

Grapeville Christian School

Handbook

“I have no greater joy
than to hear
that my children
walk in truth.”

111John 4

2014-2015 School Board

Deacons and Trustees of the Grapeville Baptist Church

Barry Blenis

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Administrative Staff

Mrs. Rebecca Chmielewski, Administrator

Mrs. Marianne DeDeo, Principal

Developing the mind, heart and character to the glory of God.

To accomplish our mission, we help students...

- develop a biblical worldview
- grow in Christian character and service
- develop a deeper understanding of current issues and culture
 - learn to think carefully and critically
 - become more skilled communicators
 - prepare for a vocation or college study

This handbook is designed to help students be successful at Grapeville Christian School.

Please note: We reserve the right to make changes or amendments.

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Our **statement of faith** is as follows:

- We believe the Old and New Testaments are inspired by God and are inerrant in the original writings, and they are the final authority in faith and life. (II Tim 3:16, II Pet. 1:20-21, Rev. 22:18-19)
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Gen. 1:1, Deut. 6:4, Matt 28:19, II Cor.13:14, Rev. 20:11)
- We believe in the deity of Jesus Christ, in His virgin birth and sinless life, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of God the Father, and His future personal return in power and in glory. (Matt. 1:18-20, Luke 1:31, Rom. 5:8, Eph. 2:8-9. Phil.2:5-11, I Tim. 2:4-6, Heb. 9:22, 10:1-14)
- We believe in the personality of the Holy Spirit whose work is completely in conjunction with those who have been redeemed by the blood of Jesus, and to indwell, baptize, and seal into the Body of Christ. (John 16:13-15, Rom. 8:9, Eph 5:27, Rev. 22:17)
- We believe Satan is real and the source of all evil. (Gen. 1:26-27, 3:1, Rom. 1:18-32, Rom. 5:18:19)
- We believe all persons are sinners, and those who are not saved by grace are lost and condemned to Hell. (Rom. 6:23, 17:18-32, Rev. 20:15)
- We believe that salvation is received through faith, with repentance, by receiving Jesus as Lord and Savior. (Eph. 2:8,9)
- We believe in the bodily resurrection of the saved and lost –those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation. (Rev. 20:6)
- We believe strongly in the local Church. (Heb. 10:25)
- We are opposed to the one-world church, and our Bible curriculum reflects our non-Charismatic position, pre-tribulation and pre-millennial position. (I Cor. 15:51-57, I Thess. 4:13-18, Titus 2:13, Rev. 4:1-2, 18:11-16)

I. Purpose of School/Philosophy

GCS is a ministry of the Grapeville Baptist Church. Its primary purpose is to work with the Christian home and church to provide a Christ-centered spiritual and academic foundation in a nurturing environment to produce young people who will be a transforming influence in their world.

Grapeville Christian School was founded in 1994 by Grapeville Baptist Church to educate K-12 grade students in the context of Christian values, so that they would live godly lives in service to others. Today the school serves over 80 students from K-12. The 10-acre campus is located in Grapeville, New York, in the township of New Baltimore. Housed on the property of the Grapeville Baptist Church, the school's physical plant includes a gymnasium, and athletic field.

Grapeville Christian School meets all of the mandated health and academic requirements of the New York State Board of Education, and is listed as a registered member of the University of the State of New York. GCS became a member of the Association of Christian Schools International (ACSI) in 1996.

The philosophy of the Grapeville Christian School is based on the divinely inspired, inerrant Word of God.

- God is sovereign Creator and Sustainer of all things.
- We are to submit ourselves to the His written Word.
- God's ultimate purpose for each individual is to develop to his fullest capacity spiritually, physically, mentally, and emotionally to the glory of God, and to enjoy Him forever. (I Cor. 10:31, Ecclesiastes 12:13)
- Rebirth is by faith in Jesus, which gives true meaning and value to life in His person, purpose, and work.
- The Holy Spirit is in the world today convicting mankind of sin and judgment, bringing men to Christ and guiding them in the new birth.
- All truth is God's truth and the foundation of all knowledge and wisdom.

In all of its activities, Grapeville seeks to:

1. Guide students in their understanding of God's creation.
2. Help students recognize the distortion and brokenness caused by sin.
3. Challenge students to make a personal commitment to Christ to live in the transforming power of His redemption.
4. Care for each student as an image-bearer of God, viewing each individual as a valued and unique member of the body of Christ.

Code of Conduct

The school strives to make the school environment a healthy place where children can learn, grow, and develop Christian character. To achieve this goal, the administration, staff members, and parents are asked to set a model of Christian behavior in both word and deed. Expectations and good modeling include, but are not limited to the following:

1. No threatening of employees, children, or parents
2. No physical punishment to children on Grapeville Christian School grounds.
3. No smoking anywhere on school grounds or fields, or during school-sponsored events.
4. No swearing or cursing on the school grounds or fields, or at school-sponsored events.
5. Handle all confrontational issues appropriately.
6. Hold to confidentiality standards.
7. Lift each other up in prayer.
8. Encourage and love one another.
9. Good sportsmanship on the team with respect for referees, coaches, and players.

II. Admissions Procedures and Policy

In order to be a school of the highest quality, Grapeville Christian school must continually establish policies which enhance the Christian educational process. GCS cannot allow one student, either because of discipline or disability, to hinder the education of other students. For this reason, only those students whose academic, physical, and emotional needs can be met by GCS will be accepted.

In a Christian environment, GCS promotes a high level of literary and academic achievement for students. GCS also reserves the right to positively affect the climate and peer influence in each class by limiting admission to, or removing from class, any student whose influence would be detrimental to the goals of the school.

The school is offered to families who have affirmed that they have read our Statement of Faith and agree to their children being educated according to its principles.

A. All applicants must:

1. Be five years old for enrollment in kindergarten
2. Complete and return Enrollment Form
3. Remit \$65.00 fee
4. Submit a copy of a current report card, as well as the most recent standardized test results.
5. Arrange for a parental interview with the administrator.

B. To qualify for admission, students:

1. Will take achievement tests in writing, reading, and math to determine grade level.
2. Will be interviewed by the administrator/staff.

Nondiscrimination Policy

GCS does not discriminate against students of any race, color, gender, nationality, or ethnic origin in its administration or educational policies; this includes scholarship, athletic, or other school administered programs.

Physical examinations and immunizations

1. Each student is required to have a physical examination prior to his/her entrance into kindergarten, second, fourth, seventh and tenth grade. These may be obtained up to 12 months before the beginning of school.
2. NYS statutes require that school children be adequately immunized against measles, mumps, rubella, tetanus, diphtheria, poliomyelitis, pertussis, Hepatitis B, and varicella.
3. Your doctor has the appropriate health forms which are to be turned in to the school office before the school year begins.

III. Tuition

The cost to parents of sending a student to GCS is determined by tuition and fees. All payments should be made payable to FACTS. Tuition is recommended by the Administration and approved by the School Board.

A. Terms for Tuition Payments:

Full payment first week in August OR

Twelve-month payment plan beginning July 5th or 20th

If payments are not received by the above dates, a late charge of \$35.00 will be automatically charged to your school account. If payment is more than 30 days delinquent and arrangements have not been made with the administrator, your child will not be allowed to come to school after the 1st of the following month.

A student will not be allowed to go on special field trips (D.C., Leadership conference, senior trip, etc.) if their school account is not current. (**Tuition has priority over the expense of special trips.**)

IMPORTANT - Tuition payments are not tax-deductible.

B. Withdrawal Policy

Students who leave before the end of the school year for any reason (Either voluntary withdrawal or expulsion), will owe tuition for the remainder of the year. In the event of the said termination, transcripts or school records will not be released until full payment is received. The administrator must receive a letter two weeks in advance of withdrawal, stating the reason.

C. Withholding Report Cards

Report cards and transcripts will not be released if the family is in arrears on tuition and fees.

IV. Absences/Attendance Requirements

A. Philosophy of Attendance: Regular and prompt attendance is a vital pattern to develop because:

1. The pattern formed in early life is usually closely related to that of adulthood; i.e., a student's relationship to school = an employee to the quality of his work. Regular attendance helps develop a pattern of structure and routine in young children and actually gives them security.
2. Most pupils find it difficult to learn when they are excessively absent; consequently, there may be a need for remediation and grades repeated for those pupils who are excessively absent.
3. Excessive absence may be symptomatic of a problem that needs attention (i.e., physical, mental, social, etc.).
4. Pupils who are excessively absent tend to act up in classes when they do attend, as a way of covering up their academic deficiencies.

“It is required in stewards that he be found faithful.”

I Corinthians 4:2

B. Absences

1. Legitimate reasons: sickness, death in the family, doctor or dental appointments, college visitation, and emergencies.
2. If your child is absent, please call the school office by 9:00 a.m. on the day of the absence. **A note from the parent or guardian stating the reason for the absence must be presented upon the student's return, or it will be counted as a non-excused absence.**
3. Upon a student's return, he/she must report to the attendance officer before home room to get an admittance pass.
4. Students in grades 9-12 may sign themselves in and **out at the office if arriving or leaving during school hours, but a note** from the parent is required. Students in grades K-8 must have their parent sign them in or out if arriving or leaving during school hours.
5. A student must be in attendance for at least **five** periods to receive credit for a full day. A half day is when the student is in attendance for **two** periods.
6. **Course Credit**
Any student missing 24 or more days will not receive course credit
All absences, excused or non-excused, count toward the 24 days.
7. **If an extended absence is known ahead of time, a homework slip needs to be filled out. Completed work is expected upon the student's return.**
8. If a student cannot participate in music, physical education or sports, a note of explanation from the parents must be presented to the teacher. **For extended periods of non-participation, a note from the child's physician must be provided.**

C. Make-up Assignments

When a student is absent, it is the **student's duty** to make up the work missed. The student will be given twice the number of days missed, up to three days.

For absences longer than three days, make up work must be arranged with the teacher. Work turned in within the time limit set by the teacher will be graded at full credit. Work assigned prior to an absence should be submitted upon return. Assigned tests and quizzes **MUST** be taken upon return.

D. Truancy

Absence without the parents' and/or school's knowledge and permission, is considered truancy. Discipline and academic penalties will be administered.

E. Tardy

Any student who arrives at school after **8:10 a.m.** is required to present a note signed by the parent as to the reason for the tardiness and sign in at the office.

Excused tardies include traffic accidents, doctor or dental appointments, and personal emergencies (approved by the administrator). Unexcused tardies include late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

Unexcused tardies per semester will be handled according to the following procedure:

3 **tardies** - warning letter from the school office

5 **tardies** - the student will serve a recess or lunch-time detention.

7 **tardies** - letter from the administrator to the parents. Student will serve a recess or lunch detention for this tardy and for each succeeding tardy thereafter.

10 **tardies** - conference with parent

13 **tardies** - a student will receive a probationary contract

Student drivers see "Student Drivers" under "General Information" for tardy regulations.

V. School Hours

K	8:10 AM - 2:25 PM
1 st - 12 th	8:10 AM - 2:25 PM
Office	8:10 AM - 3:00 PM

VI. Inclement Weather

School may be canceled due to stormy weather. Every effort will be made to air an announcement by 6:30 a.m. on radio station 560 WCKL, TV channels 6, 10 & 13 or online at wgy.com

Delayed openings may be announced. We could possibly delay the opening of school for one to two hours (or decide to cancel), dependent upon weather conditions. Please continue to check radio, TV or on-line.

Delay Schedule - K - 12th grades

1 hour delay

9:06 - 9:40	1 st period	11:34 - 11:54	Lunch 7 th - 12 th / Recess K-6
9:43 - 10:17	2 nd period	11:57 - 12:27	Study Hall/Chapel on Wed/ Lunch K - 6
10:20 - 10:54	3 rd period	12:30 - 1:04	7 th period
10:57 - 11:31	4 th period	1:07 - 1:41	8 th period
		1:44 - 2:17	9 th period

2 hour delay

K - 6th

7th - 12th M/W/F

7th - 12th T/TH

10:00 - 10:10	Homeroom	10:00 - 10:10	Homeroom	10:00 - 10:20	Homeroom
10:13 - 11:06	1 st period	10:13 - 10:38	1 st period	10:23 - 11:03	1 st period
11:09 - 11:34	2 nd period	10:41 - 11:06	2 nd period	11:06 - 11:46	2 nd period
11:37 - 12:02	4 th period	11:09 - 11:34	3 rd period	11:49 - 12:08	Lunch
12:05 - 12:25	Lunch	11:37 - 11:57	Lunch	12:11 - 12:51	3 rd period
12:28 - 12:53	Recess	12:00 - 12:25	4 th period	12:54 - 1:34	4 th period
12:56 - 1:21	7 th Period	12:28 - 12:53	5 th period	1:37 - 2:15	7 th period
1:24 - 1:49	8 th period	12:56 - 1:21	7 th period		
1:52 - 2:17	9 th period	1:24 - 1:49	8 th period		
		1:52 - 2:17	9 th period		

All School Chapel Schedule

Elementary K - 6

7th - 12th grades

11:38 - 12:05	lunch K - 6	11:38 - 12:08	7 th period
12:08	report to chapel	12:11 - 12:51	Chapel
12:11 - 12:51	Chapel	12:54 - 1:34	8 th period
		1:37 - 2:15	9 th period

VII. Closed Campus Policy / Visitors

Grapeville Christian School operates under a closed-campus policy. Once a student arrives on school property in the morning, he is not to leave until he is dismissed from school in the afternoon. This closed-campus policy covers assemblies and school programs as well.

Parents and interested friends are welcome to visit our classes by making arrangements through the school office **at least 48 hours in advance**. All student visitors must abide by school regulations, **including dress code**. At the time of the visit, **please come to the office first**.

Parents in the Building

We welcome parents to come to our office at any time if we can be of assistance. Parents are also invited to attend our chapel services.

If you desire to have a conference with the administrator or a teacher, please call for an appointment so that we can be sure that person is available. Please do not “show up” in hopes of catching a teacher or the administrator for an “impromptu” conference. Thank you!

VIII. Dress Code

A. Why a Dress Code:

1. The dress code seeks to highlight some of the issues related to modesty.
2. The dress code is intended to encourage virtues like humility, simplicity, and respect for others and to discourage vices like pride, materialism, and sensuality.
3. The dress code reminds students of the seriousness of scholarly work.
4. The dress code begins the process of learning to honor guidelines for work attire that are different from our own preferences of casual dress.
5. Having a dress code helps to create a sense of community.

B. What is modesty?

Modesty means “orderly and decent.” Paul associates modesty with decency (I Timothy 2:9). The modest person is one who voluntarily limits his or her own freedom as an expression of self-control and moderation. Above all, modesty is ultimately a reflection of the heart. Our outer appearance should reflect the inner reality of our relationship with Jesus Christ and our desire to honor Him.

Please note: Footwear, clothing items, etc. depicting questionable or double meaning slogans, inappropriate music artists, groups, pictures, designs or words are not to be worn.

Jackets, hoodies, hats, sweatshirts, etc. are to be logo free.

C. General Guidelines:

1. Should a faculty or staff member question a student’s dress, the student is to give that person all due respect, since he or she is acting for the administration.
2. If necessary, the student may be asked not to attend class until a change of clothing can be made.
3. The administration will make the final decision on the appropriateness of a student’s dress and appearance.
4. The following items of dress are not permitted at school: wearing of hats during school hours, visible tattoos, permanent or temporary.
5. Uniform to be worn upon entering school building.
6. **Shoes must be worn at all times in the classroom and on school grounds.** If designed for lacing, they must have laces completely laced and tied.
7. Students will not be warned on dress code violations. Fines are levied for breaches of dress regulations - \$1.00 per offense.
8. Even though we allow a more casual dress in out-of-school events, modesty (not tight/form fitting) and neatness must be observed.

D. Gym Uniform

- *See school uniform sheet for details.*
- **PE uniforms are required for participation**
- GYM SHOES - non-marking with traction soles
 - (NOTE: “Skater” sneakers do **not** provide adequate traction for gym class activities)
- **Footwear depicting questionable or double meaning slogans, inappropriate pictures, designs or words are not to be worn.**

E. Boys Dress Code

1. In the interest of neatness and appropriateness, we expect our gentlemen to:
 - be clean shaven, sideburns neatly trimmed to the bottom of the earlobe
 - wear a black, brown, or tan belt at all times (plain or braided, no over-sized or logo buckles)
 - keep shirts tucked in
Exception: Reward, Non- Uniform & Fundraiser Days
 - keep shoes/sneakers tied
 - wear clean clothing in good condition.
2. Pants must be pulled up to the waistline (able to stay up without a belt), not baggy, not frayed, touching the floor, or bunching on the top of the shoes (must be hemmed to the proper length).
3. Undershirts may be worn (white with no decals)
4. Earrings are not allowed.
5. Hair is expected to be clean, neat and not impair one’s vision. Hair should not be longer than to the bottom of the earlobe and to the top of the collar. Spiked hair must be 1" or shorter. When a hair slip is issued, the haircut must be done within one week.
Hairstyles should avoid extremes that call undue attention to a student’s appearance. For example: unnatural hair colors.

F. Girls Dress Code

1. Only the top button of the polo shirt may be unbuttoned.
2. Girls wearing light-weight blouses or knit skirts on non-uniform days must wear a camisole or slip. Nothing should be visible through their clothing.
3. Skirt hem must be to the bottom of the kneecap or longer when walking or standing.
4. Shoes: Mary Janes, loafers or oxfords, sneakers or sandals with back strap and good support. **Please remember this is a school environment and we consider our students’ safety more important than fashion.**
5. Socks - solid colors that match uniform
6. Avoid excessive cosmetics and jewelry.
7. Hairstyles should not attract undue attention to one’s overall appearance (For example: unnatural hair colors) or **impair one’s vision** in any way.

It is a violation of the uniform policy to show underwear, bare midriff, bare back or cleavage at any time (including when leaning over or raising one’s arms).

G. Reward Day/Fund raiser/Non-Uniform Day

On fund raiser days, for \$2.00, eligible students will be allowed to wear approved non-uniform clothing to help raise money for various school needs.

Students without any dress code violations or less than three demerits, since the last non-uniform day, are entitled to this privilege. Home room teachers will inform students who are eligible. Girls, please review item F when choosing your wardrobe for this day. Boys, please review item E.

The following guidelines should be followed:

- a) Blue jeans are allowed, however:
 1. No holes, tears, or ragged hems or edges
 2. **Not tight**, baggy, too long (dragging on floor or over shoes).
 3. Must be modest, not tight/form fitting
- b) **Collared shirts/blouses or sweaters** may be worn
- c) Sneakers may be worn
- d) No sleeveless tops, T-shirts, hooded sweatshirts, or wind pants.

NOTE: Any violation of this dress code will result in having this privilege revoked for the remainder of the year.

H. Field Trip/Community Service Day Dress Code

Faculty will communicate appropriate dress standards for trips outside the classroom.

I. Scholastic/Academic Experiences Offsite/ACSI Events

Girls may wear any dress, skirt or black dress pants and top that meets dress code requirements.

1. Skirt hem must be to the bottom of the kneecap or longer
2. Slits or any opening may not be higher than the required hem length when walking standing or sitting.
3. Must be modest, not tight/form fitting

Boys may wear

1. polo or dress shirt (button-down)
2. dress pants that coincide with the dress code

J. Friday Dress Guidelines for Seniors

1. Seniors may wear a class shirt
2. Seniors may wear any school-issued outerwear (i.e., Sports sweatshirts.)
3. Seniors must wear uniform bottom

K. Dress up Events (more formal dress)

Christmas Program, Fund-raising Dinner, Performance Arts Night, Graduation, Awards Ceremony, etc.

1. **Boys** - Buttoned-down collared not tight/form fitting shirt, tie, dress pants, and dress shoes (**no sneakers**)
2. **Girls** - **Dressier than Non-uniform Day attire**; i.e., no jean skirts.
- may wear any dress, skirt and blouse that meets dress code requirements.

See section F of the dress code for specific guidelines.

NOTE: Girls in 7th-12th- no spaghetti strap, strapless or halter type dresses without a cover-up

L. Banquet Dress - 11 & 12 grades

The banquet dress guidelines must be followed by all students and guests. Banquets are formal events and students should dress accordingly.

Girls Banquet Dress Guidelines:

Dresses must be modest and...

- Not have a back that is lower than shoulder blades
- Not extremely tight fitting
- If sleeveless, a shawl, scarf or shrug is required
- Not have a low-cut front
- Not have slits that are higher than the top of the knee cap
- Have length that is to the top of the knee cap or longer

Please remember our policy: It is a violation to show underwear, bare midriff or lower back or cleavage at any time. All dresses need to be approved, so keep your receipt.

Boys Banquet Dress Guidelines:

- Suit, collared shirt and tie with dress shoes
- Hair must conform to established dress code
- No earrings or other visible piercing

Students or guests who arrive at the banquet and do not meet the dress requirements, will be asked to remedy the problem or leave.

IX. General School Regulations

In order to maintain a proper learning environment, procedures of conduct have been established. The following are general school rules necessary for the orderly and safe operation of the school.

1. **Personal Cell Phones**, pagers, and other electronic devices are to be kept in their lockers and are not permitted to be used in any manner during school hours.

If parent-child contact is necessary, parents can contact their student by calling the school office. A student may use the office telephone for a charge of \$.25 per call.

Other electronic devices may not be used during school hours except with permission by the administrator.

Any violation and/or disruption of the learning process through one of these devices will result in confiscation of the device and a \$25.00 fine.

Prohibited Items - videos/DVDs, magazines, or books that promote ungodly philosophy or sensuality (Gal. 5:19-25), laser pointers, knives, or any type of gun or ammunition will be confiscated immediately.

2. Medication

A. All medication must be brought to the office for storage and will be dispensed when appropriate.

B. No staff/administrative person will administer prescribed medicine without a physician's order on file, which must be updated annually.

C. No staff/administrative person will administer PRN's (over-the-counter medications) without prior written approval from the parents.

3. **Food and beverages** are not allowed in the church sanctuary.

4. **Hall pass** - Students should refrain from going to the office except for a specific and legitimate reason. ALL junior high and high school students **must have a pass** from the classroom teacher when leaving the classroom.

5. **Gum chewing** - is permitted for grades 7 -12.

6. **No writing or drawing on bodies**

7. **Ball Use** - Batting, catching, kicking, and throwing balls is allowed on the **back field** only.

8. **Throwing snowballs** is not permitted (even in gym class)

9. Students are not permitted to leave the building unless permission has been granted by the office.

10. **"Hands off" policy** - All students should keep their hands to themselves (6" rule) and on their own property. A repeated violation of this policy will result in a meeting with the principal.

11. **After-School Pick up** - Parents and car pool members are asked to pick up their children at 2:30, after buses leave and **no later** than 2:45 PM. **Students are to remain in the gymnasium until they are picked up.**

12. **Damage to Property** - Students causing damage to any Grapeville Baptist Church property, school property, or property of another, must pay the cost of repair or replacement.

13. **Lockers:** The lockers are the property of Grapeville Christian School and are subject to inspection by authorized personnel at any time without notice. *Students are allowed access to **their assigned locker only.*** Combination locks may be used on weekends and during vacations.

Nothing is to be posted on the outside of the locker door. Students may hang approved items inside with magnets (**no tape or glue**).

X. General Information

1. Church Attendance

Because fellowship within the church is so prominent in the New Testament, and because it is so important to spiritual accountability and growth, we ask students and parents to maintain the discipline of weekly corporate worship at a local church.

2. Resolving Conflict - The Matthew 18:15 - 17

We believe the Matthew 18 principle should be used when any problem or misunderstanding occurs. When you go to the person(s) directly involved, you can generally solve most problems. The Administration should be brought into the issue only after involved parties have discussed the situation.

3. School Business Hours

The office will be open from 8:10 AM - 3:00 PM, Monday- Friday. Call or come in during these times. The office is closed for the month of July.

2. Building Hours

A. Students are admitted to the building at 7:45 During inclement weather, students may be admitted earlier.

B. Students who need to see a teacher or attend an after-school activity may do so if, after dismissal, they go promptly to the designated location.

5. Lunch Program

- Students are to bring their lunches from home (please include utensils, napkins, etc).
- **No microwave available** except for Seniors.
- Various hot lunches will be offered on designated days. Detailed information will be sent home.
- **There will be no more credit given for lunch “snacks.”**

6. Parent Volunteers

We could not get along without the numerous people who help us in so many ways. Thank you for your selfless and untiring devotion to the Lord, the school, and our children. **If you choose to volunteer, we request that you follow the teachers’ dress code in the classroom and on field trips.**

7. Student Drivers

Students who drive to school must buy a \$5.00 parking permit. This permit may be used throughout high school. Students must park in the area designated for student parking. Improper driving and parking will not be tolerated. Parking violators will be charged a fee of \$10.00 for each violation. If a student receives more than two violations in a nine-week period, driving privileges will be temporarily revoked. Violations include:

- A. Blocking the dumpster.
- B. Remaining in cars after arrival on campus.
- C. Playing music at a level that can be heard outside.
- D. Driving in an unsafe manner on school grounds.
- E. Exceeding 5 mph in the school parking lot.
- F. Screeching tires.
- G. Damage to other vehicles.
- H. Tardiness

Unexcused tardies per semester will be handled according to the following procedure:

3 **tardies** - a warning letter from the school office.

5 **tardies** - the student will serve a recess or lunch-time detention.

7 **tardies** - letter from the administrative assistant to the parents. Students will serve a recess or lunch detention for this tardy and for each succeeding tardy thereafter.

10 **tardies** - telephone conference with parent.

13 **tardies** - a student will receive a probationary contract.

8. Transportation to school-sponsored activities

- The legal responsibility for the safety of each student being transported in a private vehicle rests with the registered owner of the vehicle.
- The vehicle owner/driver must complete a Volunteer Driver Form prior to activity or field trip. Drivers must show proof of adequate liability insurance.
- **Drivers must be 21 years old and older.**
- The number of students in a vehicle shall not exceed the number of seat belts available. No student is allowed to drive another Grapeville student home or to school sponsored activities.

9. Photo Copying, Faxing and Personal Telephone calls

Students may request to have copies made for \$.10 per page. A charge of \$.50 will be assessed for personal faxes. A charge of \$.25 will be made for personal calls.

10. Fund Raising

Only those fund raising activities approved by the administration will be permitted. No fund raising by outside groups or individual students will be allowed unless approved by the administration.

XI. Academics

A. Grading Scale

A	92-100	4.0	Excellent
B	84-91	3.0	Above Average
C	76-83	2.0	Average
D	70-75	1.0	Passing
F	below 70	0	Failing

B. Class Rank

Class rank is determined at the end of the Junior year and upon completion of graduation requirements. All graded subjects are included.

C. Grade Point Average

A cumulative grade point average (GPA) is calculated for academic subjects on the basis of grades earned in grades 9-12. Class rank is derived directly from the GPA with equal weight given to all subjects of equal unit value.

D. Grade Placement

Grade placement is determined by the following:

0 - 5.5 credits earned	Freshman
6 - 11.5 credits earned	Sophomore
12 - 17.5 credits earned	Junior
18+ credits earned	Senior

E. High School Graduation Requirements

Bible	*2 units
English	4 units
Mathematics (Algebra + 2 others)	3 units
Science (1 Life Science & 1 Physical)	3 units
Social Studies (World 1 & 2, US, Govt. & Econ.)	4 units
Foreign Language (sequence)	3 units
Physical Education	2 units
Health	.5 unit
Electives	<u>1.5 units</u>
TOTAL	23 units

* One Bible course for each year enrolled at GCS.

Juniors must take the SAT or ACT to fulfill requirements

NOTE: The administrator may make adjustments to the requirements for students who transfer during high school.

F. Mid-term reports

Progress reports are issued on the fifth Wednesday of the quarter. Please sign and return to the home room teacher on the following Friday.

G. Report Cards

Report cards are issued every nine weeks. Parents are to sign and return them within one week after they are issued.

H. Course Changes

Senior High students may add or drop classes in the first week of the semester with permission from the student's parents(s) and administrator. Changes after the first week of the semester require a conference with the administrator, parent(s), and student. **If dropped after nine weeks, it will be recorded as a withdrawal, pass or fail and a \$100.00 fee must be paid.**

I. Course Failure

1. If an elementary student fails a subject for the year, the administrator will decide what course of action is to be taken before the student is promoted or retained.
2. Junior High (7 & 8) students must pass all five academic subjects or make them up in summer school.
3. If a Senior High (9 - 12 grade) student fails a required course, it must be repeated or taken in summer school.

J. Regents Exams

Regents will be administered to all returning students with a passing average in the given subject area.

K. Homework

Each student will have varying amounts of work to complete outside of school hours. This may be unfinished class work, extra projects, or memory work. Parents should regularly check their student's progress by asking to see homework papers, projects, etc.

While parents should assist by seeing that the homework is done, the work **must be done by the student**, and he must take the responsibility for it.

L. Field Trips

From time to time, various classes take local trips to interesting and educational places as a vital part of the instructional program. Parents will be notified of trips beforehand. Fees may be charged to cover expenses. Each field trip will have an appropriate dress code. Students are expected to attend and participate in field trips.

M. Study Halls

Study hall periods are for the purpose of providing students with extra time for completing classroom work and/or assignments. **An atmosphere of "quiet"** (i.e., no talking) is required in order for this to be accomplished.

1. Students are to study independently.
2. Students are to remain busy the entire period.

N. Classroom Ethics

Ethics in the classroom are an extension of Biblical principles of honesty and courtesy in the classroom situation. Cheating in any form is not tolerated. Examples include, but are not limited to, the following:

1. Copying from another students test or assignment, or receiving/giving unauthorized help on graded work.
2. Unauthorized use of notes or other helps on a test.
3. Changing answers after a test or assignment has been graded.
4. Reporting false information about the completion of an assignment.
5. Plagiarism - Copying or **imitating** the language, ideas, and thoughts of another author, and passing off the same as ones original work.
6. Students should not consult teacher editions or test banks for textbooks that are used at Grapeville.

Penalties for cheating may be academic, disciplinary, or both. Cheating on a final or Regents examination brings automatic expulsion.

Students are expected to be attentive in class. Talking, reading, studying other materials, writing letters, and sleeping are inappropriate.

It is appropriate to raise one's hand and wait to be acknowledged before speaking in class. Insolence and defensiveness are always inappropriate.

A student who has been absent must take the initiative to contact his/her instructor about the work he/she has missed.

O. Bullying & Cyber-bullying policy.

“Bullying” is a deliberate negative action from one person(s) toward another person(s) that is repeated over time that is designed to frighten, intimidate, or injure the person it is directed toward. Research has shown that boys are more likely to experience physical bullying and girls are more likely to be targets of indirect victimization (social exclusion).

Bullying may involve, but is not limited to actions such as: hitting or punching, unwanted teasing or name calling, intimidation, cyber bullying, public humiliation, rumor or spreading falsehood, destruction of personal property or social exclusion, including inciting and/or coercing others.

“Cyber bullying”, sometimes referred to as online social cruelty or electronic bullying, is defined as the willful and repeated harassment and intimidation of a person through electronic media. It can involve, but is not limited to sending mean, vulgar, or threatening messages or images.

As mentioned earlier in our handbook, our school strives to make the school environment a healthy place where students can learn, grow, and develop Christian character. “Bullying” violates our school’s code of conduct and will not be tolerated and shall be just cause for disciplinary action.

XII. Graduation Tracks

A. College Preparatory

Our college prep program provides a rigorous academic program stressing critical thinking, skill building, and character development. This program equips students with the knowledge and motivation to prepare them for further education. High school students must fulfill requirements for graduation set by the NYS Department of Education. These upper division courses prepare students for the regents & college entrance requirements. Music, drama, art, foreign language, and physical education are also available.

B. Non-College Program

Our non-college program equips students with knowledge, skills, and motivation to prepare them for successful employment or military service. The program nurtures students to demonstrate strong character, academic competence, self-mastery, and confidence. Basic classes are offered in all levels of English, three levels of mathematics, four social studies, and three sciences. If a student experiences difficulty the regular class, the requirements for the class are decreased and the name of the course is changed to “basic” on the student’s academic record.

C. Diploma

Students who fulfill the requirements set forth on page 18 will receive a diploma.

XIII. Discipline

Character building is an integral part of our program. We operate on the premise that living lives based on Biblical standards enables us to glorify and please God.

Why Discipline: Proverbs 4

1. Discipline has a protective function.
2. Discipline has a redemptive function.
3. Discipline has a punitive function.
4. Discipline has a restorative function.

Accepting Correction:

A distinctive mark of a maturing Christian young person is his/her ability to receive correction graciously. Proverbs 12:15 mentions this as a characteristic of a wise person. The presence or absence of wisdom often shows up in a person’s response to discipline.

Parent cooperation and support are essential to help students grow in good behavior and to accomplish classroom success.

Discipline is generally progressive in nature, starting with personal warnings and moving on to more serious penalties, such as probation, suspension, or dismissal.

Lines of Authority

Classroom Discipline - Teachers are the first in the line of authority for discipline. Students are expected to be respectful, responsive, and reflective when correction is needed. Discipline may range from cleaning up a mess that was created, to removal of free time privileges, to parental contact. Referral to the principal's office may occur in circumstances of habitual negative behaviors, extremely dangerous behaviors, or bullying. Any circumstance involving threats, violence, drugs, alcohol, tobacco, or defiance will be immediately referred to the principal's office.

Principal - The principal is the second in the line of authority. The principal will become involved at a parent or teacher's request in all matters involving serious or extreme negative behaviors.

Administrator - The Administrator is the third in the line of authority. The administrator will only become involved in matters of school discipline in the following:

- Absence of the principal.
- Matters concerning student probation or suspension.
- Matters concerning illegal substances or violent behaviors.

Disciplinary Methods

1. **Removal of privileges** - Students who find it difficult to participate successfully in classroom life may have their privilege of free time removed as a consequence. Students who are giving up recess or other free time will still be supervised by school personnel, but not allowed to participate.
2. **Correction of the problem** - Students may be given consequences which address correction of the problem. For example, a student who defaces his/her locker will be asked to clean lockers. One who is deliberately littering will be instructed to collect litter.
3. **The discipline process** - When students are referred to the principal's office, several things occur. First, when two or more students are involved in conflict that could not be resolved at the classroom level, the principal will ask each student to write (or dictate) his/her perspective of the problem. Students will be counseled in the Biblical process of responsibility and conflict resolution. The two perspectives will be compared and discussed. Each student will need to take responsibility for his/her part in the conflict.

Once responsibility is assumed, appropriate consequences will be given. The student is counseled about how to return to class and relationships are restored. Scripture references will be made throughout the process so that students may see the practicality of instruction from the Bible.

4. **Suspensions** - Suspension will be recommended by the administrator in habitual or serious disciplinary circumstances. Suspension results in parents removing the child from school for a specified period and providing supervision for them. Work that is due during a suspension period will not be considered for credit. The student will not be invited to re-enter school until a parent conference can be arranged and held.

Suspensions will be given for violations such as: stealing, playing with matches or fire, fireworks at school, cheating, use of profane or obscene language, disrespect or defiance, defacing or damaging school property, fighting, habitual disciplinary problems in conflict with school policies, use, sale, or distribution of illegal substances including drugs, alcohol, tobacco, or over-the-counter medications, promiscuity, misuse of the internet, or threats of violence or bullying. In the event that students maliciously damage or deface school property, parents will be billed for repairs and labor costs for replacement of destroyed materials.

5. **Probation** - Students will be placed on disciplinary probation when:
 - A. There is evidence of antagonistic attitudes toward the school mission and beliefs.
 - B. There is deliberate and continued disobedience of school rules and behavioral guidelines.
 - C. There is a serious breach of conduct, which endangers others. This includes evidence of bullying.

Probation is a serious step and can lead to the dismissal of a student from the school. When probation is recommended as a correction for chronic behavioral problems, students will be removed from all extracurricular activities, field trips, and positions of trust and responsibility.

When probation periods are up, the student's progress will be assessed and he/she may be restored to full student status. If there is no improvement of behavior during probation, the student will be asked to extend the probation or will be recommended to the principal for expulsion. A parent conference will be arranged and held before a student goes on probation and as the probation period ends. Probationary students' circumstances will be discussed by the administration.

6. **Withdrawal/Dismissal** - Attendance at GCS is a privilege. Considering a lack of progress in correcting a student's behavior or attitude, they face the possibility of being asked to withdraw or being expelled. Such offenses include drug abuse, confirmed sexual immorality, felony, continued serious offenses, failure to correct deficiencies specified in academic or behavioral probations, failure of parents to cooperate with the school concerning the misconduct of the student, etc.

Students whose conduct and behavior outside of school reflect poorly on accepted Christian behavior, may be subject to school probation or loss of enrollment. Any student who is dismissed will not be permitted on school grounds for the remainder of the school year.

The principal and the administrator will confer and issue the expulsion decision after meeting with the student and his/her parents.

High School

The Discipline Committee uses the "Prayerful Consideration Process" for removing students. Prayerful Consideration is a process that depends on the Holy Spirit to pin-point and help students who are hindering the Holy Spirit's work in the school. The process involves teacher evaluations of the student's spiritual condition and effect on other students in the school, discipline committee recommendation, parent/student conference, spiritual counseling, and probation, if necessary.

Junior High

Removal is based upon teacher recommendation.

A. Elementary, Junior High and Senior High

Our discipline system establishes rules for the classroom that promote Christian character, quality education, and safety. These are encouraged by instruction, motivation, and classroom discipline.

In the Elementary grades discipline is left to the discretion of the classroom teacher. Each year the dynamics of the class changes and teachers make discipline adjustments to fit the needs of their class. The Elementary teachers follow the discipline guidelines and philosophy set forth by Grapeville Christian School.

Eleventh and twelfth graders are one step away from adulthood. To aid in this transition, it is in good faith that we allow our juniors and seniors to test their wings in our safe, nurturing environment. We rest in the natural consequences that accompany one's actions and trust their godly conscience will guide and convict them.

The examples listed below are not comprehensive, but serve as examples of the typical penalties assigned for various behaviors.

Inappropriate behaviors from minor to severe infractions will be dealt with by the principal. Every infraction will be dealt with on an individual basis.

Failure to return 4 week reports or report cards on time
Inappropriate classroom/recess behavior
Rowdiness
Violation of the 6" rule

Complaining/gripping against the school
3 or more checks
Skipping detention
Inappropriate behavior in chapel/special area class
Disrespect to a peer
Repeat violation of the 6" rule

ISS (In School suspension)

Disrespect to authority
Cursing
Inappropriate Behavior
Defacing property (+ repair)
Horseplay
Lying, deceiving (untruthful)
Verbal abuse

ISS, plus 9-week probation

Bullying
Destruction of school property (plus repair)

2 days OSS, plus 9-week probation

Cheating

Physical fighting

Pocket knives

Stealing

Vulgar language

3 days OSS, 2 ISS & 9 week probation

Unacceptable behavior between couples

Inappropriate books, magazines, etc. (Phil 4:8)

30 demerits - immediate dismissal

Drugs

Sexual immorality

Weapons

Felony

XIV. Extracurricular

Students have the opportunity to experience a multitude of activities in athletics, music, art, drama and speech. All students are encouraged to participate.

A. Activities

GCS is a member of the Association of Christian Schools International (ACSI), allowing students to compete with Christian schools throughout the Northeast region.

Sports - boys soccer, girls volleyball, basketball, baseball, softball

Music - worship team, singing, guitars, and piano

Art - myriad of art projects for exhibition & competition

Drama - plays, solo or duet acting, puppets, etc.

Speech - Reader's Theatre, dramatic interpretations, etc.

Clubs - Ski & Snow boarding , Newspaper, Trailblazers, Art, etc.

Beta Club - Student Ambassadors

Yearbook

B. Athletic Eligibility

Physical Examinations

ALL students **grades 5-12** must have a physical **every year** in order to participate in interscholastic sports. A copy of the doctor's report must be on file in the office or the student will not be allowed to participate.

XV. Senior privileges

- use of microwave
- lunch outdoors
- drinking coffee or tea during the day
- Friday - Senior shirts
- laptops
- outdoors during study hall

- **All** boys at **all** times must wear a solid color belt
- Boys and girls are to wear only plain white undershirts
- Pants must be hemmed if too long
- Boys with fuzzy/hairy faces must shave. If you have extra sensitive skin or acne problems, you need to get a good electric razor and a powder stick.
- When asked to get a haircut, it must be done within a week.
- Girls - only the top button of blouses or shirts is allowed to be unbuttoned
- Girls - no bare midriffs are to be seen ever. Please wear a white slip, camisole, or undershirt
- Nothing too tight or too big is to be worn
- Laces must be tied when wearing oxfords or sneakers
- Footwear must be in good, clean condition
- Shirts and blouses must be ironed as needed
- If you find throughout the year that uniform items look worn, stained, or dirty, **do not wear them to school**

Cleaning Suggestions

White shirts - Oxyclean works well for keeping whites white

Navy clothing - Washing dark clothing in detergent specifically made for dark clothing will help keep them looking their best.

Stains on light clothing - soak overnight in an Oxyclean mixture

Ordering information:

Lands' End – (school code) #9000-5589-8 www.landsend.com 1-800-469-2222