

Grove City Christian School



Elementary K - 4 Handbook

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Revised 2009/2010



Welcome to Grove City Christian School!
We are glad that you have selected GCCS to be your school!
Together, we will continue a journey of learning,
building friendships, traditions,
and our knowledge of Jesus Christ and His perfect will for each of us.

Looking forward to a great year together!

Mrs. Cindy Bigelow
Elementary School Principal

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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 compete 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.” I 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

Dr. Stephen Fisher, Chair
Elizabeth Lauron, Vice Chair
Tony Brackman, Treasurer
Sonya Stretch, Secretary

ELEMENTARY HANDBOOK

GENERAL SCHOOL OPERATION

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.

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 Educational Apparel, LLC	
	2759 Martin Road.	3840 Lacon Road
	Dublin, OH 43017	Hilliard, OH 43026
	336-2040	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
- Shorts may be worn from March 1 to November 1 and should be no shorter than 4" above the knee
- Belts will be worn with oxford or other shirts that are tucked in
- Jumpers (grades K – 2) must be school plaid
- Skirts (grades 3-4) must be school plaid, navy, or khaki as listed with the vendors
- Jumper and skirt length must be to the top of the knee or longer
- Oxfords may be light blue, yellow or white and must be tucked in
- Polos may be white, yellow, navy or green and may be untucked
- School sweatshirts or school cardigan sweaters (navy or green) may be worn with the uniform
- No jackets, coats, hats, boots, or other outdoor apparel may be worn

- in the classroom
- Shoes must have closed toe and heel (No sandals, flip flops, slipper shoes, or open toe shoes or crocs).
- Tennis Shoes must be worn on gym days
- Socks or tights must be worn with shoes and must be a solid color.
- Leggings can be worn under jumpers and skirts only.
- Leggings must be ankle length and solid color – navy blue, hunter green or white. (socks must be worn with leggings)
- Uniforms must be clean and neat and unaltered
- Undershirts must be only visible at the neck with no writing visible through uniform shirt and may not extend below uniform shirt.
- Spirit wear needs to be reserved for non-uniform days and after school events.
- Shorts or tights must be worn under skirts and jumpers for the purpose of modesty.
- Spirit-wear sweatshirts may be worn in the classroom

Non-Uniform Days

On occasion, the administration will permit special non-uniform days.

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

- Sandals, flip flops, open toe shoes, crocs, and hee-lies
- Jeans may be worn, but not to programs, competitions, or special events
- Leggings cannot be worn as pants
- Jeans may not have any sags, drags, rips, or tears
- Any apparel which promotes gangs is prohibited. This includes chains, collars with studs or sharp objects and chains attached to clothing. Shirts must not display secular rock bands, alcohol or tobacco
- Tight fitting clothes
- Bare midriff shirts or blouses, halter-tops, or tops with ‘spaghetti straps’
- Torn or defaced clothing
- Shorts shorter than uniform shorts
- Dress or skirts shorter than top of knee

At the discretion of the administration, a student may be asked to modify his/her appearance.

Hair Styles, Make-up and Coloring

Hair coloring must look natural i.e.: Jet-black dyed hair, or colored hair spray is prohibited. No extreme styles will be permitted.

Hairstyles must conform to the following guidelines:

- Hair must be neat and clean
- Vision must not be obstructed
- Dreadlocks are unacceptable
- Boys can not wear braids or ponytails
- Boy’s hair length can not touch the collar.

- No makeup is to be worn.

Discretion is left to the administration. Parents, we appreciate your support of this policy.

Piercing and Tattoos

- Boys may not wear any pierced jewelry or any kind of earrings
- Girls may have pierced earlobes (no more than two earrings per lobe)
- Pierced ear cartilage, eyebrows, lips, tongues, etc. are not permitted
- Temporary tattoos may not be worn
- If you already have a tattoo, it may not be exposed
- Boys may not wear nail polish

Appearance at Extra-curricular Activities

Grove City Christian School asks that all students and their guests attending extra-curricular activities dress in a manner that is appropriate and modest. Clothing worn should follow the same standards as a “non-uniform day.”

At the discretion of the faculty, staff, and/or administration, a student may be asked to modify their appearance or behavior. 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 appearance/behavior. Students failing to comply will be asked to leave the premises.

Electronics

The use of portable music or gaming devices, cameras, pagers, cell phones, laser pens is prohibited during school hours (8:20 – 3:25). These items must be turned off and may not be on the student’s person during school hours. Students violating this policy will be asked to deposit the electronic devices at the school office for parents to retrieve at the end of the day. The school assumes no liability for these items.

Electronic planners are not allowed in the elementary school.

Food Services

Grove City Christian School contracts with a food service for all cafeteria needs. *Food for Thought* will handle the cafeteria for the 2009-2010 school year. *Food for Thought* will provide lunch room information via the “Friday Flash”.

Library/Computer Lab

All elementary classes will have a weekly opportunity to visit the library and check out books and receive weekly instruction in the computer lab. It is a privilege afforded to all students who choose to obey the rules posted.

Students who wish to come to the library/computer lab with teacher permission must arrive with a pass from their teacher. The librarian/ teacher will then determine if there is enough room in the library/lab for additional students. Once students check into the library/lab, no one may leave during a period unless permission is received from the library/teacher in charge.

Lockers

Lockers will be assigned to students in grades 3-4 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 are unacceptable. Students will be asked to remove items that the administration deems inappropriate.

GCCS cannot assume responsibility for items left in school lockers.

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. Elementary Students must have nursing supervision to self-administer asthma inhalers, epi pens, etc. must have the medication authorization form completed by their physician and parent stating they may do this.
3. Over the counter medication (i.e.: cough drops) must be turned into 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.
4. All students grades K-5 who have a medication authorization form on file may receive Ibuprofen or Tylenol from the school nurse / office when needed.
5. 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).
6. 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.

7. All medication remaining in the building after the last day of school will be discarded.

School Visitors

Parents are encouraged to visit the school at anytime. All visitors to the school must report to the receptionist desk for a visitor's pass. Preschool and school aged visitors are not permitted to attend school, including lunch in the company of a student. Parents of prospective students must schedule an appointment.

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 8:20 a.m. and dismisses at 3:25 p.m. for students in grades K-4 (3:15 for students riding the bus). In accordance with Ohio Department of Education Operating Standards the school day for students in grades 1-5 shall consist of school supervised activities (excluding interscholastic athletics), or approved education of at least five and one-half 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 when the student returns to school. Failure to submit a note may result in the absence being unexcused. It is the student's responsibility to see that missed work is completed.

Excused Absence

To be excused, a written statement from a parent, physician, or officer of the court must verify the absence.

- A doctor or dental appointment that is verified by a medical statement, required court appearance, personal illness, illness in family, death of a relative,

observance of religious holiday, family emergencies, school related field trips, performing arts opportunities, school related functions, and special “take your child to work days” are excused. Administration reserves the right to excuse situational events not listed.

- Work missed may be made up without penalty. It is the student’s responsibility to get work from the teachers. Assignments and class work missed because of absences must be made up within a period of school time equal to the same amount of school time missed, or a grade penalty may be given.

Unexcused Absences

Absence for any reason not listed as excused will be considered unexcused.

- It is expected that all students will make up missed work due to absences for any reason
- Students are permitted five unexcused absences for events such as vacation, hunting, moving, travel, etc.

Half Day/Full Day Absences

Students arriving after 10:00 or leaving before 2:00 will be counted with a half- day absence.

Total Absences

Students missing:

- 7 days per semester (14 per year) will result in a mandatory parent conference
- 10 days per semester (20 per year) will result in Academic Probation (individualized contract made with each student and principal)
- 12 days per semester (24 per year) will result in the student failing the class

Administration reserves the right to excuse absences based on situation.

Tardiness to School and Class

Students that arrive late to school or class will be counted tardy. At all grade levels (K-4), four tardies per nine weeks will equal one unexcused absence. Tardies that are due to a doctor/dental appointment verified by a doctor/dentist excuse will not be counted against the student.

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 in so that teachers will have missed work ready upon the student’s return. The days absent will fall under the category of unexcused absences.

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 truant.

Sickness

Students displaying any of the following symptoms will **not** be 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 watch for symptoms in other students as well.

Students must be without a fever for 24 hours before they return to school.

Please encourage your child to practice good hand washing 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. A parent must come to school and pick up his/her child if any of the above listed symptoms have occurred. No student will be released from school without direct contact with a person listed on the student's medical form.

Early Dismissal (on occasion)

Students in grades K-4 must have a parent or guardian sign them 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., or Miss on all occasions.

Problem Resolution

If a problem arises with a teacher, the following process is to be utilized:

- Parents contact the involved teacher to resolve issue
- If no resolution, parents contact the school principal
- If still no resolution, parents contact the GCCS School Board. The School Board Grievance Committee will meet as needed for final resolution

Discipline Policy

Elementary students will be disciplined with age appropriate consequences. In elementary school each teacher will have a classroom management policy that will be distributed at the beginning of the school year. Please refer questions to the teacher first, then to the administration if further explanation is needed.

We exist to support the Christian home and church, and therefore believe that working with parents is very important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior, which is not in harmony with Christian principles, one or a combination of the following approaches, may be utilized as the situation warrants:

- Verbal warning
- Removal of privileges
- Parents notified
- Removal from a particular class and sent to class
- Conferences
- Corporal Punishment
- Suspension
- Probation
- Withdrawal from school

- Expulsion

Suspensions

A student assigned a **suspension** (either in-school or out-of-school) 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. Students are expected to make up work to keep current. Missed tests and quizzes will be valued at 60%.

When a student is assigned a suspension for any reason they will be given an unexcused absence for the number of days suspended.

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

After two suspensions for any reason, expulsion from Grove City Christian School may occur. Students will have the opportunity to present evidence in their behalf for out of school suspension and expulsion situations to the school administrator and/or the Grove City Christian School board's grievance committee at the request of the parent.

The following types of misconduct may result in suspension, or further discipline:

- Theft, damage or destruction of personal, church, or school property or possession of stolen personal, church, or school property
- An act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe
- Gambling
- Possession and/or transmission of pornographic or inappropriate material (CD's, videos, magazines, pictures, DVD's, etc.)
- Sexual contact with another or public displays of affection
- Sexual harassment, assaults, acts, or gestures directed toward students or other individuals
- Disruption or interference with any school classroom or school activity
- Insubordination, disrespect, including intentional interference with the teacher's conducting of the class, failure to obey a reasonable request, or failure to identify oneself to school personnel when requested.
- Use of profane, vulgar, or other improper language
- Stealing and/or cheating on tests or other school assignments
- Lying
- Truancy and other unexcused absences from class or school
- Fraud or forgery of school or parental documents
- Failure to accept discipline or punishment
- Misuse of technology or any other equipment located within the church and/or school

Zero Tolerance (All Grades)

Grove City Christian School will exercise zero tolerance for the following behaviors. Expulsion may be recommended.

- Verbal or written threats by students to another student or staff member.
- Physical fighting.
- Carrying or concealing any weapon, or any item with a similar appearance of a weapon, ie. pocket knife, ammunition, pepper gas, gun, starter gun, fire crackers, etc. (items will be confiscated).
- Possession of and or selling of illegal drugs.

Immediate punishment will occur and the police may be notified depending on the violation.

Drug, Tobacco 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. They shall not possess or bring on to school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use, or products that may mimic or condone tobacco or alcohol use. Tobacco, drug, and alcohol use by students and staff is prohibited. All items will be confiscated and immediate suspension will occur and/or expulsion.

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 textbooks must be covered. Students will be charged for the replacement of any book that is lost or significantly 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.

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.

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)
- 7) 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.
- 8) Using an electronic device to store or communicate information to be used while taking a test, quiz or exam.
- 9) Using any of the above methods to assist another in being dishonest academically.

Usually students who are involved in academic dishonesty will receive a zero on the assignment or test and may be suspended.

Elementary Student Expectations

Elementary Student Expectations –Grades K-2

There will be no homework for grades K-2. However, elementary students will have required weekly assignments that may include (but not limited to) Bible verses, spelling word list, reading sight word test, reading logs, math facts to memorize and math links. There may be special projects assigned to support curriculum. It is imperative that a

positive disciplined lifestyle be taught at a young age. Therefore, parental support is required.

Homework-Grades 3-4

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 work is brought to class 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. Homework turned in one day late will receive no less than 50% credit. After two days late, missed homework will receive 0% credit.

Please follow the homework policy outlined in your classroom manual distributed at the beginning of the year.

Project Policy (All Grades)

Projects are due on the date that is assigned. If a student is absent the day a project is due, the parent must contact the teacher that day to make arrangements to avoid a grade reduction. Since projects are completed over an extended period of time, proper planning is essential to success. Extended absences due to illness or tragedy will be taken into consideration.

- Projects one day late – 10% grade reduction
- Projects two days late – 20% grade reduction
- Projects three days late – zero score

Test Policy (All Grades)

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. Extended absences will be taken into consideration.

Evaluating Student Progress (All Grades)

Evaluation of student progress is an essential task of every classroom teacher. Evaluation marks serve as a written record to inform others of the student's progress in each course. Records follow the student if he/she transfers to another school. The grading marks are important and permanent. It is essential that the student understand how each teacher will determine the grade. The marks must be arrived at in a fair manner, which is applicable to all students. Each classroom situation provides the basis for day to day sampling of student work and behavior.

The following types of information in various combinations are frequently used by teachers to reach a nine week grade: test, quizzes, homework results, reports, projects, oral presentations, demonstrations, recitations, attitude, and classroom behavior. All work is converted to percentages. To determine the nine-week grade, the following grading scale will be used:

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

The grading system of O(outstanding), S+, S(satisfactory), S-, U(unsatisfactory) is used in Kindergarten. The grading system of O(outstanding), S+, S(satisfactory), S-and U(unsatisfactory) is used in Grade One in the following courses:

Art
 Computer
 Handwriting (gr. 1 and 2)
 Music
 Physical Education
 Science
 Social Studies

The grading system of A(excellent), B(above average), C(average), D(below average), and F(failing), including plus and minus, is used in all subjects grades second-fifth with exceptions noted above.

A parent/teacher conference will be mandated for students who receive a grade of D or F on a nine week report card. Failure of a core class (Bible, Language Arts, Reading, or Math) will result in the student not being promoted.

Honor Roll (Grades 4th and 5th only)

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%.

Progress Reports (All Grades)

Progress Report will be made available to parents every nine weeks. Interim reports will be made available electronically (via RenWeb) 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 student(s).

Elementary Promotion

Promotion to the next grade level in elementary school is based not only on grades, but maturity and responsibility. Students being considered for retention will be evaluated monthly beginning in February. The classroom teacher will give recommendations to the principal.

Parent conferences will be established and a plan of action will be determined. Promotion and/or retention decisions are made by the teacher and administration.

STUDENT ACTIVITIES

There are plenty of 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. Call the church office for more information at 875-2551.

STUDENT TRIPS

Field Trips

- 1. Classes are limited to three field trips per school year.**
- 2. No fieldtrips during testing week**
- 3. Students must wear school uniforms or fieldtrip T-Shirts for I.D. protection.**

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 4750 Hoover Road, Grove City, Ohio.

Any trip taken away from the school is a privilege 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, 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.
- 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 the student will be accepted to attend the trip.
- All chaperones must be approved by the school administration, are required to obtain a BCI and FBI background check 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 Elementary Handbook must be adhered to on any school-sponsored trip.
- Students must sign an “expected behavior” form. They will then be held accountable for their behavior on the trip at the risk of being sent home at 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. 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 less.
- 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 in a girl’s room and girls in a boy’s room 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.
- Any GCCS students transported by school or commercial bus/plane will abide by the following: GCCS recognized representative (school administrator, school board member, teacher, coach) has the right, at his/her discretion, to separate boys from girls by placing one group in the front of the transportation vehicle and one group in the back. This rule is a requirement, if the trip involves any overnight travel where students will be sleeping.
- Chaperones have the right to confiscate any materials (including but not limited to CDs, magazines, books, tee shirts, etc.) students bring on the trip that they deem inappropriate for a Christian school group. Students should remember that they are representing GCCS and our Lord and Savior, Jesus Christ, and therefore be prudent in their packing.
- No student’s (or chaperone’s) desire or behavior will be allowed to, in any way, harm the group as a whole. The school representative has the right to warn, reprimand, or act in accordance with the above stated penalties if the undesired behavior continues or warrants immediate attention.
- If a parent accompanying the trip has his/her own vehicle, he/she will be permitted to drive only his/her own child in that vehicle with the school representative’s approval. Written permission must be obtained from the parent if a non-custodial person wishes to take another child in their vehicle.
- 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

TUITION POLICY

Tuition Policy

Grove City Christian School operates primarily based upon tuition collection. In order to make tuition payments easier, GCCS adopted electronic payments utilizing FACT Management System. Tuition may be paid as follows:

The Grove City Christian School has a non-refundable tuition down payment of One Thousand Dollars (\$1,000) for all new incoming students that are entering grades 1 -12. This down payment will be due at the time of student's acceptance. The balance of the tuition will be due following one of the standard tuition payment schedules.

Tuition Payment Options:

- Option 1: One (1) annual payment of 100% of the payment due by the 15th day of July with a 2.5% discount received.
- Option 2: Two (2) equal payments due by the 20th of July and the 20th of January.
- Option 3: Ten (10) equal payments by way of the FACT management system on either the 5th or 20th of each month beginning in the month of July.
- Option 4: Twelve (12) equal payments by way of FACT management system on either the 5th or 20th of each month beginning in the month of July.

Tuition Delinquencies

- If parents are aware of pending delinquencies, a call to the school is appropriate. Administration will work with parents to establish a mutually agreeable payment plan.
- Parents failing to effectively communicate with administration and who become delinquent will be subject to the following penalties:
 - FACT management will attempt to take the payment for three subsequent payment cycles (5th and 20th of each month)
 - After three tries, FACT will charge parents a \$25 fee
 - Tuition that is more than two months delinquent will eliminate the student's ability to participate in any extra-curricular activities, i.e. sports, clubs, chapel band, and any school related travel
 - Tuition that is more than three months behind will result in the students withdrawal from the school
 - The student may be re-enrolled once the account is current (including all late fees) plus a \$100 re-enrollment fee.
- Each month's payment that is not paid in full by the last day of the month will be assessed a late fee of \$25 for each month that it is late.

- Accounts that have a check returned /automatic debit returned will be considered late and be assessed the late fee plus the returned check charge.

Return Checks

- Anyone writing a check to Grove City Christian School that is returned from the bank “unpaid” will incur a \$35 charge.
- All returned checks must be paid for in cash within 10 days of notification of the return

**GROVE CITY CHRISTIAN SCHOOL
VACATION POLICY FORM**

Many times a family may choose to remove their child(ren) 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.

Parent's Signature

Date

Family Name _____

