better, we can be more effective in the joint effort of training our children. We would like to serve as a hospitality team to promote growing and healthy fellowship among members of our GCS family.

Personal Property

Students and parents should use discretion regarding the personal property students bring to school. Students should not bring items that are valuable, fragile, or of great sentimental value unless the parent and teacher make *prior* suitable arrangements. Students must avoid bringing more than a small amount of money to school.

Recess Policy

Fresh air and exercise are beneficial to our students and helps release energy and refresh their minds. All elementary students are required to go outside for recess and should bring appropriate clothing (coats, hats, gloves, boots, etc.) to school every day.

Exceptions are as follows:

1. The student has a written medical excuse from the parent.
2. The temperature is below 20° F.
3. It is rainy, or unusually windy.

Teachers may use their discretion in situations such as the following:

1. The student has unintentionally forgotten appropriate clothing.
2. The student has make up work to do or is involved in a special classroom project.

A minimum of two adults are assigned to outside recess duty each day and cannot leave their post except in case of an injury or other emergency.

Re-enrollment

Our school utilizes continuous enrollment. What this means is that it is assumed that your child(ren) will return each year, unless a note stating otherwise is received by the Registrar prior to April 30. Each year on April 1st the appropriate re-enrollment fees will be posted to each family’s account. The re-enrollment fees are due by April 30th. Failure to pay in a timely fashion will result in a late fee. Students having substantial behavioral or academic difficulties may not be offered the opportunity to re-enroll. Students in jeopardy of this action will be placed on re-enrollment probation and given the opportunity to address their deficiencies. If inadequate progress is made, the student will not be permitted to re-enroll.

Family accounts that are not paid in full prior to the end of the school year, will be in jeopardy of the students not being able to re-enroll. If this occurs, the school will remove the re-enrollment fee from the family’s account.

Restricted Area

For safety reasons, certain areas are off limits to students. These include the brook, under the bridge and beyond our fences. Students must *not* cross Kocher Drive for any reason (*e.g.*, to go to Burger King, the shopping center, walk home, etc.), not even to meet their parents. Any foot traffic leaving the school must exit using Performance Drive (the car dealership). The second floor is a restricted area before 8:10am and after 3:10pm. Students on the second floor during these times must be under direct teacher supervision.

Senior Locker Room

Only seniors may enter the senior locker room. The room may not be used before or after school or during lunch except with teacher supervision. Seniors may use it during their study hall times unless they are on academic probation.

School Board

Grace Christian School is a 501(c)(3) nonprofit organization that is recognized by the State of Vermont as an independent educational institution. The school is governed by Bylaws for the organization and operation of the school. The School Board is commissioned to oversee the continuing operation of the school and generally oversee the school’s business affairs. The responsibilities of the Board further include making policy, acting on matters of personnel, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.

Monthly School Board meetings are held at school at the school once a month. All parents, teachers and staff are welcome to attend. Anyone desiring to have a matter considered for the School Board agenda should contact the Administrator by the first Wednesday of the month.

School Hours

Pre-School.....	8:25 A.M. - 11:00 P.M.
Grades PreK-6	8:25 A.M. - 3:00 P.M.
Grades 7-10	8:15 A.M. - 3:00 P.M.
School Office	8:15 A.M. - 3:30 P.M.

Snow Days and Other Emergencies

Rarely a winter goes by when we don't experience "snow days" in Vermont! This may necessitate either the cancellation or delay of school for 1-2 hours. The decision to delay or cancel is based upon a number of factors and may not follow the other area school districts.

Our teachers, staff and families must travel from a broad radius that covers three different states with varying degrees of road conditions and snow removal capabilities. We consult state police, road crews and weather forecasts to gauge the likely conditions facing our families when they must drive both to and from school. The decision also takes into consideration that if we must cancel, it is far easier and better for families to cancel school by 6 a.m., then to have everyone drive to school and then call parent's mid-day to cancel the afternoon because conditions have worsened. While snow days may cause inconvenience, your co-operation and understanding is appreciated.

The decision regarding school delays and closings will be released to the following radio and TV stations generally by 6 a.m. Occasionally, a decision to delay may later change to a school closing if anticipated weather improvements do not materialize. Thus, it is advisable to consult the media one last time before leaving home to drive to school. The following is a list of stations that broadcast our emergency closings:

<u>Radio</u>		<u>TV</u>	
WBTV	94.3 FM	WRGB	Channel 6
WTRY	98.3 FM	WTEN	Channel 10
WKLI	94.5 FM	WNYT	Channel 13
WZEZ	97.5 FM		
WEQX	102.7 FM		

The school answering machine also gives the status of a school closing or delay due to bad weather.

Stairwells

Students must ascend and descend the front stairs very carefully between the first and second floor classrooms, yielding to persons ascending the staircase. Students further must keep to the right, walk and not run or jump, and keep hands off the ceiling, lights, archways and fixtures. Keep away from the gates. No students are allowed in the back stairwell, unless accompanied by a teacher, administrator or other adult.

Study Halls

Study hall is intended to be used wisely for academic purposes and not squandered. Students invariably have nightly homework and reading assignments, including frequent quizzes, tests and projects. Teachers are available for consultation and to provide additional help. Students who do not utilize the time for appropriate self-directed study may be directed to complete assignments and worksheets selected by the teacher. The wise use of study hall will increase academic success and lessen the amount of time students need to spend on assignments at home. Students must arrive on time and prepared with all necessary books and materials. The noise level should be minimal to allow others to concentrate and to avoid the need to impose a completely quiet study hall. Students may go to the library with the permission from their study hall teacher, provided the librarian does not indicate a scheduling conflict and there is proper supervision. Attendance will be taken in study hall. Students must have a written pass from the study hall teacher if they leave study hall for any reason including using the rest room or seeing another teacher.

Student Driving Policy

Students who obtain their driver's license, and desire to drive a personal vehicle to school, must notify the Administrator of his/her desire to be considered for driving privileges on school grounds. Permission will be granted or denied based, in part, upon appropriate behavior, academic standing and attendance. Grace Christian School is located on private property and reserves the right to inspect, search or remove any vehicle on school property. Driving a personal vehicle to school is a privilege, not a right. Only students who exhibit appropriate responsibility and follow all relevant school rules and safety measures will be granted that privilege.

Student drivers and their parents agree to abide by all of the following:

The student must complete the "Student Driver Application Form" and return it to the office signed by both the student and their parent(s) with proof of a valid driver's license, current registration and insurance. The student driver must abide by all state and federal laws and regulations related to the operation of a motor vehicle.

Only siblings of the student driver may ride to and from school, including for sports and other extracurricular events. Parents of student drivers who desire to assume responsibility for non-sibling passengers first must provide appropriate written acceptance of such responsibility. Parents of non-sibling passengers also must give their written consent regarding such arrangements.

*Student drivers and passengers must come to the office each morning to sign-in.

*Students must lock their car and shall not have access to it during school hours without prior expressed permission from the office.

*Students shall not leave school prior to dismissal at 3:00 p.m. without following the rules for early dismissal.

*Student parking is limited to spaces available nearest the tennis court.

*Student drivers must remain in good academic standing and not exceed six disciplinary points in two quarters to avoid suspension of driving privileges.

*Student drivers immediately must report to the office any and all motor vehicle accidents and/or written citations for violations of any vehicle and traffic laws.

Student driving privileges can be suspended or revoked at the discretion of the Administrator for one or more violations of motor vehicle and traffic laws or for one or more violations of the Student Handbook that reflect impaired judgment or a lack of appropriate responsibility. Student drivers are expected to be on time for school.

Early Dismissal of Student Drivers

Each day that a student driver plans to leave school before the dismissal time, she/he must bring to the office written permission from their parents specifying the reason and a phone number where the parent can be reached during the day. Under no circumstances are students to leave the building without first notifying the office.

Tardiness

Students not riding the buses are expected to be on time to school. Families should plan on leaving home early enough to arrive ten or fifteen minutes early. This will allow for normal delays and time for students to go to their lockers or restrooms before homeroom.

If a student arrives late to school, he/she must:

1. Enter the building only through the front entrance.
2. Report immediately to the school office.

3. The student must present a note from a parent explaining the late arrival.
4. If he/she does not have a note, a parent must accompany the student to sign them in.
5. Repeat offenses (over 3 per quarter) will result in a written warning. Additional tardiness (in the same quarter) will result in disciplinary points.
6. Tardy student drivers may lose their driving privilege at the discretion of the Administrator.

Telephone Use

Students must ask permission to use office phones. Calls should be made before or after school, at lunch or during a study hall (with the teacher's permission). Requests to use the office phone should be minimized to avoid disruption of incoming calls to the office. Students are not permitted to use any other phones in the school without the expressed permission of a teacher. Numerous phone messages between students and parents places a huge strain on the office staff. Parents are strongly urged to contact the office with a message for your child only in case of an emergency.

Textbooks

Every year GCS invests substantial funds for the upgrade and purchase of new textbooks. We take seriously the need for such investment and expect our students to be good stewards of the resources entrusted to them. While all textbooks belong to GCS, they are loaned to students for use during the school year. Students are required to keep all books covered. Failure to do so after a warning will result in the receipt of one disciplinary point. Textbooks are distributed by the classroom teacher who records the name, number of the textbook, and its condition. Students are responsible to care for the textbooks issued to them. The loss of a book should be reported immediately to the subject teacher. The parent is responsible to pay for the replacement of lost or damaged books. Report cards are withheld pending payment.

Wednesday Watch

Generally, each Wednesday, you will find the "Wednesday Watch" by logging onto RenWeb, going to the GCS website or via your email. The weekly newsletter contains pertinent information for the current and upcoming week.

VISITORS

Adults

For the protection of our students, we need to be diligent about adult visitors to school. During school hours, visiting parents or adults must enter the building through the front doors and report to the office immediately to receive an identifying badge. Please do not be offended when we remind you to comply with this procedure. We have new families, teachers and staff who simply need the assurance that everyone in the building has stopped by the office.

Students

GCS students may not bring student visitors to the school without prior permission from the Administrator (7-10th grades) or Elementary Principal (K-6th grades) at least 24 hours in advance. The parent of the GCS student who desires to host such guest student also must contact the Administrator or Elementary Principal in advance to verify their sponsorship of such guest. On the day of the visit, the visiting student must have a note from his/her parents and must report to the appropriate administrator before visiting classes. All visitors are expected to comply with the GCS dress code.

Volunteers

We are blessed to have so many people willing to volunteer countless hours throughout the year. Frankly, GCS would not be the same without them. This year we desire to expand the network of servants and ask that every family volunteer at least 10 hours during the school year. Some families are blessed with the available time and already contribute as much on almost a weekly basis. However, most families need to plan ahead and schedule around other commitments to help. We will make many opportunities available throughout the year. Opportunities can involve 1-2 hours at a time

or longer, including: cafeteria ticket and milk sales, stuff the Wednesday Watch, mailings, chaperone field trips, assist teacher with recess duty, re-shelve books, set-up for events and fundraisers, make phone calls, answer phones, sew costumes, help with hospitality, publicity, make scripture banners, yard work, snow removal, etc. Please call early to indicate a preference.

GCS STUDENT CONDUCT

Christian Conduct

The administration and faculty of the Grace Christian School believe that our students should be capable of conducting themselves according to Christian standards of behavior and attitude. In submitting ourselves to God through Jesus Christ, we are to recognize and yield to the authority that God has established in the institutions of the school, church and home. Thus, students should bring their conduct and attitude into harmony with those principles found in God's Word. In the event that non-GCS students are included in a school event, they must agree to abide and sign a Code of Conduct form. Discipline administered with love, firmness, consistency, and compassion is essential to any learning process. Since some community members may interpret this responsibility differently, GCS has established the following guidelines. Violators are subject to disciplinary action, up to and including suspension and expulsion. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

Grace Christian School Goal

The goal for our school is to produce self-controlled, truthful children who display the fruit of the Holy Spirit. (Galatians 5:22-23). Discipline provides an opportunity to enable a child to develop self-control through clear and consistent rules and limits.

Community Witness and Testimony

When each student is admitted, he/she becomes identified with the school, and his/her conduct should reflect favorably on them and the school. Students need to be aware that their actions contribute to a collective impression of our Christian community and followers of Jesus Christ.

Stewardship of Facilities

Students are expected to act in a manner that shows respect to the school building and grounds, which God has provided through the sacrificial giving of others. As Christians, we have an obligation to exhibit good stewardship over His gifts by maintaining and respecting the school facilities for the glory of God.

Respect for Authority

The faculty and staff of Grace Christian School should be given the proper respect due their position. "Obey your rulers and recognize their authority. They are like men standing guard over your spiritual good, and they have a great responsibility. Try to make their work a pleasure and not a burden. By doing so you will help not only them but yourselves." Hebrews 13:17 Students are expected to comply with all reasonable requests from teachers, staff and administrators showing respect in all situations and circumstances. Failure to do so will be addressed by appropriate discipline. Continued difficulties will be met with progressively stronger disciplinary measures.

Athletic Events

Any spectator representing GCS at an athletic event, either at home or away, is expected to exhibit behavior and dress that is consistent with Biblical principles and school policy. GCS spectators must be courteous to students and representatives from other schools. “Booing” is prohibited. Student or adult spectators who harass players, coaches, referees or other spectators, and/or engage in negative cheers that demean the other team or school may be barred from future attendance at athletic events for a designated period of time.

Bus Conduct

Students, parents and all school personnel must understand that school buses are considered an extension of school facilities and require appropriate student conduct at all times, regardless of whether the bus belongs to GCS or another school district. The bus driver has the responsibility and authority to enforce rules and regulations on the bus. In instances when students do not properly respond to reasonable corrective actions by the bus driver, the student will be referred to an administrator for further corrective action according to the GCS Discipline Policies. Bus drivers from other school districts are strongly encouraged to communicate to either the GCS Administrator or Elementary Principal if the behavior of any GCS student falls below acceptable limits.

Rules of Safety

- *File onto the bus in an orderly fashion, be seated immediately.
- *Seatbelts should be used when available
- *Remain seated at all times when the bus is in motion.
- *Do not extend hands, head or objects out of the window.
- *Remain seated until the bus comes to a complete stop and the bus door is opened.
- *Exit the bus in an orderly and well-disciplined manner. Pick up all items and debris.
- *Never open the emergency doors at the rear of the bus unless it is necessary to vacate the bus during emergencies.
- *Report any safety concerns to the bus driver and to the GCS office.

Rules of Behavior

- *Demonstrate proper respect for the bus driver.
- *Obey all rules, regulations and/or instructions.
- *Keep hands, feet and objects to yourself.
- *Maintain a moderate level of noise.
- *Leaving one’s seat while the bus is in operation will not be tolerated.
- *Obey all rules of the GCS Handbook regarding student behavior and conduct.
- *Refrain from any behavior or the possession of any device that impairs the safety of the riders and/or the safe operation of the bus.
- *Report any behavioral concerns to the bus driver and to the GCS office.

Cafeteria

- *Be polite and patient while waiting in line to be served. Wait your turn; do not cut in line.
- *Always walk in the lunchroom. Talk quietly and make every effort to keep noise to a minimum.
- *Keep food and drink in the cafeteria. Never throw food. Throw away your trash.
- *Make sure the tabletop and area under your table are clean prior to dismissal.
- *Ask permission to go to the bathroom or otherwise to leave the cafeteria.

Chapel and Prayer

- *Enter the chapel in a respectful way. Become silent when asked to do so.
- *Participate in the singing and fellowship with the Lord.
- *Give your full attention to those leading the service.
- *Talking or disturbing other students during prayer time or chapel is unacceptable.
- *Offenders will be disciplined and given an assigned seat for a designated period of time.
- *Wait to be dismissed. Leave in a quiet and orderly fashion.

Classroom

- *Be punctual. Sit in your assigned seat, if any, before the bell rings.
- *Bring everything you need for class (i.e. textbook(s), notebook, homework, pen or pencil, etc.).
- *Respond to the teacher's instructions promptly and respectfully.
- *Observe the rules established by each teacher. Be attentive to the lesson at hand.

Hallways

- *Walk at all times. Keep feet on the floor and hands off lights, archways, ceilings and fixtures.
- *Move along the right side of hallways.
- *Be mindful of and respect other persons moving in the halls.
 - *Excessively boisterous, loud behavior is not permitted.

Playground

- *Always stay in the teacher's sight. No roughhousing or screaming.
- *Wait your turn to use the playground equipment.
- *Do not exclude others in your grade from participating in a game.
- *Monkey Bars: Only one person on the apparatus at a time. No standing or jumping off the top of the monkey bars.
- *Swings: One person per swing. No jumping off. No standing on swings. No twisting swings. No under dogs.
- *Slide: One person on the platform at a time. Students must go down feet first, facing frontwards.

UNACCEPTABLE STUDENT CONDUCT

Behavioral guidelines provide boundaries for security and freedom, and we expect each student to follow them both in attitude and behavior. Listed below are serious offenses that will not be tolerated. Many are justification for suspension or expulsion from the school.

Academic Dishonesty

Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such a deception. GCS students are expected to do their best work, but integrity must be exhibited in all work. The following may result in the suspension of a student from school.

Cheating occurs when a student intentionally uses or attempts to use unauthorized materials, information, and assistance or study aids in any academic exercise. If caught cheating on a test or quiz, a student will receive a zero for the work and receive 5 disciplinary points.

Copying of homework is considered a form of cheating. The student will automatically receive a zero on the work and further discipline as warranted by the situation. Student(s) involved will be disciplined.

Plagiarism is the appropriating of the words of another source (other than the student) and representing them as one's original work. This is a form of deception. The degree of plagiarism can vary from simple overuse to "word for word" copying. A student will receive a zero for plagiarized work. If a major section of the work was plagiarized intentionally, the student may be disciplined further.

Forgery is signing the name of another person. Forgery will result in discipline, including possible suspension.

Falsification occurs when a student intentionally fabricates or invents information or citations in an academic exercise.

Facilitating Academic Dishonesty occurs when a student intentionally and knowingly helps or attempts to help another student to commit an act of dishonesty. If a student has a question about what is right or wrong, they are encouraged to ask the teacher before the assignment is due.

Alcohol/Drugs

Use, possession, or distribution of alcohol, illegal or recreational drugs of any kind is prohibited. Prescription drugs must be used only under the direct supervision and knowledge of authorized school personnel.

Destruction/Defacing of School Property

Any intentional destructive act that results in damage to the school facility or equipment will lead to disciplinary action. The student will be required at minimum to pay compensation for all damages in addition to other consequences.

Fighting/Striking another student

Fighting (physical and/or verbal), or pushing, shoving or striking another student is dangerous and could lead to personal injury. Therefore, incidents of this type are taken very seriously with appropriate disciplinary action taken. Parents will be notified by the Administration.

Gum Chewing

Students in the elementary school may not chew gum unless given permission by their teacher. Middle and High school students may chew gum responsibly. Responsible gum chewing includes: disposing of gum and wrappers properly and not causing a distraction in class. Students should be aware that there are certain times when they should refrain from chewing gum such as during chapel, band/chorus or when giving an oral presentation. The gum chewing privilege will be revoked if problems occur. Gum is never allowed in the gym.

Illegal Activities

The Scriptures declare that Christians are to submit to the authority of national, state and local government. Therefore, any GCS student found guilty of illegal activities will be subject to suspension or expulsion from GCS. "Everyone must submit himself to the governing authorities, for there is no authority except which God has established. The authorities that exist have been established by God." (Romans 13:1)

Insubordination

Insubordination is the willful disobedience to the instructions of one who is in authority. This type of behavior will not be tolerated. During the school day and at school functions, teachers and school staff are in authority over students. Refusal to comply with instructions of a teacher or staff member is insubordination.

Obscene language/materials

Belittling and derogatory comments and actions, any type of profanity (including taking the Lord's name in vain), curse or swear words, ethnic slurs and obscene or suggestive language are not acceptable whether spoken, printed or recorded. Possession or distribution of pornographic material is unacceptable and prohibited.

Prohibited items

Students may not bring hand-held gaming devices or gaming systems to school. These items will be confiscated by the office and a fee of **one dollar** will be imposed. Appropriate arrangements will be made with parents to pick up the items. When using music players or other devices as approved, headphones must be used responsibly including use only while traveling or before and after school.

Cell phones may be used before 8 am and after 3 pm and also during the lunch period. Students using cell phones during classroom hours will have their phone confiscated and lose all cell phone privileges. Senior students may use their cell phone when in the senior locker room.

Public Display of Affection/Unhealthy Physical Relationship

GCS strives to enhance and strengthen a Biblical sexual identity in its students. We endorse positive interaction and friendship between males and females. Therefore, conduct with persons of the opposite sex should reflect respect for oneself, for the other person and for the rest of the community. Therefore, caution should be taken that the public display of affection does not cause others to be uncomfortable, reflect an inability to use good judgment, or dishonor the student or the Lord.

Public displays of affection between boys and girls (holding hands, arms around each other, sitting on laps, kissing, backrubs, etc.) are not permitted. This restriction applies everywhere on school grounds, during and after school hours, while on school-sponsored field trips, athletic games or other events, and while riding the bus, automobile or other forms of transportation to and from school, field trips, athletic games or other events.

Selling items

Students may not sell items at school without permission from an administrator.

Sexual harassment

Sexual harassment will not be tolerated. Of particular concern are lewd or sexually suggestive comments, jokes, behavior, sexting and uninvited physical contact.

Sexual misconduct

Premarital sexual activity is prohibited on and off school campus.

If a Grace Christian School student engages in premarital sexual activity resulting in a pregnancy, the student will be subject to a period of immediate separation from the school for the duration of the pregnancy. This applies to both male and female students.

Every baby is precious. However, the student must realize that their behavior will reap consequences. The separation from school will allow a period of reflection and counseling to keep open the possibility of restoration to permit re-entry as a student at GCS.

During this period of separation, the student will be permitted an opportunity to continue home studies for the remainder of the school year. The student must complete all studies, assignments and tests in a timely manner for submission to the respective teachers. A GCS representative will help coordinate the work and facilitate weekly tutoring off-campus to the student. Tuition payments must continue with additional expenses, if any, borne by the family.

Any student involved in sexual misconduct must agree that the sexual relationship between parties must cease immediately and not resume outside the bonds of marriage. The possibility of restoration depends upon the attitude and spirit of the student. The student, in expression and demeanor must understand and convey that sexual purity is God's will for our lives. Thus, the student should not make light of, nor celebrate, their actions as acceptable behavior. GCS expects that the family will submit to the authority and counseling of their local evangelical church. The opinion of the pastor will be considered in the Board's decision regarding if, and when, a student can be restored to GCS.

Any students found to be sexually active will be referred to a Biblically-based counseling program to discuss sexually transmitted diseases, abstinence, parenting and the alternative of adoption. The student must research and understand the difficult consequences of a teenager raising a child, and the impact on that child.

The student should exhibit a continued willingness to accept guidance from the Board throughout the separation, and the period of restoration and re-entry to GCS. "Flee from sexual immorality. All other sins a man commits are outside his body, but he who sins sexually sins against his own body. Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." (I Cor. 6:18-20)

Stealing/Destruction of property

Stealing is the taking or borrowing of another person's property without expressed permission on each occasion. Destruction of another person's possessions is equally serious. Outside authorities will be contacted when appropriate.

Tobacco

Smoking, possession, sale or use of tobacco in any form and at any time is prohibited. Any materials confiscated will not be returned. Outside authorities will be notified if laws have been broken.

Truancy/Cutting class

Truancy is the failure to be at school without the permission of a parent or guardian. Skipping or cutting class is defined as not being in class during the prescribed time period without permission from the teacher or an administrator. Truancy, or cutting classes will result in disciplinary action.

Verbal harassment/Threats of violence

Verbal or emotional harassment and/or physical force or intimidation of any kind, such as bullying/hazing or cyber bullying by a student or group of students runs counter to the standards of GCS. Every student is expected to contribute to a safe and secure environment for students, teachers and staff. All students at GCS have the right to feel safe in their learning environment.

A threat is an explicit or implied demonstration or declaration of intent to inflict harm, punishment, injury, loss, or death on an individual, or an expressed or implied indication that violence, injury, loss, or pain will be inflicted on another.

Any student, who receives a threat or hears or observes one being made, shall immediately notify a member of the staff, faculty or administration. Any member of the staff or faculty who is informed of, or hears of; or observes a threat on another, or who receives a threat, immediately shall notify the Administrator. Thereafter, the Administrator will conduct an immediate and thorough investigation of the matter and administer appropriate discipline. Threats may be reported to outside authorities.

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline plan or policy.

For the purposes of this policy, “bullying” is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- A. is repeated over time
- B. is intended to ridicule, humiliate, or intimidate the student; and
- C. either:
 - a. occurs during the school day on school property, on a school bus or at a school sponsored activity; or
 - b. does not occur during the school on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs. {(16 V.S.A. 11(a)(32)}.

Examples of bullying include:

Name calling and verbal taunts

Physical threats or actual physical harm

Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school’s programs.

In order to be bullying, incidents such as the ones described above must be **repeated over time, directed at a particular student, and intended to ridicule, humiliate or intimidate.**

Incidents of bullying or suspected bullying should be reported to a teacher or administrator immediately. The Administrator and/or his/her designees will conduct an immediate and thorough investigation of the matter and administer appropriate discipline. Bullying may be reported to outside authorities.

Weapons/Dangerous materials

The possession, use or distribution of dangerous materials including but not limited to knives, fireworks, matches/lighters, guns or weapons of any kind, or threatening to use an object that could be classified as a weapon is not permitted at school, on school grounds or at any school-sponsored activity. The items listed are not exhaustive. Failure to comply may result in the student being expelled by the School Board. Outside authorities will be notified when appropriate.

DISCIPLINE POLICIES

Grace Christian School, like any community or organization, must have a basic set of rules for behavior that promote self-control, character and an environment conducive to learning. Students are expected to behave in a manner that demonstrates a respect for self and others, and recognizes the responsibilities of being part of a Christian educational community.

When a student is involved in a disciplinary incident, a Disciplinary Referral Form will be mailed home to keep the parent(s) informed of both the incident and the subsequent action taken by the teacher or administrator. Every effort will be made to mail the disciplinary referral as expeditiously as possible (usually within 24 hours of the incident). If parents have questions, concerns or comments regarding the content of the mailing, they are encouraged to contact the teacher, Elementary Principal (grades K-6) or the Administrator (grades 7-12).

Honesty

An important component of honoring God and building trust is telling the truth. Teachers and administrators expect students to tell the truth, even regarding matters of a disciplinary nature. Lying is unacceptable, and only makes a difficult situation worse. Students found to be lying in combination with a disciplinary matter will receive a much stronger disciplinary action than if they told the truth. "The Lord detests lying lips, but He delights in men who are truthful." (Proverbs 12:22)

Disciplinary Options - Grades K-2

The following are options available to teachers and administrators as they work with students concerning problematic behaviors:

Denial of Privileges

The student will be denied his/her involvement with an activity. While this methodology is part of most teachers' normal classroom discipline plan, this action involves either the denial of an activity for a designated period of time, or non-attendance at a special event such as a field trip, class party, etc.

Discipline Statements

Students will be required to write out statements that relate to character traits that are desirable for Christians to possess and exhibit as believers. A teacher will assign a prescribed number of statements to be handwritten, legibly, by a designated date.

Recess Detention

Recess Detention is the first step in the formal disciplinary process. It may result from a single incident, and/or for repeated difficulties. A recess detention will result in a student missing the entire half-hour recess on a given day.

After-School-Conference

After-School-Conference is the consequence for repeated misconduct as evidenced by the accrual of ten disciplinary points or one serious disciplinary incident. The student will be required to stay after school to meet with his/her teacher, the Elementary Principal and at least one parent concerning the behavioral difficulties. At the conclusion of the discussion, a behavioral contract may be drawn up, reviewed and signed by the teacher, student and parent.

Additional Disciplinary Measures

Additional steps will be taken if a child is unable to regain control and/or persists in serious behaviors. Such steps may include a meeting with the Principal or Administrator, time out with a staff member, phone call to parent, and a parent conference. If necessary, the parent will be called to remove the child from the school for at least the remainder of the day.

Disciplinary Probation

If a child does not respond to the above discipline, as evidenced by repeated serious behaviors or the accumulation of fifteen points, he/she will be placed on disciplinary probation. Disciplinary probation is the last step before a student is dismissed. The student is given a set period of time during which his/her behavior must improve. It may also require that the family seek pastoral and/or professional assistance and support to facilitate improvement. If, during this period of time a student receives ten additional disciplinary points, the student is automatically given Out-of-School Suspension while the School Board renders a decision concerning the student's expulsion from GCS.

Disciplinary Options: 3rd - 12th Grade

The following options are available to teachers and administrators as they work with students concerning problematic behaviors:

Detention

Detention is the first step in the formal disciplinary process and needs to be served when a student reaches five and again at eight disciplinary points. A detention meets for sixty minutes as scheduled by the Elementary Principal or Administrator and must be served within the next two detention days. Students may be given a work assignment. Students with outstanding detentions are prohibited from all extra-curricular activities.

Extended Detention

Extended detention is the consequence for repeated misconduct as evidenced by the accrual of ten disciplinary points or one serious disciplinary incident. Extended detention is from 3:05-5:30 p.m. on a day scheduled by the school. During this time the student will be given a project to complete (either a writing assignment or a maintenance project) with adult supervision. At the conclusion of the time, a conference will be held with the student, one or both parents and an administrator. The purpose of this meeting is to discuss the behavioral difficulties that have been occurring and to make sure there is a clear understanding of the expectations of the student and to discuss strategies for improvement. A student receiving an extended detention may have limited participation in extracurricular activities according to the discretion of the Administrator.

In-School Suspension

In-School Suspension (ISS) is the consequence of serious misconduct or continued behavioral difficulties resulting in thirteen disciplinary points. Although isolated from other students during the day of suspension, suspended students will be expected to complete all assignments on time. A student receiving an ISS will not be permitted to participate in extracurricular activities for five school days. Generally, 1 day will be assigned, however, depending on the seriousness or the repetitive nature of the offense, 2 or 3 days may be appropriate.

Disciplinary Probation

At fifteen points, a conference will be scheduled with the student, one or both parents and members of the School Board. Following this meeting, the student will be placed on disciplinary probation. Disciplinary probation is the last step before a student is dismissed. The student is given a set period of time in which his/her behavior must improve. It may also require that the family seek pastoral and/or professional assistance and support to facilitate improvement. While on disciplinary probation, a student is not permitted to participate in extracurricular activities without written permission from the Administrator. If, during this period of time a student receives ten additional disciplinary points, the student is automatically given Out-of-School Suspension while the School Board considers the student's expulsion from GCS.

Out-of-School Suspension

Students involved in a major or repeated violation of school policy or having received twenty-five disciplinary points will be given an Out-of-School Suspension (OSS). Generally, 1 day will be

assigned, however, depending on the seriousness or the repetitive nature of the offense, 2-3 days may be appropriate. A student receiving an OSS for a major violation of school rules may not be permitted to participate in extra-curricular activities for eight school days.

Expulsion

Sometimes, in extreme cases, it becomes apparent that it would be best for the school and the student that he/she leaves the school. If a student is expelled, the student may not reapply to GCS for at least one calendar year. The student must have enrolled at another school and have demonstrated adequate progress both behaviorally and academically (at least a 2.0 average) to be considered for re-enrollment. The family will be required to complete the entire admissions process as if he/she was a new student.

Disciplinary Point System

A disciplinary point system has been put in place as a means to act in a fair, deliberate and consistent manner as we attempt to assist the student in correcting his/her behavior. Depending on the severity of the offense, a point value is assigned. The following list, while not all-inclusive, will provide guidelines for assigning a consequence for the majority of offenses.

<u>Offense</u>	<u>Minimum Consequence</u>	
	<u>Elementary</u>	<u>Grades 7-12th</u>
Uncovered book after warning*	1 point	1 point
Unsigned paper with parent signature*	1 point	1 point
Disrespect during prayer/chapel	1 point	2 points
Disruptive behavior in class	1 point	2 points
Eating food/candy at inappropriate times/restricted areas	1 point	2 points
Lack of cooperation	1 point	2 points
Restless or inattentive in class	1 point	2 points
Pushing/shoving/roughhousing	1 point	2 points
Repeatedly unprepared for class	1 point	2 points
Out of class without a pass	1 point	2 points
Selling/buying without permission	1 point	2 points
Talking in class after warning	1 point	2 points
Tardy to class without excuse, after warning	1 point	2 points
Unapproved electronic devices	1 point	2 points
Violating dress code	1 point	2 points
Violation of rules after warning	1 point	2 points
Defacing property/destructive behavior (plus restitution)	1-5 points	2-5 points
Failure to follow school safety rules	1-5 points	2-5 points
Inappropriate behavior	1-5 points	2-5 points
Numerous points for the same offense (+ points for the offense)	1-5 points	2-5 points
Verbal put downs	2-5 points	2-5 points
Disrespect towards an adult	3-5 points	3-5 points
Lying	3-5 points	3-5 points
Sexual harassment	3-5 points	3-5 points
Unacceptable verbal/written language or gesture	2 points	5 points
Insubordination	5 points	5 points
Copying/cheating/plagiarism	5 points	5-10 points
Harassing or threatening another student	5 points	5-10 points
Hitting/striking another student	5 points	5-10 points
Interception or alteration of a school document	5 points	5-10 points
Leaving school without permission	5 points	5-10 points

Skipping class	5 points	5-10 points
Stealing	5 points	5-15 points
Forgery	5 points	10 points
Truancy (skipping school)	5 points	10 points
Possession or use of tobacco, alcohol or drugs	10-25points	10-25 points

* The point will be removed if the task is completed within 48 hours of its being issued.

The Administrator will determine appropriate points for actions not specifically defined. Any violation, which occurs repeatedly, is combined with other inappropriate behavior or is carried to an extreme can result in a higher number of points than indicated in the above list. In addition, mitigating circumstances may influence a disciplinary decision. Factors worthy of consideration include, but are not limited to, prior offenses, intent, provocation, honesty and attitude.

The following policies apply to the Disciplinary Point System:

Points accrue as offenses occur. A running tally of points is kept throughout the school year. All points are eliminated at the end of the school year. If an elementary or MS/HS student does not receive any points for one full semester, all points will be cleared. However, if serious or repeated violations resume, the school will take prior offenses into consideration when administering discipline.

Any student in grades 3-12 who reaches 15 points will be required to attend a conference with one or both parents and members of the School Board. The purpose of this meeting is to discuss the behavioral difficulties that have been occurring, to make sure there is a clear understanding of the expectations of the student and to discuss strategies for improvement. Following this meeting, the student will be placed on disciplinary probation.

Once a student receives 25 points, the student is automatically given Out-of-School Suspension until the School Board renders a decision concerning the student's expulsion from GCS.

If a student is expelled, the student may not reapply to GCS for at least one calendar year. The student must have enrolled at another school and have demonstrated adequate progress both behaviorally and academically (at least a 2.0 average) to be considered for re-enrollment. The family will be required to complete the entire admissions process as if he/she was a new student.

Revised 7/12

Federal Regulation

The Asbestos Hazard Emergency Response Act "AHERA" (Title 40 Code of Federal Regulations Part 763.93 [g][4] requires that written notification be given that the Grace Christian School has a Management Plan for the safe control and maintenance of asbestos-containing materials found in the building. The Management Plan is available and accessible to the public at the school's office."

Financial Policies

Accounts Policy

1. Tuition payments are due on the 1st of the month.
2. If the monthly tuition payment is not received by the 15th of the month, a \$25 late fee will be assessed unless previous arrangements have been made with the Business Manager. In addition, a letter may be sent to the family indicating that the tuition payment is late.
3. If the monthly tuition payment is 60 days in arrears, the family is considered “Past Due” and may receive a letter informing them that their account is subject to termination. The School Board may be notified of accounts that are 60 days or greater in arrears. It is the family’s responsibility to contact the Business Manager to indicate when the tuition payment(s) will be made and/or to set up an acceptable payment plan that will bring the account current.
4. No student will be permitted to begin the second semester if there is an unpaid tuition balance of greater than 60 days without an acceptable payment plan in place.
5. If the monthly tuition payment is 90 days in arrears and an acceptable payment plan is not established, the student(s) may not return to school.
6. At the end of each 9-week grading period and/or the end of the school year, a family with an outstanding balance may not receive their students’ report cards, transcripts, other school records or diplomas (if a student is a senior). These documents may be held until the outstanding balance has been paid in full in accordance with state law.
7. No student will be allowed to begin the next school year with a balance from the previous year.
8. Any deviation from the policies listed above for Preschool – 12th grade must be approved by the Budget & Finance Committee and/or the School Board.
9. Any payments received will be applied to invoices in the order that they were charged to the family’s account. Payments cannot be designated for tuition if other charges exist on the family’s account.
10. If a check is returned for insufficient funds, a \$25 fee will be applied the account. If a second check is returned for insufficient funds, a \$50 fee will be applied to the account. Thereafter, GCS will require payment by cash, money order or bank check.

The guidelines outlined in this Accounts Policy may be modified from time-to-time.

Tuition Discount Policy

Grace Christian School offers various discounts on tuition.

Sibling Discount

The sibling discount is calculated as follows: Tuition for first child is calculated in full, the second child receives a 20% discount, and each additional child receives a 30% discount. No sibling discount is given on Pre-School tuition.

Early Payment Discount

Families who choose to pay their annual tuition in one lump sum prior to July 1st may deduct a 1% discount. This discount is applied to tuition due; it is not to be deducted from the enrollment fee, junior/senior fee, etc.

Pastoral Discount Policy

Grace Christian School offers a 50% discount to pastors that are in full-time service in their local church. Pastors who have another primary source of income are not eligible for this discount.

Eligibility: A pastor is defined as a paid individual that is employed by a church or denomination and is functioning full-time in the role of Pastor.

Proof of eligibility is required through a letter from an appropriate official at their church that states the following criteria:

1. The person requesting the discount is employed as **a pastor**.
2. The person is employed **full time**.

Once the letter is received, the scholarship committee will determine the eligibility of the applicant. No refunds will be made if there is a delay in requesting this discount.

Pastors who do not meet the above criteria may apply for scholarship aid.

This discount does not apply to international students.

It is the sole responsibility of the applicant to become aware of this discount offer. (I.e. this discount is not automatically applied to tuition fees.)

(Appeals to this policy must be made in writing and submitted to the GCS School Board.)

GCS Research Paper Guidelines

All students in grades 7-12 must have a flash drive to store and deliver computer-generated projects.

Grace Christian School uses the MLA Handbook as a guide to formatting research papers.

How should the paper look?

MLA style dictates that you only use a cover sheet if instructed to do so by your teacher. Final work should be typed on standard 8.5x11-inch paper, double spaced, with a legible font sized 10 or 12 points. Use 1 inch margins all around and indent the first line of a paragraph by pressing tab once. Create a header that numbers the pages in the upper right. Use italics or underlining for book titles, or sparingly for emphasis.

If you are not asked to provide a cover sheet, list your name, your teacher's name, the course, and the date on the first page, left justified. Center your essay's title. Staple all pages together with your Works Cited on its own page at the end (Purdue).

Why write references?

It is the responsibility of the researcher to find as much information about the work as possible, in order to get the fullest citation, to “give credit where credit is due.” All quotations and borrowed ideas are to be cited (Hacker 359).

How do I write a reference in MLA style?

All entries on a Works Cited page must be alphabetized, usually by the author’s name. If the author is unknown, use the first letter of the title. Each entry will be formatted with hanging indents. See the Format/Paragraph function in your word processing program, under Indentation/Special.

Pay attention to punctuation in the models and in your Works Cited page. This style sheet is adapted from the one created by Kachel, which is available on the Internet. See the Works Cited page for the address.

Basic entry for a book with one author:

Author’s Last Name, First Name. Title of Book Underlined. City of Publication: Publishing Company, Copyright Date.

Same author, different title:

---. Title of the NewBook Underlined. City of Publication: Publishing Company, Copyright Date.

If there is more than one author, the first author listed follows the above format, while subsequent authors are listed in the normal order, as such:

Author’s Last Name, First Name, and Joe Co-Author. Title of Book Underlined. City of Publication: Publishing Company, Copyright Date.

The Bible:

MLA format assumes the King James Version of the Bible unless another version is specified, and it is simply cited:

The Bible.

If you are using a different version, please cite it as noted:

The Bible, New International Version.

This title and the various books of the Bible are not underlined.

Reference works:

Author of Article (if given). “Title of Article.” Name of Encyclopedia. Year of Publication.

Newspaper article:

Author’s Last Name, First Name. “Title of Article in Quotes.” Name of Newspaper Underlined [Place of Publication, unless written in the title or a nationally recognized publication] Date of article: Page Number(s).

Magazine article, please note that there is no period after the name of the magazine:

Author's Last Name, First Name. "Title of Article in Quotes." Name of Magazine Underlined Date of Magazine: Page Number(s).

Personal Interview:

To cite an interview that you conducted, give the name of the person interviewed, the kind of interview (personal, telephone), and the date. For example:

Lloyd, Joyce. Personal Interview. 10 March 2008.

Personal Letter:

Author of Letter's last Name, First Name. Letter to the author (or other recipient, as appropriate). Date.

Television Program:

"Title of Segment in Quotes." Title of Program. Network. Call Letters of station, City of that affiliate. Date of broadcast.

CD-Rom Sources:

If the author is given, list that first in the standard order. Otherwise cite as follows:

"Title of section." Title of CD-Rom. CD-ROM (or other publication medium, as appropriate). City of Publication: Name of Distributor. Date produced.

Internet Sources:

Include all relevant and available information. One hallmark of a good website is its openness about this information!

Author of Information, in the usual order. "Title of Web Page (portion of Web Site) used." Title of Web Site. Copyright date of Website or last updated date. Sponsoring company, organization, or producer. Date of access <address of Web page used>.

The date of access and web address (URL) are very important—web pages can change at a moments notice, or with the click of a refresh button, but cached pages often allow a second glimpse. Wikis are not valid sources of research information because they are so modified. Use the links to actual websites often given on a wiki to find the sources the wiki article author used. They are often provide better information. Similarly, search engines like Google, Yahoo, and Ask.com are meant to point you to other sites. Be careful to follow information sites, rather than ads.

What are In-text Citations?

As you are writing your research paper, use parenthetical citations immediately after the information being cited. This should contain the least information necessary to help the reader find the right citation on your Works Cited page. Usually, this is the author's last name and the page number, if page numbers are provided. If you are able to work the name of the author into the sentence, the page number alone is sufficient (Gibaldi 238). For Bible verses, give the standard reference for your verse including the name of the book of the Bible, chapter and verse (Kachel 9).

Special instructions:

As a Christian school, please be sure that all pronouns referring to God are capitalized. Note that this is not a rule followed by the NIV, so you will need to make some modifications.

Helpful websites:

<http://www.easybib.com> Select the free “MyBib” service for basic MLA formatting. You will be able to save your bibliography on the site or convert it to an RTF file that can be read by your word processing program.

<http://www.citationmachine.net> The “Son of Citation Machine” will help you create a reference for your work by following the steps provided because “someday the information that someone wants to use, will be yours.” The navigation buttons are a little hard to find—look at the margin to the left.

<http://owl.english.purdue.edu/> The Writing Lab at Purdue University provides an excellent site for the entire writing process.

Works Cited

Gibaldi, Joseph. The MLA Handbook for Writers of Research. 6th ed. New York: Modern Language Association of America, 2003.

Hacker, Diane. A Writer’s Reference. 6th ed. Boston: Bedford/St. Martin’s, 2007.

Kachel, Debra E., and Candace L. Blessing. Bibliographic Style Manual 2003-2004. Ephrata, PA: Ephrata Area School District, 2003. 10 Mar. 2008 <<http://library.mansfield.edu/style.pdf>>.

The Purdue OWL. 26 Aug. 2008. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2008 <<http://owl.english.purdue.edu>>.