

GRACE BRETHREN CHRISTIAN SCHOOL

PARENT/STUDENT MANUAL ELEMENTARY



“We commit ourselves in love to train parents and children to obey God, instructing them through academic excellence to be salt and light in the world.”

TABLE OF CONTENTS

INTRODUCTORY INFORMATION

PREFACE	1
ACCREDITATION AND AFFILIATION	2
VISION STATEMENT	2
MISSION STATEMENT	2
CORE VALUES	2
STATEMENT OF FAITH.....	3
ADMINISTRATION	4
PURPOSE	5
EDUCATIONAL OFFERINGS	5
S.T.E.P. CENTER (Successful Techniques for Educational Progress).....	6
EDUCATIONAL PHILOSOPHY OF GBCS	8

GENERAL POLICIES AND PROCEDURES

ADMISSION PROCEDURES	16
PARENTAL STATEMENT	18
CLASS SIZES	20
ATTENDANCE POLICY.....	20
PROMOTION RETENTION POLICY	24
DISCIPLINE: ELEMENTARY.....	26
FIELD TRIP CHAPERONES	31
MEDICAL.....	32
CURRENT OR PROSPECTIVE STUDENTS DIAGNOSED WITH INFECTIOUS DISEASES	33
STUDENT HARASSMENT POLICY	38
FINANCIAL POLICY	40
FUNDRAISING AND OFFERINGS	43
MISCELLANEOUS.....	44

OTHER ELEMENTARY POLICIES

ELEMENTARY PHILOSOPHY	47
DRESS CODE	48
ELEMENTARY CURRICULUM.....	52
SCHOOL-WIDE NOTEBOOK SYSTEM	53
GRADING POLICY.....	55
HOMEWORK	56
MAKE-UP WORK FOR ABSENCES	57
AWARDS SYSTEM.....	58
CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	59
CHAPEL.....	59
PROGRAMS.....	60
PARENT/TEACHER FELLOWSHIP	60

INTRODUCTORY INFORMATION

PREFACE

This manual has been compiled to give our school parents full knowledge of the operating policies of Grace Brethren Christian School. It is our hope that your questions will be answered herein. These policies may be amended and supplemented. We shall issue supplemental policy sheets from time to time to update this manual.

Thank you for letting us help you train your child. We appreciate your interest in your child and the sacrifice that is involved. It is our sincere prayer that each life we touch will be more securely established in a faith relationship with God through Jesus Christ, and will manifest a healthy spiritual, intellectual, social and physical development.

Our school follows a policy of non-discrimination. No person is excluded from school attendance or employment because of race, color, sex, or national origin.

While it is not required that you or your child be a member of Grace in order to attend our school, we do encourage and invite you to visit our church and worship with us on any Sunday to become better acquainted with our ministries. Grace Brethren Christian School is an extension of the Grace Brethren Church of Greater Washington, as a ministry primarily to families of the congregation.

We are a Christ-centered, family-oriented, Bible-teaching ministry. The goal of our ministry is love stemming from a sincere faith, from a pure heart, and from a clear conscience. We are here to serve you.

No matter how well written a handbook is, it will only be as effective as those who live under it or carry it out. We invite you to join us in seeking to apply the spirit of the policies rather than just the letter. God who has called us to this important ministry has also equipped us for the work.

Please call the church office if we can be of any assistance to you.

In Our Savior's Love,

Jeff Thornley
Headmaster

ACCREDITATION AND AFFILIATION

Regionally, Grace Brethren Christian School is fully accredited by the Association of Christian Schools International (ACSI); Middle States Association of Colleges and Schools; and the Commission on International and Trans-Regional Accreditation (CITA/NCPSA). Accreditation is based on educational goals and programs, faculty qualifications, school organization, curriculum, media center, and facilities.

Grace Brethren Christian School is also approved by the Maryland State Department of Education.

VISION STATEMENT

Fully equipped students living out their God-given purposes in life.

MISSION STATEMENT

In serving God, parents and children, Grace Brethren Christian School commits itself in love to train parents and children to obey God, instructing them through academic excellence to be salt and light in the world.

CORE VALUES

G od-created, Christ-centered, biblically-based
R eaching the world for Christ
A cademic excellence
C ompassionate staff
E conomically sensitive to family affordability

I nspiring leadership
S tate-of-the-art facilities

STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature, become sinners (in thought, word, and deed) and consequently need redemption.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His present intercession for us as High Priest and Advocate.

We believe in that blessed hope, the personal imminent return of our Lord and Savior Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

ADMINISTRATION

Grace Brethren Christian School is a ministry of the Grace Brethren Church in Waldorf, Maryland.

Senior Pastor/Headmaster
Director
Director of Operations
Preschool Director & Extended
Care Director
Elementary Administrator
Registrar

Pastor Jeffrey M. Thornley
Lloyd J. Chadwick, Ph.D.
Mr. Wayne Knode

Mrs. Karen Taylor
Mrs. Joan Lucas
Mrs. Gloria Henning

School Board:

Composed of pastoral and lay representatives from GBC and other community churches.

Our Staff:

Dedicated Christian people, many of whom are members of the Grace Brethren Church. School teachers are qualified four-year degree holding teachers.

PURPOSE

1. Grace Brethren Christian School is an extension of the Grace Brethren Church of Greater Washington as a ministry primarily to the families of its congregation.
2. To serve, in the name of our Lord Jesus Christ, our community by providing loving Christian care and high-quality Christian education for children of supportive parents.
3. To provide a full educational curriculum developing the spiritual, mental, social, and physical facets of the child's personality and character.
4. To excite the child with the learning experience and to take full advantage of a child's natural desire to learn before he becomes disillusioned in his early quest for answers.
5. To serve God by creating the desire and love for Christ in each child, so that he will want to exemplify Him in all areas of his life; and to give the child a quality education designed to show that man's knowledge is a reflection of God's plan.

EDUCATIONAL OFFERINGS

8:30 A.M. - 3:00 P.M. Kindergarten through Fifth Grade

6:30 A.M.-6:00 P.M. Extended Hours Program
Kindergarten through Fifth Grade (Please see the
Extended Care Application for policies regarding this
program.)

S.T.E.P. CENTER (Successful Techniques for Educational Progress)

The S.T.E.P. Center is Grace Brethren Christian School's resource program. It is designed to assist students who have needs outside of the regular classroom instruction. There are seven programs available through the S.T.E.P. Center: Tutoring, Accountability, Search & Teach, Language Therapy, NILD Educational Therapy, and the Learning Lab. The goal of each of these programs is independence and success in the classroom and in life.

Tutoring: Individualized and group tutoring are available for students who experience temporary difficulties in a core subject area. Tutoring is contracted on an hourly basis. Students are pulled from the classroom two times a week for one-half hour or hour sessions. Tutoring is also available after school and during the summer.

Accountability: Accountability classes are designed for students who need help with organization, study skills and preparation for assignments and projects. It includes unlimited tutoring in all areas. It is NOT a regular study hall. The class is interactive and requires both parent and teacher support. Classes meet for a class period (grades 6-10) or for an hour.

Search & Teach: Search & Teach is an early intervention program for students in preschool through first grade who are at risk for reading failure.

Language Therapy: Language Therapy is designed for students who have been diagnosed with language related disabilities or deficits in reading, reading comprehension, spelling or handwriting. This intensive, individualized program retrains students using a curriculum that is phonetic, sequential (it builds only when the foundation is secure) and multi-sensory (visual, auditory, and tactile/kinesthetic). Students meet daily for 45 minutes to an hour. They can be given their language grades by the Educational Therapist.

NILD Therapy: NILD (National Institute for Learning Disabilities) Therapy is designed for students who exhibit deficits in visual, auditory, or cognitive reasoning. This program centers on stimulating deficit areas through intense individualized therapy, not compensatory techniques. Students meet twice a week for an hour and twenty minutes.

The Learning Lab: The Learning Lab is our resource room for students who need the advantage of smaller classrooms, more individualized attention and ability-level instruction.

Enrichment Program: The Enrichment Program at GBCS is designed for

students who enjoy the challenge of critical thinking, advanced reading, math enrichment and instruction in Latin.

Summer Programs: GBCS offers a variety of summer programs for students who are required, or desire review of the years' work in one or more than one subject area.

EDUCATIONAL PHILOSOPHY OF GBCS

The Primary Source of Truth

Acknowledging that the Bible is God's inspired, inerrant, infallible, all sufficient and authoritative Word, the philosophy of education at Grace is based on a God-centered view of truth and man as presented in the Bible. "For by Him all things were created . . . And He is before all things and in Him all things hold together." (Colossians 1:16,17) Truth is not based on feelings, circumstances or opinion, but is absolute and objective, and is the summation of what is taught through the Word of God (Ps. 119:60, John 17:17). This foundation of truth is essential to have a comprehensive, undistorted understanding of the world and all subjects therein. Truth is not a matter of personal preference, majority rule, the most recent opinion poll, or revisionary editing.

The Nature of Man

Man is created in the image of God, with the unique capacity to know and respond to God personally and voluntarily (Genesis 1:26,27). However, because man is a sinner by nature and choice he cannot, in this condition, know or honor God in his life (Romans 3:10,11,23). He can do this only by being born again (John 3:3), through receiving Jesus Christ as Savior and thus be enabled to do God's will, being conformed to His image, which is the ultimate purpose of his life (Ephesians 2:1-10; Romans 12:1,2). In light of man's sin nature, discipline for the moment is not necessarily joyful, but if consistently practiced will in time "yield the peaceful fruit of righteousness" (Hebrews 12:11). It is our nature to be inclined toward laziness and the path of least resistance. Children are no different and need the boundaries of instruction, discipline and encouragement to mature into responsible, diligent and secure young people (Ephesians 6:4).

The Responsibility to Educate

The Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord" (Ephesians 6:4; Deuteronomy 6:6,7; Psalm 78:4; Proverbs 22:6). As parents enlist the school to assist in this training process, we endeavor to become their co-laborers with the goal of guiding and directing the student in gaining knowledge, wisdom and understanding based on a proper and righteous fear of the Lord (Proverbs 1:7). As a school we seek to help train parents in God's wisdom for family life.

The Goal of Education

"The goal of our instruction is love from a pure heart and a good conscience and a sincere faith" (I Timothy 1:5). To produce students who speak with eloquence, have all faith and knowledge or sacrifice to the point of martyrdom would seem to arrive at the ideal. But according to I Corinthians 13:1-3, without love these admirable qualities become nothing more than noisy irritations, of no personal value and profit nothing. Jesus said that the two greatest commandments are:

You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. And a second is like it, You shall love your neighbor as yourself. Matthew 22:37,39

As a Christian school we are responsible and accountable to God to not only competently communicate the truth, but to do it with Christ's love. Therefore, the standard by which our efforts are measured are the attributes of love as cited and defined in I Corinthians 13:4-8a.

As educators we strive to achieve the balance of truth and love in our lives and in our teaching so that our students may "increase in wisdom and stature, and in favor with God and men" (Luke 2:52). Our ambition to avoid the excesses of compromise and indulgence, as well as harshness and self-righteous arrogance, is with the intent of equipping students that they might not be "deluded by persuasive argument or taken captive through philosophy and empty deception, according to the tradition of men, according to the elementary principles of the world, rather than according to Christ" (Colossians 2:4,8).

Our commitment is to thoroughly prepare our students in academics while at the same time grounding them in the love and wisdom of God according to His Word. We intend to avoid the bane of producing "intelligent fools." May God use His Word and His Spirit to raise up a generation of Godly leaders "who will be vessels for honor, sanctified, useful to the Master, prepared for every good work" (II Timothy 2:21).

From this philosophy stem certain aims and objectives:

1. Teach the Bible as God's inspired, authoritative Word, and cultivate a love and reliance upon it as our standard for living.

But know this first of all, that no prophecy of Scripture is a matter of one's own interpretation, for no prophecy was ever made by an act of human will, but men moved by the Holy Spirit spoke from God. II Peter 1:20,21

But his delight is in the law of the Lord,
And in His law he meditates day and night.
And he will be like a tree firmly planted by streams of water,
Which yields its fruit in its season,
And its leaf does not wither;
And in whatever he does, he prospers. Psalm 1:2,3

Every word of God is tested,
He is a shield to those who take refuge in Him.
Do not add to His words
Lest He reprove you, and you be proved a liar. Proverbs 30:5

2. Teach the whole counsel of God so that at the end of a student's schooling he has a grasp of the doctrines and interdependence of the Scriptures, not just isolated stories.

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work. II Tim. 3:16,17

The purpose of this is to--

- a. Provide opportunity for every student to accept and confess Jesus Christ as his or her Savior.

That if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation. Romans 10:9,10

- b. Instruct the student and pattern a thorough understanding and life application of the qualities of love as found in I Corinthians 13.

Love is patient, love is kind, and is not jealous, love does not brag and is not arrogant, does not act unbecomingly; it does not seek its own, is not provoked, does not take into account a wrong suffered, does not rejoice in unrighteousness, but rejoices with the truth; bears all things, believes all things, endures all things. Love never fails. I Corinthians 13:4-8a

- c. Inspire the student with a vision to serve God and others.

Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age. Matthew 28:19,20

Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others.

Philippians 2:3,4

- d. Train the student to share his faith through various approaches and methods.

But you shall receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth. Acts 1:8

- e. Teach a Biblical worldview integrated into all of the academic disciplines.

I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect. Romans 12:1,2

- f. Teach students to discern truth and error.

Let no one deceive you with empty words, for because of these things the wrath of God comes upon the sons of disobedience. Ephesians 5:6

3. Train students to be leaders in their personal, vocational and spiritual lives.

Have this attitude in yourselves which was also in Christ Jesus, who, although He existed in the form of God, did not regard equality with God a thing to be grasped, but emptied Himself, taking the form of a bond-

servant, and being made in the likeness of men. And being found in appearance as a man, He humbled Himself by becoming obedient to the point of death, even death on a cross. Philippians 2:5-8

Not that we lord it over your faith, but are workers with you for your joy; for in your faith you are standing firm. II Corinthians 1:24

But Jesus called them to Himself, and said, "You know that the rulers of the Gentiles lord it over them, and their great men exercise authority over them. It is not so among you, but whoever wishes to become great among you shall be your servant, and whoever wishes to be first among you shall be your slave; just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many." Matthew 20:25-28

4. Provide a level of excellence in academic instruction and achievement using the "Hebrew model" of teaching which is based on knowledge with the goal of obedience, not knowledge just for the sake of knowledge.

But prove yourselves doers of the word, and not merely hearers who delude themselves. James 1:22

That your faith should not rest on the wisdom of men, but on the power of God. I Corinthians 2:5

For in many dreams and in many words there is emptiness. Rather, fear God. Ecclesiastes 5:7

5. Teach the student to do whatever he does heartily, as for the Lord, not as men-pleasers.

And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father. Whatever you do, do your work heartily, as for the Lord rather than for men. Colossians 3:17,23

6. Teach children to be creative and responsible in the use of God's creation.

Thou dost make him to rule over the works of Thy hands; Thou hast put all things under his feet. Psalm 8:6

But one has testified somewhere, saying, "What is man, that Thou rememberest him? Or the son of man, that Thou art concerned about him? Thou hast made him for a little while lower than the angels; Thou

hast crowned him with glory and honor, and hast appointed him over the works of Thy hands; Thou hast put all things in subjection under his feet." Heb. 2:6-8

7. Teach civic duty in an effort to influence the community, the nation and the world by encouraging personal responsibility, the exercise of civic virtue and the shaping of individuals of independent character to reflect Christ.

You are the salt of the earth; but if the salt has become tasteless, how will it be made salty again? It is good for nothing anymore, except to be thrown out and trampled under foot by men. You are the light of the world. A city set on a hill cannot be hidden. Nor do men light a lamp, and put it under the peck-measure, but on the lamp stand; and it gives light to all who are in the house. Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven. Matthew 5:13-16

8. Teach gender distinctiveness as God's created order.

And God created man in His own image, in the image of God He created him; male and female He created them. Genesis 1:27

9. Help the child to develop self-discipline and responsibility from God's perspective, to govern oneself -- learning self-knowledge, self-mastery, and self-control.

All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness. Hebrews 12:11

Do you not know that those who run in a race all run, but only one receives the prize? Run in such a way that you may win. And everyone who competes in the games exercises self-control in all things. They then do it to receive a perishable wreath, but we an imperishable.

Therefore I run in such a way, as not without aim; I box in such a way, as not beating the air; but I buffet my body and make it my slave, lest possibly, after I have preached to others, I myself should be disqualified. I Corinthians 9:24-27

But have nothing to do with worldly fables fit only for old women. On the other hand, discipline yourself for the purpose of godliness; for bodily discipline is only of little profit, but godliness is profitable for all things,

since it holds promise for the present life and also for the life to come. I Timothy 4:7,8

Take pains with these things; be absorbed in them, so that your progress may be evident to all. Pay close attention to yourself and to your teaching; persevere in these things; for as you do this you will ensure salvation both for yourself and for those who hear you. I Timothy 4:15,16

10. Teach Biblical character qualities and provide opportunity for the student to demonstrate these qualities.

But the Lord said to Samuel, "Do not look at his appearance or at the height of his stature, because I have rejected him; for God sees not as man sees, for man looks at the outward appearance, but the Lord looks at the heart." I Samuel 16:7

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Galatians 5:22,23

11. Teach the student the respect for and submission to authority from God's perspective and the responsibility to pray for the authorities in his life.

Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. Therefore he who resists authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon themselves. For rulers are not a cause of fear for good behavior, but for evil. Do you want to have no fear of authority? Do what is good, and you will have praise from the same; for it is a minister of God to you for good. But if you do what is evil, be afraid; for it does not bear the sword for nothing; for it is a minister of God, an avenger who brings wrath upon the one who practices evil. Wherefore it is necessary to be in subjection, not only because of wrath, but also for conscience sake. For because of this you also pay taxes, for rulers are servants of God, devoting themselves to this very thing. Render to all what is due them: tax to whom tax is due; custom to whom custom; fear to whom fear; honor to whom honor. Romans 13:1-7

Obey your leaders, and submit to them; for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you. Hebrews 13:17

First of all, then, I urge that entreaties and prayers, petitions and thanksgivings, be made on behalf of all men, for kings and all who are in authority, in order that we may lead a tranquil and quiet life in all godliness and dignity. This is good and acceptable in the sight of God our Savior, who desires all men to be saved and to come to the knowledge of the truth. I Timothy 2:1-4

Children, obey your parents in the Lord, for this is right. Honor your father and mother (which is the first commandment with a promise), that it may be well with you, and that you may live long on the earth. Ephesians 6:1-3

12. Teach the student to memorize and meditate on God's Word and the value of this practice.

Thy word I have treasured in my heart, That I may not sin against Thee. Psalm 119:11

How blessed is the man who does not walk in the counsel of the wicked,
Nor stand in the path of sinners,
Nor sit in the seat of scoffers!
But his delight is in the law of the Lord,
And in His law he meditates day and night.
And he will be like a tree firmly planted by streams of water,
Which yields its fruit in its season,

And its leaf does not wither;
And in whatever he does, he prospers. Psalm 1:1-3

This book of the law shall not depart from your mouth, but you shall meditate on it day and night, so that you may be careful to do according to all that is written in it; for then you will make your way prosperous, and then you will have success. Joshua 1:8

13. Instruct the student, and model how to study the Word of God for himself.

Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth. II Timothy 2:15

14. Help the student develop a balanced self-image based on the truth revealed in God's Word that he might not think too lowly or too highly of himself, but think so as to have sound judgment.

For thou didst form my inward parts;
Thou didst weave me in my mother's womb.
I will give thanks to Thee, for I am fearfully and wonderfully made;
Wonderful are Thy works,
And my soul knows it very well.
My frame was not hidden from Thee,
When I was made in secret,
And skillfully wrought in the depths of the earth.
Thine eyes have seen my unformed substance;
And in Thy book they were all written,
The days that were ordained for me,
When as yet there was not one of them. Psalm 139:13-16

For through the grace given to me I say to every man among you not to think more highly of himself than he ought to think; but to think so as to have sound judgment as God has allotted to each a measure of faith. Romans 12:3

15. Guide the student into a Biblical attitude toward temporal and material things and their responsibility as a steward of what God has entrusted to them.

But godliness actually is a means of great gain, when accompanied by contentment. For we have brought nothing into the world, so we cannot take anything out of it either. And if we have food and covering, with these we shall be content.

But those who want to get rich fall into temptation and a snare and many foolish and harmful desires which plunge men into ruin and destruction. For the love of money is a root of all sorts of evil, and some by longing for it have pierced themselves with many a pang. But flee from these things, you man of God; and pursue righteousness, godliness, faith, love, perseverance and gentleness. Fight the good fight of faith; take hold of the eternal life to which you were called, and you made the good confession in the presence of many witnesses. I Timothy 6:6-12

Instruct those who are rich in this present world not to be conceited or to fix their hope on the uncertainty of riches, but on God, who richly supplies us with all things to enjoy.

Instruct them to do good, to be rich in good works, to be generous and ready to share, storing up for themselves the treasure of a good foundation for the future, so that they may take hold of that which is life indeed. I Timothy 6:6-12;17-19

Do not lay up for yourselves treasures upon earth where moth nor rust destroys, and where thieves do not break in or steal. But lay up for yourselves treasures in heaven, where neither moth nor rust destroys, and where thieves do not break in and steal; for where your treasure is, there will your heart be also. The lamp of the body is the eye; if therefore your eye is clear, your whole body will be full of light. But if your eye is bad, your whole body will be full of darkness. If therefore the light that is in you is darkness, how great is the darkness! No one can serve two masters; for either he will hate the one and love the other, or he will hold to one and despise the other. You cannot serve God and mammon. Matthew 6:19-24

16. Cultivate an appreciation of the Fine Arts and encourage development in the areas of literature, music and art to glorify God and edify men.

In unison when the trumpeters and the singers were to make themselves heard with one voice to praise and to glorify the Lord and when they lifted up their voice accompanied by trumpets and cymbals and instruments of music, and when they praised the Lord saying, 'He indeed is good for His lovingkindness is everlasting,' then the house, the house of the Lord, was filled with a cloud. II Chronicles 5:13

And do not get drunk with wine, for that is dissipation, but be filled with the Spirit, speaking to one another in psalms and hymns and spiritual songs, singing and making melody with your heart to the Lord; always giving thanks for all things in the name of the our Lord Jesus Christ to God, even the Father. Ephesians 5:18-20

God created the earth, the heavens, and everything in the earth. Then He declared it all very good. In the Garden He made trees pleasant to the sight, as well as good for food. His purpose was not completely utilitarian. Genesis 1, 2 Overview

Then David gave to his son Solomon the plan of the porch of the temple, its buildings, its storehouses, its upper rooms, its inner rooms, and the room for the mercy seat; and the plan of all that he had in mind, for the courts of the house of the Lord, and for all the surrounding rooms, for all the utensils of service in the house of the Lord.

'All this,' said David, 'the Lord made me understand in writing by His hand upon me, all the details of this pattern.' I Chronicles 28:11, 12, 19

17. Teach the student to reason logically and think in an orderly manner to arrive at a conclusion.

Through presumption comes nothing but strife.
But with those who receive counsel is wisdom. Proverbs 13:10

Do not answer a fool according to his folly,
Lest you also be like him.
Answer a fool as his folly deserves,
Lest he be wise in his own eyes. Proverbs 26:4,5

Seek the Lord while He may be found. Call upon Him while He is near.
Let the wicked forsake his way, and the unrighteous man his thoughts;
And let him return to the Lord, And He will have compassion on him; And
to our God, For He will abundantly pardon. 'For My thoughts are not your
thoughts, Neither are your ways My ways,' declares the Lord. 'For as the
heavens are higher than the earth, So are My ways higher than your
ways, And My thoughts than your thoughts.

For as the rain and the snow come down from heaven, And do not return
there without watering the earth, And making it bear and sprout, And
furnishing seed to the sower and bread to the eater; So shall My word be
which goes forth from My mouth; It shall not return to Me empty,
Without accomplishing what I desire, And without succeeding in the
matter for which I sent it. Isaiah 55: 6-11

18. Teach the student to develop and maintain his or her physical body as the temple of the Holy Spirit.

Or do you not know that your body is a temple of the Holy Spirit who is in
you, whom you have from God, and that you are not your own? I
Corinthians 6:19

In Conclusion

King Solomon evaluated all of the intellectual, creative, artistic, and amusing interests our lives can pursue in the book of Ecclesiastes. No individual before or after this king has had the breadth of opportunity, wealth of advantage or depth of experience he had. Therefore, his conclusion at the end of his life is most interesting and instructive.

The words of wise men are like goads, and masters of these collections are like well driven nails; they are given by one Shepherd. But beyond this, my son, be warned: the writing of books is endless, and excessive devotion to books is wearying to the body. The conclusion, when all has been heard, is: fear God and keep His commandments, because this applies to every person. For God will bring every act to judgment, everything which is hidden, whether it is good or evil. Ecclesiastes 12:11-14

As educators we must "remember our Creator in the days of our youth," (Ecclesiastes 12:1). In this passage, to remember means to act decisively, not unintentionally neglect God as we live out our lives. In order to pass on the things that matter most we dedicate ourselves to these goals.

GENERAL POLICIES AND PROCEDURES

ADMISSION PROCEDURES

In this section you will find matters that pertain to our admission procedures for students in grades K - Fifth.

A. Requirements for Admission

The following requirements have been established for admission to Grace Brethren Christian Schools:

1. Completion of all application paperwork with signatures and appropriate fee(s).
2. Satisfactory scholastic and behavioral records from previous school.
3. Satisfactory performance on a formal entrance test.
4. Health records and medical forms
 - a. Medical Forms. Maryland State law requires that the Health Inventory Form signed by the parent and the child's physician be on file for all students.
 - b. Immunization Record. Maryland State law requires students entering any school within the state to have the following immunizations—Poliomyelitis, small pox, diphtheria, rubella, pertussis and tetanus.
5. Kindergarten students must be five years of age by September 1 of the year of entrance.
6. Completion of parent interview.

NOTE: Since specialists are needed to properly educate children with special needs, and since we are unable to provide programs for them, we are unable to accept children:

- a. who have severe physical handicaps;
- b. who have certain learning difficulties;
- c. who are emotionally disturbed;
- d. who have a history of unruly or disruptive behavior.

B. Order of Enrollment

1. Currently enrolled students and children of members of Grace Brethren Church will be given first consideration. This includes siblings of students currently enrolled.
2. New applicants who expect to continue their education at Grace Brethren Christian School.

C. **Continuing Enrollment/Re-Registration Procedures**

To facilitate planning for the next school year, priority registration is held in February for returning students and members of Grace Brethren Church only. Space for the returning student cannot be guaranteed after registration opens to the public.

Requirements for Priority Registration: A completed registration application and the required registration fee returned within the priority registration period along with acceptance by the director and the subsequent payment required on June 1 guarantees placement for the next school year.

After the priority registration period, unfilled vacancies will be opened to the general public. Filled classes will have waiting pools of registrants who have been accepted contingent upon a vacancy and their placement.

June 1st Payment: The first tuition payment and the preschool supply fee or book rental fee is due June 1. Non-payment of the June 1 installment voids the student's registration.

GBCS retains final authority of acceptance/non-acceptance of an applicant and for grade placement.

D. **Waiting Pool**

1. A waiting pool of applicants will be formed when classes are full. (Openings often become available after June 1st.)
2. In order to become part of the waiting pool, your registration must be completed and the applicant accepted to the school.

JUNE 1 PAYMENT IS NOT REFUNDABLE
REGISTRATION FEE IS NOT REFUNDABLE
BOOK RENTAL FEE IS NOT REFUNDABLE
SUPPLY FEE IS NOT REFUNDABLE

PARENTAL STATEMENT

If my child is accepted at Grace Brethren Christian School:

1. I agree to have the applicants trained in accordance with the Statement of Faith of the Grace Brethren Christian School.
2. I agree to abide by the Parent-Student Handbook.
3. I agree to give the administration full authority to place the applicant(s) in the proper grade level(s).
4. I acknowledge the school's right to dismiss students who do not respect its spiritual standards or cooperate in the educational process.
5. I recognize the school's right to dismiss any student(s) whose parents are unsupportive and uncooperative.
6. I give permission for the applicant(s) to be disciplined according to school policy.
7. I agree to assume the responsibility for my child's education by supervising assigned homework and keeping in regular contact with my child's teacher.
8. I agree to support the school's activities through attendance and participation.
9. I agree to support the school's programs through prayer, volunteer help and financial gifts.
10. I grant permission for my child to go on scheduled field trips and school activities realizing they are a part of the curriculum.
11. I grant my permission to the school authorities to take the following steps in the event my child becomes ill or is injured under school supervision:
 - a. Contact a parent of the student and follow parent's instruction.
 - b. Contact the student's physician and follow his instructions, in the event neither parent can be reached.

- c. Use discretion in contacting a properly licensed physician and follow his instructions if the student's physician cannot be reached.

If in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint, and empower the director, or his designee, to furnish on my behalf, such written or oral authorization as may be required. Further, I release the director, or his designee, the School Board, and Grace Brethren Christian School and church from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

- 12. I understand to complete registration, the application and book fees must be paid. These fees are not refundable.
- 13. I agree to give four week's notice of my voluntary withdrawal of my child(ren). I understand that no fees will be refunded.
- 14. I have read the financial policy and agree to pay all my obligations therein.
- 15. I intend to have the applicant(s) enrolled for the full year.
- 16. I agree that I will provide health insurance coverage for my child while he/she is enrolled at GBCS. If my health insurance changes or is dropped, I agree to inform the school office and take immediate steps to replace that coverage.
- 17. I understand that I am responsible to submit all updated medical forms, birth certificate and transferred school records where applicable before my child can attend GBCS.
- 18. I understand that school records and transcripts will not be released until all fees and school financial obligations have been met.

SIGNATURE OF PARENTS/
LEGAL GUARDIANS:

DATE: _____

CLASS SIZES

Elementary School

Elementary classes have an average class size of:

Lower Elementary (K-3)	20-24
Upper Elementary (4-5)	22-24

There is an elementary assistant available to all teachers.

ATTENDANCE POLICY

General

1. Students are expected to be in school every day that school is in session. Absences will be excused for illness, doctor appointments, and for approved family trips. All absences, tardies and early dismissals must be excused in writing by a note from a parent or guardian explaining the late arrival, absence or early dismissal. An unsatisfactory reason will result in an unexcused tardy or absence.
2. **Parents are asked to inform the school prior to the beginning of the school day whenever their child will be tardy or absent.** This courtesy helps the teachers and office plan accordingly.
3. Any child not in his appropriate classroom when his class commences shall be marked absent.
4. Students with excessive absences will begin to notice a drop in their grades. This is a natural result of missing instruction time and classroom review. Consistent attendance is necessary to best benefit from good education.
5. Students entering school after 10:00 a.m. (Elementary) or leaving before 2:00 p.m. shall be credited with one-half day in attendance.
6. Students with an early dismissal leaving after 2:00 p.m. are not marked absent.

Tardiness/Late Arrivals

1. A student is marked tardy if he/she enters his/her classroom after 8:30 a.m.
2. All students arriving after 8:30 a.m. must report to the office to be signed in by a parent or carpool driver.
3. School work missed as a result of an unexcused tardy is not normally made up.
4. A note is required with all tardies.
5. An unsatisfactory reason will result in an unexcused tardy for children in K-5th grades. Parents are asked to inform the school whenever the child will be late or absent. This courtesy helps the teachers plan accordingly.

Arrivals

1. Students are to arrive to school no earlier than 8:15 a.m. each day.
2. Supervision will begin at that time outside of the child's classroom..
3. Students may be dropped off in front of the school between 8:15 a.m. and 8:30 a.m. to be escorted to their classroom by a school safety patrol, as needed.
4. Students may also be walked to their classroom by a parent. Parents are asked not to enter the classrooms, but say good-bye in the hallway.
5. Carpool Rooms: Carpool rooms have been established to supervise preschool and elementary students who come to school with middle or high school siblings or carpoolers. This room is run by parent volunteers and is offered as a courtesy for parents with students in both lower- and upper-level grades.
6. Early Dismissal: A parent is asked not to take a child out of class early unless the school office has been notified and the parent has signed for the child. These procedures are necessary for our records. A child who arrives late or leaves early must bring in a satisfactory note from the parent explaining the reason for the late arrival or early dismissal.
6. Student Pick-up: Students will only be released to their parents or individuals whose names are listed on the Emergency Information Sheet. If someone else, not indicated on the Emergency Information Sheet, needs to pick up your child, notification to the school must be made in writing.

Family Trips

We are not opposed to parents taking their children for trips that they deem valuable. However, we also recognize that no list of assignments is equivalent to students being in class. When work is requested for a planned absence, follow the guidelines below. The administration must approve all leave before assignments may be received.

1. Fill out a Pre-Planned Absence form, which can be downloaded from our website. Turn in to the school office at least two weeks prior to the trip.
2. Assignments are intended for the dates requested, but the teacher may change topics, assignments or activities to meet class needs.
3. Assignments may differ from those planned for students in attendance.
4. Completion of assignments does not replace classroom instruction.
5. Students are required to take the same exams and complete the same projects as other students. No test or project modifications are to be made because of instruction the student missed.
6. Teachers are not expected to "catch-up" students when they return. While teachers may be helpful, parents are assuming responsibility for the consequences of their child's absence.
7. Diligent effort upon return will be needed in order to catch up with tests and instruction missed.
8. Missed assignments will be completed and given to teachers on the student's first day of returning to school (or as determined before the trip.)

Closings/Holidays

1. **Holidays:** The following holidays are observed and school will be closed on: Labor Day, Charles County Fair Day, Columbus Day, Thanksgiving Day and day after, Christmas Day/Vacation, New Year's Day, Easter Vacation, Martin Luther King's birthday, President's Day, and Memorial Day. (Please refer to school calendar for specific dates and any additional days school will be closed.)
2. **Closings/Inclement Weather:** Our school follows the Charles County public schools with regard to delays, late openings, early closings and cancellations.

One-hour delay: All Programs--one-hour delay.

Two-hour delay: Preschool is closed. Kindergarten and Elementary open two hours late.

PROMOTION RETENTION POLICY

It is our desire to teach each child according to the individual's ability. Grade placement is more a social grouping than a true indication of a child's achievement. It is important that a child have an accurate estimation and understanding of himself. Thus, we would never refer to a child who is retained as a failure.

The home provides the key to a child's self-acceptance. If it is necessary to retain a child, the teacher and parents should make it understood to the child that this is an advantage for him not a setback.

As a rule, retention will be made on recommendation of the teacher and the director, pursuant to evaluating the child's emotional maturity in relation to his motor skills, social adjustment and mental achievement. While the school retains the right to determine all class placements, parents will be informed of any possibility of retention as soon as possible and no later than four weeks prior to the end of the school year.

Children will not be promoted if:

1. Emotional or developmental maturity hinders their ability to learn or exhibit self-discipline in the classroom. The "gift of time" will be given to those students in order to better help them attend and follow directions in class;
2. Academic grades fall below a "C" in three or more major subjects.

In summary, children will be promoted according to the effort and achievement that they make as evaluated by the teacher. Excessive absences from school will likely be reflected in a student's grade.

If grades are low due to excessive absence, promotional decisions may be affected.

Self-discipline is essential to creating productive students. Sociologist Aimed Euxine said that, "before students can learn to read and write, they must develop skills such as concentration, organization, planning and analysis." He says, "young persons who cannot cope effectively with authority figures, rules and routines in schools cannot be expected to do so on most jobs." He also adds that this is not to be confused with occasional discipline problems.

Therefore, no child will be promoted until he has learned reasonable self-discipline. Parents will be forewarned by conference with the teacher if a child is failing in motivation, especially self-discipline.

DISCIPLINE: ELEMENTARY

Good discipline ensures an environment that is conducive to learning. When there is no discipline, no real learning can take place. Proverbs 29:15 and 29:17 say, "The rod and reproof give wisdom, but a child who gets his own way brings shame to his mother," and, "Correct your son, and he will give you comfort; he will also delight your soul." The Bible makes it clear that children need correction and guidance. Reproof speaks of verbal training, both in what to do and what not to do. We seek to follow the command of this verse by providing the children with clear guidelines of what is acceptable behavior. The rules are clearly explained, and repeated often.

The Bible also supports the use of the rod, i.e., spanking. We utilize spanking only in appropriate circumstances. We have found that positive motivation works successfully in the vast majority of cases. However, we do reserve the right to issue reasonable corporate punishment, if deemed necessary. A brief spanking from a paddle is considered reasonable. A parent is asked to come and do the spanking personally at the time the discipline issue is dealt with.

BEHAVIORAL EXPECTATIONS

Each student enrolled in Grace Brethren Christian School must uphold the following behavior:

1. Follow directions the first time they are given.
2. Help keep the building and campus clean by putting trash from floors and desks in the proper receptacles.
3. Do not call each other names or use any vulgar or profane language or signs.
4. Do not write on or damage the school's or another person's property. Any student who willfully damages school property will be subject to suspension from school or expulsion. All damages will be repaired, and the total cost of repairs will be charged to the student's school bill.
5. Do not leave the school campus or be in restricted areas during the day without permission from an administrator.
6. Fighting, coercion, stealing, lying, cheating and forgery are prohibited.
7. Conduct one's self in a manner so as not to disturb others.
8. Be in the correct place at the correct time doing the correct thing.
9. Show respect for peers and their personal property.
10. No knives or weapons of any kind can be brought to school.
11. No walkman, boomboxes, CD players, cell phones, computer games etc. may be brought to school.
12. Relationships between boys and girls are to be on friendly and wholesome terms. No hand holding (or any other inappropriate behavior) is allowed.

13. Speak and act respectfully to all school personnel.
14. Any student who makes a threat of harm to another student, a teacher or the school will be subject to being expelled.

Parents must realize that if a student's behavior is not in line with the rules, he/she forfeits his/her privilege of being enrolled at GBCS.

OFFICE VISITS

All discipline will be based on Biblical principles (e.g., restitution, apologies, public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

Love and forgiveness will be an integral part of the discipline of a student.

There are five basic behaviors that will automatically necessitate discipline from the principal (versus the teacher). Those behaviors that will automatically necessitate discipline from the administrator (versus the teacher) include:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar or profane language, as well as taking the name of the Lord in vain.
6. Being spoken to by a teacher four times in one day.

During the visit with the administrator, the administrator will determine the nature of the discipline and the consequences.

The consequences may include:

1. Missing one or more recesses or play activity;
2. Eating lunch in the office;
3. Restitution;
4. A phone call to Dad and Mom.

THE VALUE OF HONESTY

At GBCS, we take a high standard in regard to developing the character of a child. Therefore, we have developed a policy because we desire to instill in our children the value of honesty. Honesty is a characteristic that God desires in us. Proverbs 11:3--*The integrity of the upright shall guide them; but the perverseness of transgressors shall destroy them.* Proverbs 11:5--*The righteousness of the perfect shall direct his way; but the wicked shall fall by his own wickedness.* Proverbs 28:6 -- *Better is the poor that walketh in his uprightness, than he that is perverse in his ways, though he be rich.* As Christians we are to be lights in a dark world--ones who are considered people of integrity, not ones who practice in deceitful, devious ways.

As William Bennett recognized in The Book of Virtues, honesty needs to be developed because we need it for our own self-respect, as well as in our relationships with others. Bennett answered the question of "How is honesty best cultivated?" by stating, "Take it seriously." We are attempting to set a standard at Grace Brethren Christian School that says we place a high value on honesty. While we will be teaching the value of honesty through our daily interactions, as well as throughout our curriculum, we feel that it is important to understand the consequences even before problems start. Therefore, we have set the following guidelines for dishonesty:

DISHONESTY DEFINED

Cheating:

1. Looking at another person's test or quiz and taking those answers as one's own.
2. Copying another person's homework or having someone else do your homework.
3. Taking someone else's answers as your own.
4. Telling others what is on a test/quiz.
5. Portraying to others that something is their work when it is not.

Lying:

1. Being untruthful in any way.
2. Bearing false witness or being deceitful in any way.

Students must also work at confronting amongst their peers. If a student observes cheating, he/she should confront that student with what was observed. At that point, the student should tell the person that he saw him cheating and encourage him to go to their instructor and confess. Confrontation of sin is not easy, but it is what we are instructed to do according to Scripture. We want to encourage one another to be Christlike in all of our actions and interactions. Allowing someone to continue in sinful habits is not loving them. So, we want to encourage our students to be willing to take a stand for Christ, do what is right, and lovingly confront.

Dishonesty will not be tolerated. There will be serious consequences.

SOLVING PERSON-TO-PERSON PROBLEMS MATTHEW 18 PRINCIPLE

A Christian school is made up of people--parents, administrators, teachers and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, even wrongdoing. Nevertheless, it is God's will that we live and work in harmony. Jesus said:

□A new commandment I give to you that you love one another, as I have loved you, that you also love one another. By this all will know that you are my disciples if you have love for one another. (John 13:34-35)

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. We call it □The Matthew 18 Principle□ for solving school problems. The following are the words of Jesus:

Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church but if he refuses even to hear the church, let him be to you like a heathen and a tax collector.

Jesus taught several clear principles for solving people-to-people problems.

1. **Keep the matter confidential.** The pattern of sharing a problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words: for example, □The hypocrite with his mouth destroys his neighbor, but through knowledge the righteous will be delivered.□ (Proverbs 11:9)

2. **Keep the circle small.** □ *If your brother sins against you, go and tell him his fault between you and him alone...* □ The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
3. **Be straightforward** □ *...tell him his fault...* □ Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scripture says... *faithful are the wounds of a friend...* (Proverbs 27:6)
4. **Be forgiving.** □ *If he hears you, you have gained your brother.* □ These words imply that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us... □ *If a man is overtaken in any trespass, you who are spiritual restore such a one in the spirit of gentleness; considering yourself, lest you also be tempted.* □ (Galatians 6:1)

If resolution is not made at this point, an appointment with an administrator is suggested.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly manner moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems.

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FIELD TRIP CHAPERONES

Classes occasionally go on field trips and normally require the help of chaperones. Field trips are meant to be both educational and enjoyable. We appreciate the help of any parent who is willing to volunteer as a chaperone on a class trip. Please remember that some trips are limited in the number of chaperones allowed, and depending on class size, chaperones may not always have school transportation to a destination. Also, please understand that siblings are not invited on field trips.

To help a parent understand the job of a chaperone, the following generalizations have been established. Any specific responsibilities at a particular site will be discussed by the classroom teacher at that time.

- Stay with the group assigned to you and keep them together.
- All school rules apply.
- Children are expected to obey and respect your authority. No talking back or questioning the directions is allowed.
- Don't show favoritism toward any student or group of students.
- Please enforce the rules given by the teacher or the guide.
- Students are expected to walk with (not in front of) their chaperone at all times.
- Make sure students are listening and looking at the speaker.

If a chaperone is able to ride on a bus, the following bus rules apply to all trips:

- Keep arms and hands inside the bus at all times.
- Remain seated during the duration of the trip.
- Conversations are to be in quiet tones.
- Students are to sit up and face the front of the bus while it is moving.
- If a teacher raises her hand during the ride, all talking is to cease immediately.

These rules will help the students get the most out of a field trip and help the chaperone understand his or her role on a trip.

MEDICAL

Medication: Maryland State law requires that a medication form be signed by the doctor for any prescribed medications. Parents must sign a form before any over-the-counter medications can be administered in school. Forms are available from the nurse.

Illness: Parents should not send a sick child to school. If a child has displayed symptoms such as fever, vomiting or diarrhea at home, the child should remain out of school for 24 hours. If a child becomes ill during the day, the parent will be notified to come to school for the child. Parents are asked to call the school secretary in the morning to inform her that their child will not be in school that day. However, parents will still need to write a note in order for their child to be excused.

CURRENT OR PROSPECTIVE STUDENTS DIAGNOSED WITH INFECTIOUS DISEASES

I. INTRODUCTION

- A. The death and disease in this life are a result of man's fall in the garden (I Corinthians. 15:21, Romans 5:12-14).
- B. The earth remains under the curse of God and will remain so until the Savior sees fit to bring forth a new earth (Gen. 3:17-18; II Peter 3:7-8).
- C. In consequence, we as Christians must learn to live in a wicked, cursed world.
- D. Our responsibilities while being here include being salt, light, comfort and evangelism; and approaching life and its problems with wisdom, discernment and Biblical insight (Matthew 5:13-17; 28:19-20).
- E. Therefore, we recommend the following policy for students diagnosed with infectious diseases, including, but not limited to, students with Hepatitis Type B, Tuberculosis, Meningitis, or HTLV-III/LAV, or testing positive for presence of antibodies to the AIDS virus.

II. FOLLOWING CIVIL GUIDELINES -- Romans 13:1-6

- A. Current medical information published by the U.S. Centers for Disease Control indicates that the human T lymphotropic virus type III/lymphadenopathy--associated virus (HTLV-III/LAV) is believed to be the agent causing the Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies presented below apply to students known to be infected with (HTLV-III/LAV), or testing positive for presence of antibodies to the AIDS virus. Similarly, these policies apply to students infected with other public health office reportable diseases, including, but not limited to, Tuberculosis, Meningitis, Hepatitis B or sexually transmitted diseases.
- B. These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC). The CDC developed these guidelines after consultation with various organizations representing public health officials, educators and concerned parents.
- C. A team of representatives, including the local school board, school administrators, school physicians, school nurses, teachers, educational support

personnel, school counselors and other relevant school personnel should receive general training about the following:

1. the nature of the infectious disease and means of controlling its spread;
2. the role of the school in providing education to prevent transmission of infectious diseases;
3. methods and materials to accomplish effective programs of school health education about infectious diseases; and
4. school policies for students and staff who may be infected.

In addition, a team of school personnel responsible for teaching about infectious diseases should receive more specific training about these diseases, e.g., AIDS. All school personnel, especially those who teach health, periodically should receive continuing education about these diseases to assure that they have the most current information.

III. ADMISSION OR CONTINUED ENROLLMENT OF STUDENTS WITH INFECTIOUS DISEASES

- A. God deals with each of us individually (I Corinthians 15:10). Therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagium, the behavior, neurologic development and the physical condition of the student.
- B. Because we have a responsibility to protect all God's children (Acts 20:28-31), the expected type of interaction with others in the school environment and the possibility of contagium will likewise be considered in this decision.
- C. A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee composed at least of the student's physician, a public health expert or consultant chosen by the school administrator, and if appropriate, the student's pastor. If no agreement is reached by the screening committee, the matter should be referred to the school board for further consideration and a decision after consultation with appropriate medical experts and the child's parents.
- D. For those infectious diseases for which there is no cure, the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations

or more frequent examinations as determined by the school administrator, as to permit a reliable assessment of any change in their child's condition which might affect contagium. Parents or guardians must authorize the release of the results of these evaluations to the appropriate administrator. Their failure to secure such medical evaluations or the failure to authorize the release of the results will jeopardize the child's continued enrollment.

- E. A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under admission procedures specified above, if there is sufficient improvement to warrant admissions.

IV. PLACEMENT

- A. First consideration should be given to placing the infected student in the regular educational setting, consistent with the appropriate precautions needed to avoid infecting others, or becoming infected with other diseases transmitted by fellow students or others connected with the school.
- B. An infected student unable to attend classes as determined by the screening committee, supported by appropriate data and rationale, shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law.

V. EDUCATION ABOUT INFECTIOUS DISEASES/DRUGS

- A. Any education about infectious diseases must be presented consistent with DSC board policies and corporate philosophy. (See Board Manual pg. G-12, G-15).
- B. Programs must encourage young people to abstain from fornication (i.e., sexual intercourse outside of marriage), defrauding, or homosexual contacts (I Thessalonians. 4:306).
- C. Students should be encouraged not to use illicit drugs.
- D. Students should be informed of the available facts on contracting infectious diseases.

- E. All persons with infectious diseases deserve our compassion (Galatians 6:9,10).
1. Students should be reminded of the possibility for some people to contract infectious diseases through no fault of their own (blood transfusions, birth, etc.).
 2. Those who have contracted infectious diseases through sinful acts should not be cast away if his/her lifestyle now reflects a changed heart. All believers may still carry scars from their lives before becoming a new creature in Christ (II Corinthians 5:17).
 3. Our desire is that God would use these circumstances to bring a non-believer to a knowledge of Jesus Christ (II Peter 3:9).

STUDENT HARASSMENT POLICY

It is the policy of Grace Brethren Christian School to maintain a learning environment that is free from harassment because of a student's race, color, sex, national origin, and disability.

It shall be a violation of Grace Brethren Christian School policy for any student, teacher, administrator, or other school personnel to harass a student through conduct of a sexual nature or based on a student's race, color, sex, national origin, and disability.

It shall also be a violation of Grace Brethren Christian School policy for any teacher, administrator or other school personnel to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, and disability.

Grace Brethren Christian School will act to promptly investigate all complaints; to promptly take appropriate action; promptly protect individuals from further harassment; and promptly and appropriately discipline (according to Grace Brethren Christian School discipline policies) person or persons involved.

For the purpose of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Examples:

- sexual advances
- touching, patting, grabbing or pinching another person's intimate parts
- coercing, forcing or attempting to coerce or force the touching or any sexual act on another
- sexual gestures, sexual or dirty jokes
- talking about one's sexual activity in front of others
- spreading rumors about another student, teacher, administrator or other school staff, as to sexual activity or performance.

For the purpose of this policy harassment because of race or color consists of verbal or physical conduct relating to an individual's race or color.

Examples:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- racial slurs, hostile acts which are based upon another race or color

- written or graphic material containing racial comments aimed at degrading individuals
- other kinds of aggressive conduct

Reporting Procedures:

Any student who believes he or she has been a victim of sexual harassment or harassment based on race, color, national origin or disability by another student, teacher, administrator or other school personnel or by any other person is encouraged to immediately report the alleged acts to an appropriate person (a teacher or administrator).

Any teacher or administrator who receives notice that a student has or may have been the victim of harassment is required to investigate immediately and use appropriate reporting procedures, as well as protective procedures for the alleged victim.

FINANCIAL POLICY

1. Children accepted for admission are accepted with the understanding that a one year commitment be honored. Parents or guardians are held responsible for paying for the entire year.
2. The application processing fee and supply and/or book rental fees are to be paid every year for each child.
3. There can be no refunds of application processing fees, book rental fees or the June 1st tuition payment. Book rental fees and supply fees are paid once a year to avoid needless bookkeeping.
4. There can be no financial remissions for any reason (e.g. illness, vacation, holidays, etc.).
5. Tuition is always due in advance. Parents are expected to follow the agreed schedule, as indicated on the Registration Rate Sheet (see below).
6. Payment plans for tuition and fees
 - a. Application processing fees are to be paid at the time of application.
 - b. Book rental fees and/or supply fee are paid on or before June 1.
 - c. Tuition may be paid under one of the following schedules:
 - (1) One annual payment: June 1.
 - (2) Two semester payments:
 - (a) June 1
 - (b) January 1
 - (3) Four quarterly payments
 - (a) June 1
 - (b) October 15
 - (c) January 1
 - (d) March 15
 - (4) Ten monthly payments:
 - (a) June 1
 - (b) Sept 1
 - (c) Oct 1
 - (d) Nov 1
 - (e) Dec 1
 - (f) Jan 1
 - (g) Feb 1
 - (h) March 1
 - (i) April 1
 - (j) May 1

The final payment, which is due in May, will allow sufficient time for all accounts to be settled before the school year ends.

(Parents who register students after June 1 are required to catch up with their first payment.)

7. **Late payments and returned checks**

- a. Late payments--A \$5.00 or 2% late charge (whichever is greater) is assessed when payments are not received within five calendar days of the due date. Students will be suspended from school if their accounts are not brought up-to-date within 30 days or a mutually agreed upon revised payment schedule is not kept. The school reserves the right to require overdue accounts to be paid by cash or money order.
- b. Returned checks--A \$25.00 fee will be charged on all checks returned by the bank, and immediate reimbursement by cash or money order payments will be required thereafter.

8. **Extra Hours Charges**

- a. For students not enrolled in Extended Hours, the school will provide supervision for 15 minutes prior to school and 15 minutes after school at no additional charge. Students who arrive more than 15 minutes early or depart more than 5 minutes late must be supervised and charged at the rate of \$30 per hour or \$7.50 for each fifteen minute-interval or any fraction thereof.
- b. All students, including Extended Hours, must be picked up by 6:00 p.m. After 6:00 p.m. a late charge of \$7.50 per fifteen minutes or any fraction thereof will be assessed.

9. **Withdrawals**

- a. Parents are required to come in and complete a withdrawal form, stating the reason for withdrawal.
- b. In elementary, the secretary and teacher will complete these procedures for the student.
- c. A copy of the withdrawal form will be given to the parent when all procedures are finalized.
- d. Tuition contracts are for the entire school year. Parents withdrawing a student from the school are responsible for making payments throughout the school year. Written appeals may be made to the Director who in conjunction with the school board will make the final decision.

- e. No refunds of tuition fees will be made.
- f. A minimum of four weeks notice is required for withdrawal.
- g. **A withdrawal fee of \$35.00 will be assessed.**
- h. Non-attendance does not constitute written notice of withdrawal.
- i. All tuition and fees (milk, School of Music, tutoring, fines for damaged or lost books) must be paid before school records/report cards will be sent.
- j. All school records are forwarded to the new school when a record request has been received. Parents should be aware that failure to complete the proper withdrawal procedure will result in delays involving transfer of transcripts.

10. **Scholarship Funds**

Families may apply for tuition assistance by contacting the Coordinator for Student Accounts. A Financial Aid Application must be completed and returned for consideration by the Scholarship Committee.

11. **Delinquent Tuition Payments**

Since we are not a government-funded organization, it is impossible for us to carry those who cannot keep up with the regular payments and tuition costs. Please do not ask us to make exceptions.

12. **Damaged Books**

Textbooks and library books are the responsibility of the student who has them checked out. Loss or damage to a book will result in a charge for the replacement cost of the book, plus a processing fee of \$5.00. Report cards or school records will be held until all fees are paid.

FUNDRAISING AND OFFERINGS

Although we constantly strive to keep costs low, tuition and fees do not cover all of the expenses of operating Grace Brethren Christian School. Therefore, it is necessary to pursue other opportunities for meeting the needs of the school.

Giant and Safeway receipts are collected and redeemed for educational equipment and supplies.

Fund-raising programs will be conducted at various times during the year. Parent support and cooperation is essential for success of these programs.

Tax-deductible financial gifts may be made at any time. School programs provide special times when parents are given opportunities to express their appreciation for our ministry. Parents' sacrificial and financial expressions of love all go toward special projects designed to benefit our students.

Combined Federal Campaign

Living memorial offerings given in memory of a loved one also help to support the Grace Brethren Christian School system.

Book donations are accepted for the school library and the student's name or another's name will be placed inside the book's cover indicating in whose honor the book is donated. A list of suggested book titles can be obtained from the school librarian.

Wish lists for each classroom are available. These include equipment and learning materials that will enhance the child's educational experience. Please see the office staff to donate towards a teacher's wish list.

Box Tops for Education

Donation of time and services.

MISCELLANEOUS

Class Size: Elementary classes have average class size of:

Lower Elementary (K-3)	20-24
Upper Elementary (4-5)	22-24

Parent-Teacher Conferences: One of the strengths in the total education of a student is the close cooperation between the school and the home. Both students and parents are welcome to meet with a teacher at a mutually convenient time. Conferences may be necessary from time to time. When parents desire direct communication with a teacher, they should telephone the school office and leave a message for the teacher, or email the teacher at school.. The teacher will return the call as soon as possible.

Parents should never approach a teacher for conferences or discussion during regular school hours or directly before school or after school. Teachers are responsible for supervising children during those times. without a scheduled appointment. Parental classroom observations are not permitted without administrative approval, although volunteer opportunities are available to parents.

Parent-Administrator Conferences: Parents are required to discuss any problems or concerns with the teacher before bringing them to the school administration.

Snacks/Lunch: Students need to bring a morning snack: food item and drink, napkin and any utensils (straw, spoon, fork). Healthy food is encouraged, such as fresh fruit, cheese, or fresh veggies. Drinks in glass containers are not permitted at school due to safety reasons. Extended Hour children will be served a snack in the late afternoon.

Lunch: Students need to bring an adequate lunch, drink, napkin and any utensils. Half pints of milk are available for purchase on a daily or yearly basis. Please mark the outside of the lunch box with the child's name.

Campus Visitation: All visitors must report to the main office. Visitors and students from other schools are not allowed in the building or on school grounds during the day without permission from the office. Violators are trespassing. It is requested that all persons entering the school be dressed modestly and appropriately for visiting the school. A visitor's pass will be provided and worn while on campus. Prior to leaving the campus, a visitor must sign out on the form in the school office. Lunches, homework, books, etc., should be left

with the school secretary. Full cooperation with these policies will reduce classroom disruption and ensure safety and security for students.

Addendum to Manual: Due to changes that sometimes occur within the school program, it is sometimes necessary to add or remove policies from this manual. Parents will be sent addenda from time to time. These changes should be added to your handbook as they occur so that you may keep up to date with policy changes for the school.

OTHER ELEMENTARY POLICIES

ELEMENTARY PHILOSOPHY

The philosophy of the elementary program is to present the message of salvation and encourage a personal relationship with Jesus Christ. The Bible is taught as God's true Word with a focus on applying His truth to daily living, thus leading students to develop a Christ-like character. Through Biblical truths, a foundation for academic excellence is established in which growth and strength in fine arts and physical education is encouraged. A loving and secure environment is characterized throughout the entire elementary program. The goals of the elementary program are to:

1. Teach the Bible as God's inspired, authoritative Word and cultivate a love and reliance upon it as our standard for living (spiritual).
2. Teach the Bible to affirm God's Word through application. The purpose of this is to:
 - a. provide opportunity for every student to accept and confess Jesus Christ as his/her Savior (spiritual);
 - b. instruct the student, and model a thorough understanding and life application of the qualities of love as found in I Corinthians 13 (social);
 - c. teach students to discern truth and error (mental).
3. Help the child develop self-discipline, self-control and responsibility according to God's Word (physical, social, emotional).
4. Teach Biblical character qualities and provide opportunity for the student to demonstrate these qualities (social, emotional).
5. Teach the student to respect and submit to authority from God's perspective and pray for the authorities in his life (social, spiritual, emotional).
6. Teach the student to memorize and understand God's Word (mental, spiritual).

DRESS CODE

Grace Brethren Christian School has adopted a prescribed student wardrobe for kindergarten and above, supplied by Klassy Kids. The required dress for chapel and some field trips is listed below.

The case for uniforms is overwhelming. Uniforms help sharpen students' focus on the task at hand...schoolwork. Too many students spend an inordinate amount of time worrying about what they should wear. Uniforms underscore that the purpose of school is learning, not making fashion statements. Uniforms help develop an esprit de corps which will improve educational performance. Students learn to distinguish themselves through performance in academics, sports or other extracurricular activities, rather than by wearing what they think at the moment is a smart set of clothes.

A uniform should be worn properly, cleaned and pressed. Belts are worn and visible. Shirts and blouses are tucked into skirts and pants to present a neat and cared-for appearance. Skirts are not to be rolled at the waist. Remember, during school hours students at GBCS are expected to concentrate on their studies and conduct, rather than what is fashionable or cool on the clothing scene.

Jewelry: Uniform dress obligates us to the use of a standard in jewelry that is appropriate to the uniform. Most jewelry for men is inappropriate in a school setting with gym and other hardy exercises where jewelry becomes dangerous or restrictive. If boys choose to wear jewelry, it must be conservative and appropriate (no dog collars or earrings or inappropriate symbols).

**K-5TH GRADE -- CHAPEL DRESS AND FIELD TRIPS
(KLASSY KIDS—WALDORF)**

BOYS	GIRLS
Navy Pants (must be uniform pants)	Blackwatch Jumper** Blackwatch Skirt (4th & 5th Grades)**
White Oxford Shirt (button down collar)	White Peter Pan Blouse/White Oxford (4th/5th)
Blackwatch Tie**	Dark Green Cardigan** Mandatory from 11/1 to 4/1
Hunter Green V-Neck Sweater** Mandatory from 11/1 to 4/1	Navy knee socks or tights/white anklets (no pantyhose for Grades K-3rd)
Navy Socks	Dress Shoes
Dress Shoes	

EVERYDAY UNIFORM OPTIONS

BOYS	GIRLS
Navy, white or hunter green polo shirts--long or short sleeves	Navy, white or hunter green polo shirts□long or short sleeves
Navy, white or green turtlenecks	Navy, white or hunter green turtlenecks
White or light blue oxford shirts	White or light blue oxford shirts
Red GBCS school spirit shirts* Green polo with school logo*	Red GBCS school spirit shirts* Green polo with school logo*
Gray, navy or hunter green school logo sweatshirts*	Gray, navy or hunter green school logo sweatshirts*
Navy cardigan or V-neck sweater	Navy cardigan
Navy or khaki uniform pants or shorts	Navy or khaki uniform pant or shorts Blackwatch uniform shorts** Navy or khaki uniform skorts
White or navy socks	White, navy or hunter green anklets, knee socks or tights
Brown, black, navy or khaki belt.	Brown, black, navy or khaki belt.

Some items must be purchased from Klassy Kids to maintain uniformity. However, WALMART, J.C. PENNEY UNIFORM CATALOG, TARGET, LANDS END, KOHLS or SEARS may be able to help parents as a secondary supplier of some uniform items.

*Purchased from GBCS Office.

**Purchased from Klassy Kids only.

Tennis shoes can be worn with the everyday uniform options and are encouraged on scheduled PE days.

The chapel uniform may be worn on any day of the school day if the student desires.

There are seven concerns we have that govern our guidelines for individual attire and deportment:

1. **The Concern for Modesty:** Individual dress should be appropriate for school, avoiding excesses and the inappropriate display of one's body. Our desire is to minimize the distractions that certain styles create.

EXAMPLE:

- a. Shorts and slacks are not to be tight fitting.
- b. Shirts must be buttoned up to the top collar. The collar band may be opened.
- c. Skirts are to be no more than two inches above the knee.
- d. Skorts and shorts should be no more than four inches above the knee.
- e. Shirts of see-through material need undergarments.
- f. Girls may wear shorts under their chapel jumpers or skirts.

2. **The Concern for Safety:** We have found certain clothes or accessories can cause injury. Also clothes or accessories worn improperly can cause harm.

EXAMPLE:

- a. Sandals or flip flops are not to be worn to school in preschool and elementary.
- b. Hoop or dangling pierced earrings are not to be worn.
- c. Girls' chapel shoes should not have more than 1-1/2 inch heel for safety reasons. (No spike shoes are allowed.)

3. **The Concern for Good Hygiene:** A part of a student's education is the science of health and its maintenance. There are basic principles that promote health, sanitation and the prevention of disease that should be regarded.

EXAMPLE: Students should wear shoes and socks at all times. Proper undergarments are expected.

4. **The Concern for Appropriateness:** Clothes that are suitable for one purpose may not be suitable for another. Students are expected to dress neatly. Our behavior usually is commensurate with our dress. A distinction between the sexes should be discernable.

EXAMPLE: Boys are not to wear earrings. Nose rings are unacceptable.

5. **The Concern for Moderation:** Moderation is the avoidance of excesses and extremes in dress. It is dress within reasonable limits. Our goal is learning. Learning takes place best in an environment free from distractions. If one's hair style or dress style is a distraction, the student will be asked to moderate it.

EXAMPLE:

- a. Certain hairstyles may be distracting in the classroom.
- b. No oversized (baggy) slacks or pants.
- c. Hair should be tinted in natural colors only.

6. **The Concern for Morality:** We want our students to live by the standards we teach in class.

EXAMPLE:

- a. No immoral themes.
- b. No satanic symbols (skulls, etc).
- c. No rock music groups or bands.
- d. This includes sweatshirts, backpacks, notebooks, folders, etc.

7. **The Concern for Unity:** We want to encourage a Christian love/bond between our students.

EXAMPLE: No symbols, phrases, portraits, etc., which could imply racial division should be worn or attached to notebooks, jackets, etc.

Clothing Identification: All outer clothing must be marked with your child's name for proper identification. Please also mark chapel sweaters, ties, lunch boxes and back packs.

ELEMENTARY CURRICULUM

BIBLE **Bob Jones University Press** (K-4th)
Lifeway (5th)

LANGUAGE **Abeka** (K)

LANGUAGE **Shurley Language** (1st-5th)

MATH **Houghton Mifflin** (K-5th)

PHONICS **ABeka** (K-1st)

READING **ABeka** (K-1st)
Bob Jones University Press (2nd-5th)

SCIENCE **Association of Christian Schools International**
 Kindergarten Thematic Units
 1st Grade Earth, Life and Physical Sciences
 2nd Grade Earth, Life and Physical Sciences
 3rd Grade Earth, Life and Physical Sciences
 4th Grade Earth, Life and Physical Sciences
 5th Grade Earth, Life and Physical Sciences

SOCIAL STUDIES Kindergarten Thematic Units
 1st Grade Customs in America
 2nd Grade Our America
 3rd Grade Maps, Globes and World Geography
 4th Grade A Study of Maryland
 5th Grade U.S. History

SPELLING **ABeka** (1st)
Association of Christian Schools International
(2nd-5th)

SPECIALS (Kindergarten)
 Art/ Crafts
 Computer Technology
 Cooking Experience
 Directed and Self-Directed Play
 Library
 Motor Skills Development
 Music

SPECIALS (1st - 5th)
 Art
 Computer Technology
 Library
 Music
 PE

SCHOOL-WIDE NOTEBOOK SYSTEM

At Grace Brethren we have adopted a school-wide study skills notebook system beginning in third grade. A consistent notebook system is a foundational key to good organizing. An organized student can find papers more easily, study more efficiently, and be more prepared for the day-to-day needs of school. The notebook dividers and homework assignment book are to be purchased from the school office. The subject dividers are to be labeled as follows:

Yellow/Bible
Red/Math
Green/Science
Blue/Reading

Orange/Social Studies
White/Language
Black/Spelling
Brown/Electives

The notebooks should contain the following items:

1. **Pencil Bag** with metal, three-ring binder holes
 - a. Pencils, red pencil;
 - b. Any other items such as covered pencil sharpener, erasers, scissors.
2. **Homework Sheet** (3rd), **Student Assignment Book** (4th & 5th) Put Post-It flag on month in view page and week in view page.
3. **Pocket Folder**
 - a. Anything passed out or done during the day goes in the front pocket;
 - b. Anything that is graded goes in the back pocket.
4. **Dividers**
 - a. Colored dividers for each subject;
 - b. T divider for tests (T dividers are handed out in class and put behind each academic subject to separate tests from classwork);
 - c. Clear dividers only if teacher requests (example: English might be divided into notes, literature, composition, vocabulary and grammar).
5. **Notebook Paper** A small amount of notebook paper should be in the notebook at all times (20-30 sheets). Extra paper is also kept in the classroom by the teacher.

REMEMBER: No loose papers. Papers are to be filed at home **every night**.

**Third grade begins the use of the notebook system and transitions into it by steps. The homework assignment book begins in fourth grade with third graders filling out a homework sheet from the teacher each day. A parent workshop is offered once a year to help familiarize parents and answer questions about the system.

GRADING POLICY

REPORT CARDS AND PROGRESS REPORTS

Report cards are given out quarterly. Elementary report cards (1st-5th grades) display both academic grades, as well as behavior/study habit grades. For academic grades, the letter system is A, B, C, D* and F. For behavior and study habit grades, the letter system is: V (very good), G (good), S (satisfactory), U (unsatisfactory) and P (poor). Kindergarten also uses this system for academics, as well as behavior. First-quarter report cards are given to parents during the Parent Conference Day in early November. These conferences are mandatory and very helpful for both the teacher and the parent in understanding the child's progress.

The guide for determining letter grades is:

A+	99-100%	C+	78-79%
A Excellent Progress	92-98%	C Average	72-77%
A-	90-91%	C-	70-71%
B+	88-89%	D+	68-69%
B Above Average	82-87%	D Below Average	62-67%
B-	80-81%	D-	60-61%

F Unsatisfactory (59% and below)

"D" grades indicate unsatisfactory performance and will not be accepted for promotion. "D" grades are made up in the summer just as "F's" would be.

Progress reports are given out mid-quarter in order to inform parents in advance if a student is in danger of not passing that quarter. In this way, a student still has time to make the effort to improve a grade before the end of the quarter. Progress reports will only be handed out to students whose grades indicate a concern. A student will not receive a progress report if his/her grades are satisfactory or above at the mid-term. There are times when grades can drop between mid-term and the end of the quarter. Parents are expected to keep abreast of a student's progress by watching for test, quiz, classwork and project grades.

HOMEWORK

Homework is a necessary and advantageous extension of a school's educational program. It serves to: 1) reinforce skills learned in the classroom; 2) let the teacher know if he has successfully communicated the material to his students; 3) enable the student to make sure he has a good understanding of what was covered in class by doing the homework independently; 4) help the student to practice being responsible for doing assigned work on time. Homework may also be classwork not completed during the day. It is the school's policy to assign an adequate amount of homework, appropriate to the student's age and subject. There is to be no homework given on Wednesdays for elementary students. Students are to use their own discretion about studying Wednesday evenings. Homework may be given on Fridays.

The following are suggested amounts of homework time the children can expect in their respective grades:

Grades 1-2:	20-30 minutes a night
Grade 3:	30-45 minutes a night
Grades 4-5:	45 minutes to an hour a night

Additional time may be needed for studying or preparing for projects.

Understandably, there is nothing gained when parents complete their child's homework. This only gives the teacher the impression that the child knows and understands the materials and discourages that student from becoming independent and self-sufficient. Also, when tested on the material he supposedly understood, the student is unable to do the work. This, of course, results in wasted time and tuition, and often results in poor test grades.

Parents can be a real asset in guiding their children to the proper answer and demonstrating proper methods without actually doing the work for them.

It should be realized that the quantity of homework is assigned according to the average level of the class. More advanced students may complete their work in less time, while some students may require more time to complete the assignments within the suggested guidelines.

Homework is the student's responsibility. The quality of homework is usually a demonstration of one's attitude toward school and learning.

Parents can assist their children in the development of these attitudes by:

1. providing special times each day to work on assignments;
2. providing a special place to work;
3. helping to file papers and organize their child's notebook;
4. checking to see if assignments are complete and organized in the notebook.

Textbooks

Books must be covered at all times. Teachers will assign books to students by numbers, and the condition of the book will be recorded. The student should write his name in the area provided in the front of all textbooks. Charges will be assessed at the end of the year for damages incurred.

MAKE-UP WORK FOR ABSENCES

1. When a student is absent, work should be completed as soon as possible.
2. The student is responsible to obtain all make-up work immediately upon return to school and complete in a timely manner. In the event of an extended illness (several days or more), it is helpful for the parent to pick up any homework or missed classwork during the absence.
3. The make-up work for excused absences will receive full credit unless it is turned in past the deadline set up by the teacher.
4. When a student misses only the test/project date, he is responsible to make up the work the first day he returns. If he is absent the day before the test, he is required to make up the work the day after the test is given.
5. Adherence to these guidelines is a must for creating a smooth and consistently fair policy in make-up work.

AWARDS SYSTEM (GRADES 1-5)

1. **Faithful Service Award - for perfect attendance:** The student has exhibited the character qualities of punctuality and regularity "having been present every school day and thereby having shown high esteem for other people and their time." One excused tardy for a doctor's appointment or for an unforeseen and unavoidable circumstance. A note must be given to the teacher.
2. **Good Attendance:** One excused absence and one excused tardy per quarter is permitted. (See previous note regarding tardies.)
3. **David Award - for Bible Memory:** "Thy Word I have treasured in my heart that I may not sin against thee." Given for mastery of all assigned Bible verses.
4. **Christian Citizenship Award:** One boy and one girl from each class who have best displayed such Christian characteristics as honesty, respect, obedience, kindness, love and understanding.
5. **The Shield Award - for Physical Education:** An award for athletes is given in recognition of Spiritual Leadership in sports. One boy and one girl from each class who show outstanding sportsmanship.
6. **The Solomon Club - (Eager Reader Book Club):** (Proverbs 10:14a) "Wise men store up knowledge..." Each student can be recognized as a member of the club by meeting the reading requirements and method of verification set by the individual teachers.

Most Books Category: Recognizes the member who has read the most books/pages for that class.
7. **Asaph Award for Music:** Given to the School of Music student based on effort, diligence and growth in the area of music.
8. **Principal's Award:** One from each class with overall superior behavior and academic effort.
9. **Joshua Award:** Named in honor of the leader Joshua, who under the direction of God led the Israelites victoriously against godless nations. He was a bold leader and a faithful servant of God. This award is presented to the students who most consistently display positive participation and leadership in student activities. This award is not limited to academically excellent students (5th only).

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Grace Brethren Christian School has a variety of clubs and activities elementary students may take part in. They are held after school with the exception of the School of Music, which can be scheduled during the school day and the Solomon's Book Club, which does not require attendance. Any activity that involves lessons will have a small cost included (marked with an *).

- GBC School of Music*
- Art Lessons*
- Geography Bee
- Math Counts Club
- Solomon's Book Club
- Spelling Bee
- Cheerleading Clinic*
- Patrols (4th graders only)

* Fee involved

CHAPEL

All GBCS students meet weekly for chapel services with the purpose of promoting worship to the Lord through song, prayer and teaching. Parents are invited to attend any chapel service throughout the year. Special emphasis is given in the fall to the study of the Reformation, and in the winter to a week-long missions study. Chapel uniforms are required on chapel days (see Dress Code).

PROGRAMS

GBCS students put on few special programs during the year for family and guests to enjoy. These usually include a Thanksgiving or Christmas program, Grandparents Day program, Fifth Grade Reception and an Awards program. These are normally held in the evening and are a seasonal highlight.

PARENT/TEACHER FELLOWSHIP

The Parent/Teacher Fellowship at GBCS is a volunteer and support ministry that aids and assists the teachers and the school as a whole. The PTF provides volunteers as needed for fundraising, Room Moms, Sports Moms, library, special activities and many more. The PTF President is the coordinator of the volunteers.