



**GROVE CITY CHRISTIAN SCHOOL**  
***Intermediate School Handbook***  
**2011-2012**

Cultivating quality Christian leaders in a distinctively Christian atmosphere while providing a solid spiritual and academic foundation.

**Administrative Team**

Debbie Edwards, Intermediate School Principal  
Jan Brock, Intervention Specialist  
Amy McIlhargey, Lead Teacher  
Sheila Jordan, K - 8 Secretary

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Grove City Christian School exceeds the requirements set forth by the State Board of Education, and is chartered by the State of Ohio. Grove City Christian School is also a member of the Association of Christian Schools International.

**Grove City Christian High School  
Alma Mater  
Words and Music by Kathy Frizzell**

Like a beacon in the night,  
Like a path to show the way,  
Like a strong and sure foundation  
Of a house that's built to stay-  
Stands a place that I will honor  
As I journey past my youth  
And forever I'll remember  
As a seeker of the truth.

So let this mind be in us  
Which was also in Christ Jesus,  
Let this heart beat in us  
That for man gave itself to die,  
Let these hands serve the world  
With the knowledge you have taught us,  
May the lives we live  
Be the thanks we give you,  
Grove City Christian High!

**Grove City Christian School Fight Song  
Words by Cathy Snider**

Onward Eagles, onward Eagles  
Mighty Black and Blue  
We are the best, above all the rest  
To the Word of God we're true.  
Onward Eagles, onward Eagles  
Soar to heights on high  
There's no doubt about it, we're gonna shout it  
The Eagles battle cry!  
Go Eagles!!

**Mascot:** Eagle

**School Colors:** Royal Blue, Black, and White

**School Verse:** Isaiah 40:31

“But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.”

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## *Welcome to Grove City Christian Intermediate School!*

*I count it a privilege to partner with you in the important task of educating your child. Become familiar with this handbook as it outlines the guidelines that have been established for our school as we seek to “cultivate quality Christian leaders.” If you have any questions or concerns to discuss, I am always available for you. I look forward to a great year as we work together to guide your child in growing just as Jesus did “in wisdom, stature, and in favor with God and man.” Matthew 2:52.*

*Debbie Edwards  
Intermediate/Middle School Principal*

# GROVE CITY CHRISTIAN SCHOOL

## History

Grove City Christian School (GCCS) was founded in 1990 as a ministry of the Grove City Church of the Nazarene. The school received its charter from the Ohio Department of Education, with 15 kindergarten students.

## Purpose

The purpose of GCCS is to provide our students with the best possible education from caring and qualified teachers in a distinctively Christian atmosphere. We are committed to helping reinforce parental efforts and meet educational goals while training children. The school provides curriculum, activities, and materials centered in and upon the eternal principles of God's Word and the life and revelation of His Son, Jesus Christ.

GCCS is open to families who desire their children learn and grow in harmony with the Word of God. We believe that it is our responsibility and calling to give each student the opportunity to accept Christ as his or her personal Savior, and nurture their spiritual and academic growth throughout their schooling experience. It is our desire to raise up a generation of leaders ready to contribute in today's world without compromising their values and faith.

**"The world and its desires pass away, but the man who does the will of God lives forever." 1 John 2:17 (NIV)**

## Philosophy

Grove City Christian School is in existence to work with parents in fulfilling the responsibility to train their children to be men and women of Godly character with obedient hearts. Our goal is to equip our students in all areas of their life (spiritually, academically, socially, and emotionally), to follow God's will for their life no matter what direction they may be led.

**"My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, and if you look for it as for silver and search for it as hidden treasure, then you will understand the fear of the Lord and find the knowledge of God. For the Lord gives wisdom and from His mouth comes knowledge and understanding."**  
Proverbs 2:1-6

## Non-Discriminatory Policy

The Grove City Christian School Board has adopted the following racial non-discriminatory policy.

"Grove City Christian School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, tuition assistance, educational programs and athletics/extracurricular activities. The Grove City Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

## **Statement of Faith**

Grove City Christian School serves students from many denominational backgrounds. We do this by respecting the doctrinal issues of other denominations without compromising the faith and belief of the Nazarene church.

We, the fellowship of the Grove City Church of the Nazarene believe in one God – the Father, Son and Holy Spirit. (Genesis 1; Isaiah 5:16; 6:1-7; 40:18-31; Matthew 3:16-17; 28:19-20)

We believe that the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living. (Luke 24:44-47; John 10:35; 1 Corinthians 15:3-4, 2 Timothy 3:15-17)

We believe that man is born with a fallen nature, and is, therefore, inclined to evil, and that continually. (Matthew 22:36-40 (with 1 John 3:4); Romans 3:23)

We believe that the finally impenitent are hopelessly and eternally lost. (Ezekiel 18:25-26, John 1:12-13, Acts 5:31, Romans 5:6-8)

We believe that the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin. (Isaiah 53:5-6, Mark 10:45, Luke 24:46-48, John 1:29, John 3:14-17)

We believe that believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ. (Jeremiah 31:31-34; Ezekiel 36:25-27; Matthew 3:11-12; Romans 6:11-13)

We believe that the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers, (Jeremiah 31:31-34; Ezekiel 36:25-27; Luke 3:16-17; Acts 1:5, 2:1-4; Acts 5:8-9)

We believe that our Lord will return, the dead will be raised, and the final judgment will take place. (Matthew 25:31-46; John 14:1-3, Acts 1:9-11; Revelation 1:7-8, 22:7-20)

## **School Board Officers**

Elizabeth Lauron, Chair  
Allen Jones – Vice-Chair  
Jeff Bankey – Treasurer  
Kathy Hill - Secretary

## GENERAL SCHOOL INFORMATION

Everyone has the right to come to school in a safe, well equipped, attractive environment. The church, our school board, and our parents have worked hard to provide all of us with a beautiful school. We are committed to working together to maintain it.

All of us at Grove City Christian School will be expected to care for and from time to time assist in maintaining our school. Disposing of litter and trash appropriately helps everyone enjoy our surroundings. Defacing property, destroying property or intentionally vandalizing property will be considered severe acts of misconduct and will result in suspension or expulsion from school. Please display your Christian witness by caring for your school.

**Address:** 4750 Hoover Road  
Grove City, OH 43123

**Website:** [www.gccsk12.org](http://www.gccsk12.org)

**Phone No.:** 875-3000

**Fax No.:** 875-8933

**School Hours:** 8:00 – 3:20

### Directory Information

On occasion, GCCS receives requests for directory information concerning students. These requests come from colleges and universities, Christian organizations, as well as academic and sports opportunities.

It is our policy not to release directory information to agencies or individuals for sales promotion purposes, unless school related. We consider directory information to be names and addresses only. The school will continue to use discretion in any release of directory information concerning students.

### Dress Code

Vendors: Educational Outfitters  
2759 Martin Road  
Dublin, OH 43017  
336-2040

Educational Apparel, LLC  
3840 Lacon Road  
Hilliard, OH 43026  
876-3030

**There must be no recognizable differences between uniforms worn that were purchased from another vendor and those offered by the Educational Outfitters or Educational Apparel.**

- Pants, shorts, and skorts may be khaki or navy blue
- Shorts may be uniform plaid with cuff

- Shorts and skorts may be worn from March 1 to November 1 and should be no shorter than 4” above the knee
- Pants, shorts, skorts, and skirts must be worn at the waist
- Uniform skirts must touch the top of the knee
- Skirts must be school plaid, navy or khaki as listed with the vendors
- Oxfords may be light blue, yellow or white and must be tucked in and worn with a belt
- Polo shirts may be white, yellow, navy blue, light blue or green, and can be untucked.
- Undershirts must have no writing visible through the uniform shirt. Undershirts and camisoles may extend up to 2” below the uniform shirt
- Long sleeve shirts worn beneath a short sleeve uniform shirt may extend beyond the short sleeve uniform shirts
- School sweatshirts, zippered black “blazers”, black zip fleece cardigan spirit wear or school cardigan sweaters (navy blue or green) may be worn with the uniform and another uniform shirt worn underneath
- No jackets, coats, hats, boots, or other outdoor apparel may be worn in the classroom (on non-uniform days as well)
- Shoes must have a fully enclosed toe and heel. No flip flops, slipper shoes, sandals, or beach shoes at any time.
- Tennis shoes must be worn on gym days
- Socks must be worn with shoes and must be a solid color.
- Leggings/tights can be worn under skirts only. They cannot be worn as slacks and must be a solid color.
- Leggings must be ankle length and solid color – navy blue, hunter green or white. Socks must be worn with leggings.
- Uniforms must be clean, neat and unaltered. There should be no slit hems, unhemmed pants or skirts or holes in sleeves.
- No oversized or undersized clothing permitted.
- Spirit wear is reserved for non-uniform days and after school activities.

### **Non-Uniform Days and School Related Activities**

Participation in all non-uniform days is optional, but if a student chooses not to participate, they must be in school uniform.

The following items are ***not acceptable***:

- Leggings may not be worn as slacks
- Shower or beach shoes, flip flops, slipper shoes, or Heelies
- Non-uniform shorts
- Jeans may be worn, but not to programs or special events or competitions.
- Jeans with holes, tears, drags or sags
- Any apparel which promotes gangs is prohibited. This includes, but not limited to, chains, collars with studs or sharp objects and chains attached to clothing. Shirts must not display secular rock bands, alcohol or tobacco, or inappropriate wording or pictures
- Tight fitting clothes
- Bare midriff shirts or blouses, halter-tops, or tops with ‘spaghetti straps’

- Visible cleavage
- Torn or altered clothing
- Shorts shorter than 4” above the knee
- Pants with writing on the backside

At the discretion of the school administration, a student may be asked to modify his/her appearance. **Students who abuse this privilege may not be permitted to participate in future Non-Uniform Days.**

### **Hair Styles, Make-up and Coloring**

Hair coloring must look natural i.e.: Jet-black dyed hair, or colored hair spray is prohibited. Make-up should be natural in appearance and in limited quantities. No harsh black eyeliner, bright lipstick, etc. No extreme styles please.

Hairstyles must conform to the following guidelines:

- Hair must be neat and clean
- Hair may not extend below eyebrows or obstruct vision.
- Dreadlocks are unacceptable
- Males cannot wear braids or ponytails
- Males’ hair length cannot touch the collar.
- Facial hair must be clean and neatly trimmed.
- Hair extensions must be natural in color

### **Piercing and Tattoos**

- Boys may not wear any pierced jewelry or any kind of earrings. This includes all activities associated with the school.
- Girls may have pierced earlobes (no more than two earrings per lobe) and one cartilage.
- Pierced nose, eyebrows, lips, tongues, etc. are not permitted.
- Temporary tattoos may not be worn. If you already have a tattoo, it may not be exposed.
- Male students may not wear nail polish.

### **Extracurricular Activities**

Grove City Christian School asks that all students and their guests attending extracurricular activities dress in a manner that is appropriate and modest. Clothing worn to games or activities should follow the same standards as a “non-uniform day.” At the discretion of the school faculty, staff, and/or administration a student may be asked to modify their appearance. Students will be expected to honor the student code of conduct at extracurricular activities. Public display of affection or disrespect to any adult is not acceptable at school-sponsored events. School faculty, staff, and/or administration may observe, assess, and require modification of behavior. Students failing to comply will be disciplined and asked to leave the premises.

## **Electronics**

All portable music devices, handheld computing tablets, personal computers, e-readers, gaming devices, cameras, pagers, cell phones, laser pens, etc. are prohibited during school hours. These items must be turned off at all times and **may NOT be used during school hours**. Students violating this policy will have the device taken. The device may only be retrieved by a parent after school or the next day in the school office. The school assumes no liability for stolen or lost electronics. Students are not to call home or text during school hours.

## **Food Services**

Grove City Christian School contracts with a food service for all cafeteria needs. *Food for Thought* will handle the cafeteria for the 2011-2012 school year. They will have information posted through RenWeb and on our website.

## **Lockers**

Lockers will be assigned to students at the beginning of the school year. No student is to change this assignment without approval from the office. Anything that is displayed in or on the locker is subject to approval from the administration. The display of secular rock groups, alcohol or tobacco ads, scantily dressed men or women is unacceptable. Additionally, any racial or other offensive material is unacceptable.

Students will be asked to remove items that the administration deems inappropriate. No open containers of candy, food or drink may be stored in the lockers. Grove City Christian School cannot assume responsibility for items left in school lockers. If a student uses a lock, their locker combination must be submitted to their homeroom teacher.

## **Administering Medication to Students**

Students needing medication are encouraged to receive the medication at home, if possible. It is the student's responsibility to come to the school nurse / office to receive his/her medication. New authorization forms must be submitted at the beginning of each school year, signed by the parent and physician before any medication (prescription and non-prescription) can be administered.

The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.

1. The medication must be received at school in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping record of the amount of medication at school and for sending more when needed.
2. All medications, both prescription and nonprescription must remain locked in the school clinic with the exception of emergency medications that are self-administered (inhalers, Epi pens, insulin).
3. Students who self-administer (carry on their person) asthma inhalers, Epi pens, etc. must have the medication authorization form completed by their physician and parent stating they may do this. The school nurse must be notified when an inhaler is used. A special form for self-administered inhalers will be provided and must be filled out and signed by a physician.
4. Over-the-counter medication must be turned in to the school nurse / office with a medical authorization form provided by the school. No students are to have any medication on their person, in their desk or lunch box. The school office does keep cough drops for student usage. The home room teacher may hold non-prescription medications (such as cough drops) brought in with a note by the parent for student use.
5. All students who have a medication authorization form on file may receive Ibuprofen or Tylenol from the school nurse / office when needed.
6. All medication remaining in the building after the last day of school will be discarded.
7. No person who has been authorized by the school board or administration to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.

### **School Visitors**

Parents may visit the school at anytime, but will need class visits pre-arranged with the teacher. Preschool students should not come to the school. Please report to the receptionist's desk for a visitor's pass. School aged visitors are not permitted to attend school, including lunch, in the company of a student. Prospective students may make arrangements to shadow a student by contacting the school office.

### **Restricted Areas**

For the safety of all, the following rooms are restricted to authorized personnel only: Mechanical areas (i.e. HVAC rooms, electrical rooms, storage and supply rooms), and school workrooms. Students are not to visit the book store, church offices, food court or church facility without a pass from a school faculty or staff member during school hours.

# STUDENT ATTENDANCE REGULATIONS

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the time the school attended is in session. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused.

## School Day

Grove City Christian School begins at 8:00 a.m. and dismisses at 3:20 p.m. for students in grades 5-6. In accordance with Ohio Department of Education Operating Standards the school day for students in grades five and six shall consist of school supervised activities (excluding interscholastic athletics) or approved education of at least five hours excluding the lunch period.

## Reporting an Absence

Please call 875-3000 to report an absence. A follow-up note must be sent within two days of the student returning to school. **Without a dated written statement from the parent, doctor or court officer, the absence will be considered truant and the work may not be given credit.**

## Absences

- It is the student's responsibility to get work from the teachers. Assignments and quizzes/tests missed because of absences shall be made up within a period of time equal to the same amount of school time missed.

Students missing less than 2 periods will be counted tardy. Students missing more than two periods and up to four periods will accumulate a half-day absence. Students missing five or more periods will be counted as a full day absence. Students must attend half-day (four periods) to participate in after school activities.

- Students missing 7 days, excused or unexcused (or 7 periods of the same class) per semester (14 per year) will result in a mandatory parent conference
- Students missing 10 days, excused or unexcused (or 10 periods of the same class) per semester will result in Academic Probation (individualized contract made with each student with parents and principal.)
- **Students missing 12 days, excused or unexcused (or 12 periods of the same class) in the same semester will result in the student failing the semester**

Administration reserves the right to extend the absence count based on extreme circumstances.

## Tardiness to School and Class

Students that arrive late to school will be counted tardy. Four (4) tardies per nine weeks will equal one unexcused absence. Tardies for doctor and dentist visits will

not be counted against the student if it is verified by a written excuse from the physician or dentist.

### **Truancy**

Any student who is absent from school/class without his/her parent / legal guardian's permission or is absent from an assigned area within the school is considered truant.

### **Family Vacations**

Grove City Christian School strongly encourages families to schedule vacations and trips around the school calendar. If a family decides to take a vacation during the school year, the vacation form (found in the appendix) must be submitted to the school office prior to the vacation so that teachers will have the missed work ready upon the student's return. No work will be given early.

### **Sickness**

Students displaying any of the following symptoms are **not** permitted to attend school:

- A temperature of 100 degrees or more (or one to two degrees above the child's normal temperature with or without symptoms)
- Undiagnosed rash with other symptoms (i.e. fever, cough, sore throat, etc.)
- Vomiting or diarrhea
- Persistent cough
- Known communicable diseases (including but not limited to, lice, chicken pox, strep throat, measles, mumps, pink eye, fifth disease, ringworm, or scabies)

If your student is diagnosed with a communicable disease, please call the school office so we may alert other parents of potential risks. Students must be without a fever for 24 hours before they return to school. Please encourage your child to practice good handwashing at school, especially before lunch, to help protect them from the spread of infection.

### **Illness at School**

If a student becomes ill at school, the teacher will send the student to the school nurse / office with a written pass. The school nurse / office team will then assess the student and contact a parent listed on the emergency medical form. No student will be released from school without direct contact with a person listed on the student's medical form.

**Early Dismissal** All Intermediate School students must have a parent or guardian sign him/her out in the school office before leaving the building.

# STUDENT CONDUCT

The standard for student conduct has been developed to insure that a Christ-centered environment permeates the learning atmosphere of Grove City Christian School. Students at the school should be aware of the principles of Christian living that are found in the Bible. The standard of conduct gives students an opportunity for expression and application of these principles in daily experience. Every member of the school family, students, and staff alike must abide by the following:

- Be doers of the Word and not merely hearers (James 1:22)
- Imitate the conduct of the Lord Jesus (I Peter 2:21)
- Do only those things, which we know, will honor and glorify Christ (I Cor. 10:31)
- See our physical bodies as temples of the Holy Spirit (1Cor. 6:19)
- Dedicate our lives to the service of the Lord (Romans 12:1-2)
- Manage our time wisely (Colossians 4:5)
- Put others first, rather than ourselves (Romans 14:13)
- Involve ourselves in activities of positive influence (I Cor. 6:12)
- Avoid deliberate confrontations with temptation (James 1:14)
- Avoid activities where there is danger of addiction (I Cor. 6:12)

All students are expected to be respectful and courteous to others at all times. This is exhibited by orderliness, cooperation, quietness, polite conversation (including the use of “please” and “thank you”) and proper response to correction. Students will address teachers and staff members as Mr., Mrs., Dr., Miss, or Ms. on all occasions.

In addition to inappropriate behavior at school, student misconduct outside of school hours and off of school property will be addressed and may result in disciplinary action if it adversely affects the school community.

## Student Rewards

Throughout the school year various types of rewards will be given to students who have good grades and exemplify a Christ-like attitude toward teachers, parents, administration, and other students. This will include (but not limited to) class parties, non-uniform days, special treats, and time in the Naz Cade.

## Expectations for Students

1. Students will sign and follow all rules outlined in the Grove City Christian Middle School Handbook.
2. Students will cooperate with their parents in achieving excellent school attendance.
3. Students will take all written correspondence, reports, information letters and disciplinary forms home to their parents.
4. Students will respect all in authority over their education and well-being while on school grounds or on the bus.
5. Students will strive to complete all assignments.

6. Students will learn to deal with conflict in a positive manner while learning respect and love for others.
7. Students will learn godly character and use it on a daily basis while striving to have good citizenship, good study habits, self-motivation, and self-discipline.
8. Students will be good stewards and care for the textbooks as well as school property and equipment.

### **Expectations for Parents**

1. Parents will be responsible for reading and signing the Student Handbook. Support of the guidelines is imperative for good relationships between parents and teachers.
2. Parents will ensure that students arrive on time to school everyday unless the student will be absent for the day. The parent is responsible for notifying the school of any absences.
3. Parents will complete the emergency medical form provided by the school. If there are any changes throughout the year, please notify the school.
4. Parents will attend parent-teacher conferences per teacher request. If a face-to-face conference is not possible, please make alternate arrangements (phone conference).
5. Parents are responsible to make timely tuition payments. Lab fees for science, art, etc., must be paid at the time the student's schedule is issued.
6. Parents are responsible to stay updated with their student's grades through the school website.
7. If a concern arises with a teacher, we respectfully request that the following process be adhered to in order to be in accordance with Biblical principles.
  - Parents contact the involved teacher to resolve issue
  - If no resolution, parents contact the school principal

### **Expectations for Faculty and Staff**

1. The staff will plan, instruct, and effectively monitor all academic, behavioral, and spiritual progress of the students in their care.
2. The staff will be responsible for the distribution, explanation and enforcement of the guidelines that have been set forth in the Student Handbook.
3. The staff will model the required behavior that is expected from the students and parents of GCCS.
4. The staff will act in accordance with the guidelines set forth in the staff handbook.
5. All staff will work with students and parents to create godly resolution of conflicts outlined in Matthew 18.
6. The staff will encourage and guide all students toward their greatest spiritual and academic potential. At times, this may include necessary discipline.
7. The staff will encourage open communication with students and parents by providing opportunities for conferences, phone calls, and progress reports.

## Discipline Policy

Intermediate school students will be disciplined with age appropriate consequences. In the Intermediate School each teacher will follow a classroom management policy that will be explained to the students at the beginning of the year. Repeated disobedience, or attitudes or behavior which is not in harmony with Christian principles or school rules will be addressed by the following leveled approaches:

1. Verbal redirection
2. Loss of privileges
3. Notifying parents of behavior (written or verbal notice)
4. Removal from class and sent to the office
5. Lunch or after school detention
6. Conference with parents
7. Restitution (pay for damages)
8. Suspension – In-School or Out-of-School
9. Probation
10. Withdrawal or Expulsion

There are four levels to the discipline policy. Disciplinary measures will be as follows:

**Level 1 - Minor Offense:** Parents notified, students may lose activity period or other privilege.

**Level 2 - Intermediate Offense:** Parent Conference and detention for first time offenders. Repeated offenses will graduate the student to the next level of punishment.

**Level 3 - Major Offense: In-School or Out-of-School suspension.** Repeated infractions will graduate the student to the next level of punishment.

**Level 4 - Zero Tolerance:** Students may be expelled

### Level One Offenses

Teachers use a “Notice of Correction” system monitored by the lead teacher and principal.

Level One offenses include, but are not limited to:

1. Dress code violations
2. Classroom disruptions or interference with classroom activity
3. Repeatedly coming unprepared to class
4. Misusing a hall pass or not having a hall pass when necessary
5. Inappropriate behavior in chapel or other assemblies
6. Failing to use appropriate school entrances and exits
7. Food or beverage outside of lunchroom

**Note: Level One Offenses \*\*4 write-ups result in one detention \*\***

### Level Two Offenses

Level two offenses will result in a parent conference and an automatic detention.

Level two offenses include, but are not limited to:

1. Public displays of affection
2. Misuse of technology or any equipment in the church/school
3. Inappropriate language including profanity, racial slurs, sexual innuendo, etc.
4. Lying or false witness
5. Disrespect to others: teachers, staff, coaches, parents, and students
6. Using an electronic device during school hours.

### **Level Three Offenses**

Level three offenses may result in immediate suspension and/or expulsion. The number of days will be determined by the administration. Many of these offenses are punishable by the law. If necessary, law enforcement will be brought in to determine if charges need to be filed.

Level Three offenses include, but are not limited to:

1. Sexual contact with another
2. Theft
3. Aggressive acts, gestures or verbal threats directed at others
4. Bullying
5. Cheating
6. Insubordination (Failure to accept discipline or punishment)
7. Fraud or forgery
8. Damage or destruction
9. Inappropriate use of janitorial cleaning or disinfectant supplies
10. Truancy
11. Possession of tobacco or related products

### **Level Four Offenses – Zero Tolerance**

Level Four offenses include, but are not limited to:

1. Acts of arson
2. Possession, use, and/or transmission of dangerous weapons (i.e.: guns, knives, mace, pepper spray, etc.)
3. Physical violence/assault
4. Attempt to incite panic (i.e. bomb threats, reporting a false emergency, etc.)
5. Possession, use and/or transmission of any pornographic materials

### **Suspensions**

When a student is assigned a suspension for any reason they will be given an unexcused absence for the number of days suspended. After two suspensions for any reason, expulsion from Grove City Christian School may occur.

Any request for an appeal of a out-of-school suspension or expulsion must be made to the school principal within twenty four hours after receipt of the out of school suspension/expulsion notice. If further appeal is necessary, parents may file a grievance request through the principal for a hearing with the school board's grievance committee.

When a student is assigned an **in-school suspension**, he/she will be assigned to a specific location within the school to report for the regular school day. Students will receive 50% of the earned grade for homework completed during an in-school suspension. Missed tests and quizzes can be taken for full credit.

A student assigned an **out-of-school suspension** may not be on school grounds during the period of suspension. This precludes his/her participation in after school activities during the period of suspension, and the student is not permitted to participate in extra-curricular school activities during the suspension period. Students are expected to make up all homework and will receive 50% of the grade earned . Missed tests and quizzes will be valued at 60% of the grade earned.

If a student receives two out of school suspensions, parents and students will meet with the school principal to enter into a contractual agreement concerning the terms of their ability to remain at the school. Breaking this contract will result in immediate dismissal.

### **Internet Access**

Most of the computers in the school have Internet access or capability to have Internet access. A history is recorded of all sites visited at each computer. Any student who chooses to visit sites pertaining to gambling, sexually oriented material, cult-oriented sites (i.e. fortune telling), or non-approved games will be immediately suspended from using the computers. This suspension from the computer lab may last the entire school year. If a student accidentally stumbles across an inappropriate site, it is the responsibility of the student to immediately summon a teacher for assistance.

Internet access will be closely monitored. Students visiting Internet sites that would be considered controversial will lose all Internet privileges.

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## **Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy**

**Per House Bill 276 this policy was approved by the GCCS School Board on November 2007.**

The policy is based on the belief that this school must provide physically safe and emotionally secure environments for all students and all school personnel. It is the goal of the Board through this policy to enhance/create positive learning and teaching environments. The Board defines a positive climate as one that emphasizes and recognizes positive behaviors, evokes nonviolence, cooperation, teamwork, understanding and acceptance toward all students and staff in, and in transit to and from, the school environment – recognizing that each person was created in God's image and is a true gift from God.

It is the policy of the Grove City Christian School Board that any form of bullying behavior, whether in the classroom, on recess, at lunch, on church/school property, or at school-sponsored events, is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The school's commitment to addressing such prohibited behaviors, however, involves a multi-faceted approach which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty, parents or school personnel.

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

### **Definition of Terms**

Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student and the behavior both:

- Causes mental or physical harm to the other student;
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student and the behavior both:

- Causes mental or physical harm to the other student/school personnel
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether

such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the GCCS Board and/or administration.

### **Types of Conduct**

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include but not limited to:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries) i.e. MySpace, Xanga, Facebook, etc.;
  - Sending abusive or threatening instant messages;
- Using camera phones to take embarrassing photographs of students and posting them online,
- Using Web sites to circulate gossip and rumors to other students;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### **Complaint Processes**

Students and/or parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal for review and action.

### **Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A

school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

## **School Personnel Responsibilities and Intervention Strategies**

### **Teachers and Other School Staff**

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

### **Administrator/Principal Responsibilities**

#### **Investigation**

The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against “harassment, intimidation or bullying.”

### **Non-disciplinary Interventions**

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. Counsel will also include looking into God’s Word for guidance and a time of prayer.

### **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the GCCS Board Grievance Committee. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

## **Reporting Obligations**

### **Report to the Parent or Guardian of the Perpetrator**

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

### **Reports to the victim and his/her parent of guardian**

If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

### **List of verified acts of harassment, intimidation or bullying**

A requirement that the school's administrators semiannually provide the president of the school board a written summary of all reported incidents. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

### **Police and Child Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. Grove City Christian School must also investigate for the purpose of determining whether there has been a violation of GCCS Policy or Procedure, even if law enforcement is also investigating. All GCCS personnel must cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying/harassment/intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.

### **Drug and Alcohol Policy**

Grove City Christian School students shall not possess, use, sell, give or otherwise transmit or be under the influence of any drug or alcohol or related paraphernalia on school property or at school sponsored events. All items will be confiscated and immediate suspension will occur. Proper authorities will be notified.

### **Textbook and Property Damage**

At the beginning of each school year, each student will be issued all textbooks and supplemental material needed to complete his or her coursework. All non-consumable textbooks must be covered. Students will be charged for the replacement of any book that is lost or damaged. Any student who chooses to destroy school/church property will be charged for the repair and/or replacement of such property. Destruction of property can lead to expulsion from GCCS.

## **ACADEMIC INFORMATION**

Grove City Christian School exceeds the requirements set forth by the State Board of Education and is chartered by the State of Ohio. Grove City Christian School is also a member of the Association of Christian Schools International.

The academic program is designed to help the students achieve a solid foundation in all subject areas. Along with the acquisition of facts and concepts in the areas studied, emphasis is placed upon development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized, along with a constant influx of new material. Since children differ in innate ability, we encourage and expect each student to do his or her best. We believe the traditional system of education develops the mind and builds character.

In keeping with an environment that promotes honesty and integrity, academic dishonesty is a serious offense.

Students are expected to do their own work in and out of class. All assignments, projects, tests, quizzes, and exams are designed to assess students' understanding and any action that compromises that assessment is academic dishonesty. The following are examples of what GCCS considers academic dishonesty:

- 1) To copy any part of another's test, quiz, homework, project,

- worksheet or report.
- 2) To use or turn in another person's work in part or in entirety.
  - 3) To use or appear to look at review sheets, notes, or any other Information not permitted during tests, quizzes or exams.
  - 4) Not following directions given by the teacher such as using a calculator or other materials instructed not to use.
  - 5) Any communication with another student during a test, quiz or exam or about a quiz, test or exam that they have already taken.
  - 6) Plagiarize or use the ideas and/or writing of another without giving credit to the original author. The only information that can be used without documenting the source is information that would be considered common knowledge such as George Washington was the first president of the United States.
  - 7) Using an electronic device to store or communicate information to be used while taking a test, quiz or exam.
  - 8) Using any of the above methods to assist another in being dishonest academically.

Students who violate the Honor Code may receive a zero on the assignment or test and will serve a suspension because it is a level three offense. Any further violation during middle /high school will result in an Out-of-School Suspension and possible Expulsion.

Violations of the Honor Code are determined by the staff member who observes or discovers the infraction, by the student's admission, or by at least two witnesses who observe the incident. The principal and the staff member involved will then meet with the student and notify the parents of the violation and consequences.

## **Homework**

Completing homework is helpful for practicing and reinforcing skills or concepts being taught. It is important that each student completes his or her assigned work. It is also important that the student brings their work to class on the day and time it is due. In an effort to support the teaching of responsibility, students will not be allowed to call home for forgotten homework. RenWeb is to be used to help students remain accountable for their work, not to be used in place of their responsibility to record their assignments.

Homework assignments turned in one day late will receive a 50% deduction from the earned grade. Homework turned in more than one day late will receive a zero.

## **Project Policy**

Since projects are completed over an extended period of time, proper planning is essential to success. There is no excuse for projects to be turned in late. If a student is absent the day a project is due, the project must still be brought to school and turned in on time.

Projects one day late – 20% grade reduction

Projects two days late – 40% grade reduction  
Projects three days late – zero score

### **Test Policy**

If a student is absent on the day a test is given, the student is expected to make it up when he/she returns to school. If a student is absent on a day of review, and returns to school on the day of the test, the student is expected to take the test unless new information was reviewed in the classroom on the date the student was absent.

### **Evaluating Student Progress**

Grades serve as a written record to inform others of the student's progress in each course. Grades are important and permanent. Records follow the student if he/she transfers to another school.

Teachers use various methods to assess grades, including regular homework, quizzes, tests, attendance, reports, projects, oral presentations, demonstrations, recitations, and classroom participation. All work is converted to percentages. To determine the nine-week grade, the following grading scale will be used:

<b>A+</b>	<b>100 – 97</b>	<b>C+</b>	<b>79 – 77</b>	<b>F</b>	<b>59 - 0</b>
<b>A</b>	<b>96 – 93</b>	<b>C</b>	<b>76 – 73</b>		
<b>A-</b>	<b>92 – 90</b>	<b>C-</b>	<b>72 – 70</b>		
<b>B+</b>	<b>89 – 87</b>	<b>D+</b>	<b>69 – 67</b>		
<b>B</b>	<b>86 – 83</b>	<b>D</b>	<b>66 – 63</b>		
<b>B-</b>	<b>82 – 80</b>	<b>D-</b>	<b>62 - 60</b>		

### **Progress Reports**

Progress Reports will be mailed to parents at the completion of every nine weeks. Parents are strongly encouraged to monitor their student(s) progress through RenWeb. Interim status will be available to the parents of students in the middle of each nine-week grading period. Parents are always encouraged to ask questions and monitor the educational success of their students.

### **Honor Roll**

Honor Roll recognition is received each nine week grading period as follows:

- All A's      Every class must be greater than or equal to 90%
- A's and B's      Every class must be greater than or equal to 80%

### **Retention Policy**

Intermediate School students who fail a class in a core subject (math, literature, language arts, Bible, social studies and science) must repeat the grade level.

## **Incomplete Grade**

A student with an excused absence who has not made up work during a nine-week grading period is to receive an Incomplete (I) on his/her grade card. Failure to make up the work in the specified time period could result in a zero being given for all missed work and the nine week grade changed from an Incomplete to the appropriate letter grade earned. A student must comply with all course requirements to receive credit.

## **STUDENT ACTIVITIES**

There are many opportunities to get involved at Grove City Christian School and at the Grove City Church of the Nazarene. The church has programs for pre-school through high school. Active Jr. High and High School Youth Groups meet at the church. Call the church office for more information at 875-2551.

## **STUDENT TRIPS**

In an effort to provide the safest possible environment for the students of GCCS, this policy for student trips will be enforced on any and all trips that require students to be away from the property located at 4770 Hoover Road, Grove City, Ohio.

Any trip taken away from the school is a privilege, not a right, and students are required to represent our school, as well as our Lord, in a responsible and Christ-like manner. This privilege can be revoked as a disciplinary measure if deemed necessary by school administration.

- A representative from the school (teacher, board member, principal, administrator, coach) must accompany the group to represent the school and to be responsible for appropriateness of all decisions concerning the students while away from GCCS.
- School administration must approve all trip destinations and itineraries before students are allowed to select any desired trip and before any deposits are made. The Senior Trip location and Spring Break EFT Tour location require GCCS board approval.
- Parents must agree and sign all forms relevant to the cost of trip, chaperone/student rules and expectations, medical release forms, and any other forms deemed necessary by the school before student will be accepted to attend trip.
- All chaperones must be approved by the school administration and must follow all written and implied rules of conduct that are expected of an adult accompanying a Christian school student group.
- All rules for conduct and student dress held within the GCCS Handbook and the GCCS Athletic Handbook must be adhered to on any school-sponsored trip.
- Students will be held accountable for their behavior on the trip at the risk of being sent home at the parent's expense if they ignore the expectations.
- The school may not fund chaperones' trips, and chaperones should not expect fundraising efforts to benefit them. They will be fully responsible for their own expenses.
- All fundraising ideas must be approved by school administration.
- Parents are ultimately responsible for all expenses for their child if the fundraising efforts fall short of the goal.

- GCCS will not be responsible for any expenses incurred as a result of or by the trip unless prior approval by school administration has been obtained.
- For overnight trips, one parent will be required to stay in every hotel room with a reasonable number of students. (This may change with EF tours as per their regulations). Women must stay with girls, and men must stay with boys. The chaperone in charge will determine a designated “lights out” time. After that time, no one is to leave the room, and televisions are to remain off.
- Any television or movie watched in the room must be rated PG or G.
- Siblings are discouraged from accompanying student participants during off-campus activities. Those siblings who travel with parents must stay with parents at all times. They will not be included in outing activities.
- Boys are not permitted in girls’ rooms and vice versa. This will not be tolerated and could result in a student/students being sent home immediately. Even siblings must adhere to this rule.
- No alcohol/tobacco is to be used by chaperones or students.
- No public displays of affection (i.e. holding hands, kissing, hugging, etc.)
- If parents are going to be required to transport any child from GCCS, a school administrator, teacher, or school board member must grant approval. Upon parental agreement to transport GCCS students, that parent has therein given his/her express approval to abide by all rules herein stated. Written permission must be obtained from the parent if a non-custodial person wishes to take another child in their vehicle.
- Chaperones have the right to confiscate any materials students bring on the trip that they deem inappropriate for a Christian school group.
- GCCS students must ride in the transportation provided by the school unless prior written permission has been given to GCCS administration outlining the details of alternate transportation. Only the custodial parent will be allowed to remove his/her child from any trip to his/her own vehicle (e.g. away sporting events.)

## **RIGHT TO REVISE**

Grove City Christian School reserves the right to revise all or any portion of the contents of this handbook at any time with or without prior notice. If revisions are made, a written notice will be given to students enrolled at GCCS.

# APPENDICES

**GROVE CITY CHRISTIAN SCHOOL  
VACATION POLICY FORM**

Many times a family may choose to remove their children from school to participate in family vacations. Time with the family is valued, please consider that some students are unable to recuperate from an extended absence outside of the classroom.

Classroom learning can not be duplicated with worksheets and reading assignments. The hands-on application, question and answer sessions, and the oral communication is invaluable when learning new concepts.

As children grow older, the skills that are being taught in the classroom become more complex. Many times, parents are unable to explain some of the concepts and students miss out on the opportunity of classroom discussions. Therefore, we ask that you prayerfully consider all of the consequences before pulling your student out of school for vacations.

If you choose to take a vacation during the school year, please understand that the following policy has been implemented to help manage the time of our teachers and not infringe on classroom instruction.

\_\_\_\_\_ will be leaving school on \_\_\_\_\_ and returning to school on \_\_\_\_\_. I understand that my student will not receive any work before vacation, but will have the same number of days missed to make up the work. If additional assistance is needed by the teacher to re-teach a skill, I understand that an appointment can be made after school and a fee per hour will be charged.

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Parent's Signature

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Date

**HANDBOOK POLICY AGREEMENT**

Family Name \_\_\_\_\_

**Our family has read the Grove City Christian School Student Handbook and agrees to abide with these established rules and standards of our school.**

**We agree to partner with the school regarding all aspects of our child’s experiences at GCCS.**

**We hereby grant Grove City Christian School permission to use my child’s picture, image, and/or likeness for official school purposes without any further notice.**

\_\_\_\_\_  
**Parent’s Signature** **Date**

**I, a student at Grove City Christian School, understand that I will be held accountable for my actions. I am responsible for all class assignments and will at all times conduct myself in a way pleasing to God. I have read the Handbook and agree to abide by the established rules and standards of our school.**

\_\_\_\_\_  
**Student’s Signature** **Date**

\_\_\_\_\_  
**Student’s Signature** **Date**

\_\_\_\_\_  
**Student’s Signature** **Date**

***PLEASE RETURN THIS PAGE TO YOUR HOMEROOM TEACHER BY SEPTEMBER 6.***