



Student Handbook

2018 - 2019 | Secondary



GRACE
CHRISTIAN SCHOOL

12407 PINTAIL STREET
ANCHORAGE, AK 99516

907-345-4814
www.GraceChristianAlaska.org

OUR VISION

To educate leaders who have a passion for Jesus Christ through the integration of faith and learning.

OUR MISSION

Grace Christian School, working together with the home and church, provides a Christ-centered spiritual, academic, and physical foundation in a nurturing environment to produce citizens who will be a transforming influence in their world.

ADMINISTRATION

Randy Karlberg	Superintendent
Chris Gionet	Secondary Principal
Sami Graham	Elementary Principal
Janet Pargeter	Guidance Counselor
Paul Salima	Athletic Director
Tyler Jackson	Chaplain
Steve Magestro	Director of Advancement
Tammy Hovila	Admissions

Grace Christian School admits students of any race, sex, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Grace Christian School. We do not discriminate on the basis of race, sex, color, national or ethnic origin in administration of our educational policies, scholarship, and financial programs, athletic, and other administered programs. Grace Christian School reserves the right to admit and retain students on the basis of academic performance, religious commitment of parent and students, philosophical compatibility, and a willingness to cooperate with the Grace administration and abide by the school's policies.

Grace Christian School Board and/or administration may change policies and procedures as deemed necessary.

I. CONDUCT

Philosophy

The pre-eminent principle of student conduct at Grace Christian School is that of Christ's command: John 13:34-35, "A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another." (NASV)

Grace Christian School seeks to assist the home in "training up a child in the way he should go." Discipline in love requires a spiritual solution where Christ is in control. Only as one yields to Christ can he be truly considerate, obedient and open to others' needs. Outward conformity to standards and policies can be forced, but our goal is one of Christian principles of living which come from within by God's Holy Spirit. It is the desire of Grace Christian School that students develop in Christian maturity where they do right because it is their personal conviction and habit to do right.

Grace Christian School has sought to keep a minimum of rules to maintain an orderly atmosphere and learning environment. However, basic guidelines are necessary for consistent operation and good testimony before the community. Each student must realize his behavior affects not only himself but many others. Grace Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and all students should be taught to accept God-given authority which is firm, consistent, fair and tempered with genuine love for the students.

General Guidelines for Conduct

- Be honest and kind in all you do.
- Respect all people and treat them honorably.
- Respect all personal and school property because it belongs to or is cared for by people.
- Keep your mind, speech, and actions clean and above reproach.
- Be on time and in the right place at the right time.
- Follow all of your teachers' instructions quickly and cheerfully.

Specific Guidelines for Conduct

Closed campus policy:

Grace has a closed campus policy. Students may leave school grounds during school hours for a medical appointment. Students can only leave at lunch with parent/guardian or staff personnel. To ensure security, students signing out for appointments must:

1. Provide office personnel a written note or parent phone call
2. Sign out and in on the office clipboard

* Students who are 18+ years old are not exempt from any policies or rules as students of GCS.

Students not following procedure will be considered truant. (See Unexcused Absences – Truancy)

Boundaries to Observe

All church facilities, offices, and equipment are off limits unless special authorization is given. Students are not to be behind any buildings, on any landscaped areas, on or over the north or west banked areas, or otherwise out of sight of supervising personnel. Huffman and Pintail Streets and neighbors' yards are off limits at all times unless accompanied by an adult.

Vehicle use must be cleared through the office. Proper licensing of the driver and vehicle, evidence of valid insurance, and written parent permission must be on record in the school office. Vehicles are to be parked in designated areas. All students, including owner/driver, are to stay out and off of vehicles from arrival time until departure. All vehicles should be locked during the school day. Vehicles are to be parked upon arrival and removed immediately after school (exception would be school related activities). Vehicles are not to be driven on school grounds other than to and from parking areas. Students may not drive or be driven by another student during the school day. Abuse of these standards will result in loss of privilege. Vehicles on school premises may be inspected by school staff at any time.

Cell Phone and Mobile Device Policy

Mobile technology is an invaluable tool for many people today. Grace Christian High School believes that students can use it in many productive ways, including communication with parents and friends, research, Bible applications, stopwatches, and much more. As with all technology, cell phones and other mobile electronic devices can also be used for purposes that are not appropriate. Many employers give time, place, and manner restrictions on cell phone use. This is to ensure such things as efficient and appropriate time management, social etiquette, and decorum. It is the goal

of Grace Christian School to prepare students to utilize proper wisdom and discernment regarding the use of mobile devices.

Secondary School

1. The general rule at Grace Christian school is during the school day, including during class, study hall, and chapel, no use of mobile devices without permission from a teacher. Mobile devices include iPods, tablets, cell phones, smart phones, smart wearables, etc. When no permission has been given, mobile devices should be silent and out of sight. If a phone or device is seen or heard when permission has not been given, the teachers will give a warning for the first occurrence, and after that may confiscate the phone and deliver it to the principal.
2. Regarding proper use of the devices, mobile devices are considered technology items, and therefore fall under the acceptable use policy (AUP) that all families sign each year. Examples of improper use of technology are given in that policy and apply to mobile devices as well. As a general rule, students should seek to use all technology in a way that is God-honoring.
3. During breaks and lunch, cell phones and devices may be used only in classrooms or school offices with teacher or staff supervision. Cell phones may not be used in school bathrooms, hallways, or common areas.
4. Students should understand that when the tardy bell rings, they need to be in their classroom and their phones must be in the proper mode for class (see #1 above). If not, the student will receive a tardy (even if in their seat) and the phone may be confiscated.
5. It is Grace Christian's recommendation that students use considerable discretion regarding the amount of time spent using their technology. It is healthy for students to have a break from technology, and to spend time in face-to-face conversation with their peers and teachers. Parents and the school should work together to set reasonable boundaries for proper time, place, and manner for students' use of mobile electronic devices. As Psalm 46:10 states, "Be still and know that I am God." It is important for students to have some time to reflect on our Lord, as well as having face-to-face conversations with fellow members of our community.
6. During tests, quizzes, and for other purposes, teachers may ask students to turn in their phones. For this reason, students should consider having a label or other identification on their phones.

Consequences

Any improper use, real or suspected, of cell phones will result in confiscation and escalating consequences, which include, but are not limited to:

- A. Conference with the student's parent(s)/guardian(s).
- B. Confiscation of the device.
- C. Parent/guardian(s) being required to retrieve the mobile electronic device.
- D. Loss of mobile electronic device privileges in class and/or at school.
- E. By virtue of use of the device at school, the user acknowledges that the principal and/or other school administrator is allowed to search the mobile electronic device. Unlike public schools, there is no search and seizure law restricting a Christian school official (teacher or administrator). School officials will use the rule of reasonable suspicion. If there is a pass code lock on the device, the student must agree to unlock the phone.

Students are asked to keep this in mind when using the phone to send/receive messages, take pictures, and video. Any inappropriate material found on the phone as a result of this search may result in disciplinary action.
- F. Suspension of privileges and/or the principal keeping possession of the phone for a length of time that will increase for each offense. For the first offense, the principal may keep the phone for up to 2 weeks.
- G. When illegal or particularly egregious material is found (e.g. evidence of cyber bullying, sexting, etc.), the principal may hand the phone over to officers of the law.
- H. Repeated infractions of this policy will be considered defiance and will be dealt with as such within the discipline policy (detentions, in-school suspensions, out-of-school suspensions etc.).

In respecting each other and God's guidelines for relationships, please do not show affection by holding hands or anything beyond. Students are to observe the "6 inch rule". Participating in immoral sexual behavior is strictly prohibited.

*Please remember that we are not listing every possible standard or infraction. Parent cooperation is appreciated as

Grace Christian School and the home work together to train from a Christ-centered philosophy.

II. DRESS CODE

Clean, Neat, and Modest. Our main goal in supervising the appearance of students is that the students are clean, neat, and modest, and that girls look feminine and boys look masculine. Students not meeting these standards will be required to change. First dress code violation will receive a warning. Any subsequent violations automatically receive a detention. Clothing that allows undue exposure is not acceptable.

General Standards:

- No clothing with inappropriate signs, slogans, or wording.
- Shoes must be worn at all times. NO flip flops, sandals or shorts during cold weather (October 15-April 15). This is for student safety.
- Hats may only be worn after school hours.
- Clothing must be appropriately buttoned and zipped up.
- Clothing must fit appropriately (i.e., not too baggy, or too tight)
- Dresses, shorts, or skirts must be no shorter than 5" above kneeling knee (even with leggings/athletic tights)
- No athletic tights or leggings unless worn with a dress, shorts or skirt no shorter than 5" above kneeling knee
- No dresses or tops with spaghetti straps or inappropriate slits
- No athletic or board shorts
- No shirts exposing midriff
- No low-cut blouses, sports bras, Halter or tube tops
- No unnatural hair color (i.e. blue, purple)
- No earrings or pony tails for boys on campus
- No body piercing and /or visible tattoos
- No pajama pants or outfits
- No large holes or frays in pants
- Boy's hair should be off the collar and out of eyes

III. DISCIPLINE

Philosophy

The school endeavors to create a culture of young growing Christians who exchange the lies of the enemy for the good and beautiful life of obedience promised by God in which we can best educate leaders who have a passion for Jesus Christ. However, we know that students will stumble in sin. Through these policies we aim to respond biblically with love through repentance, forgiveness, and restoration (Gal 6:1) and so to create a school climate in which teenagers will talk through trials and temptations with their parents and other Christian adults. We trust that God will work this discipline together for His good and that these events can have a profoundly positive and spiritual impact on the student when handled with grace and truth by principals and parents (Heb 12:11, Rom 8:28). "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

General Guidelines

The following are successive steps of disciplinary action that may be taken for any violations of the standards of conduct, dress, or attendance. The order of steps is a guideline, and the school reserves the right to skip steps or adjust the process depending on the circumstances presented. As the school partners with the home in training the student, school-parent communication is eagerly sought and earnestly desired through each level of discipline.

1. Classroom discipline by the teacher.
2. Student sent to the office.
3. Student serves a 60 minute detention.
4. Student serves an after-school 2 hour extension.
5. Student serves an Out-of-School suspension.
6. Student faces expulsion.

Detentions are used as corrective discipline for students violating guidelines of a relatively minor nature. Detentions will be served on Wednesdays from 3:15-4:15 PM or on Thursdays from 7:00-8:00 AM. Students must read, write, or study with no talking, resting, or eating. Students who skip detention must serve the next extension. Students dismissed from detention for talking or misbehaving will be referred to the assistant principal. Students will not be excused from detention to participate in student activities.

Extensions will be used as corrective discipline for repeated and/or serious offenses. Students report to the Extension Room at 3:15 PM and stay until 5:15 PM. They must read, write, or study with no talking, sleeping, or eating. They are not allowed to participate in any after school activities, practices, or athletic contests on the day of their extension. Failure to serve an extension without prior approval results in a 1 day OSS.

Out of School Suspension (OSS) is used as a corrective discipline for severe cases or when a student fails to respond appropriately to school discipline and/or guidelines. Community Service may be assigned for a student to complete when serving an out of school suspension. A student may not be on campus any part of the day of the OSS and forfeits participation, including spectating, in any school activities for that day. Students serving an OSS will receive a zero on all assignments and quizzes for the days serving OSS. These assignments may not be made up upon completion of OSS. If a test is missed, the student is responsible to make arrangements with the teacher to take the test.

Self-Disclosure Policy

If a student violates the Student Code of Conduct at any time, the student should immediately self-disclose, confess, and repent to God, parents and school principal. If such a student self-discloses to the school in a timely fashion, the student will experience much lighter discipline and be on a much quicker path to restoration:

1. Suspension for up to five (5) school days;
2. Will be allowed to make up any schoolwork (homework, quizzes, tests, or presentations, etc.) missed;
3. Will be ineligible for all practices, rehearsals, meetings, competitions, performances, and other school activities for one full week from the day of his suspension, but in accordance with ASAA guidelines.

If the student and parents wish to continue at Grace, the student will be reinstated after serving the above consequences and participating in a parent-student meeting with the Principal. However, leadership privileges will be evaluated and may be restricted at that meeting.

A student who has a subsequent violation of the Student Code of Conduct with Self-Disclosure would follow the Re-Application guidelines in the Student Handbook.

No Self-Disclosure

If a student violates the Student Code of Conduct at any time and DOES NOT immediately follow the Self-Disclosure Policy and the school finds out through other channels or even from the student or parents at a later date, the student will be subject to the following potential disciplines:

1. Suspension for up to 10 school days;
2. NOT be allowed to make up homework missed on suspension days, receiving zeros on all such assignments (but will be allowed to make up quizzes, tests or other large projects);
3. Loss of all ambassador and leadership privileges for 6 months: removed from sports, chapel, and missions teams and memberships, including student council and NHS, and other non-graded activities;

If the student and parents wish to continue at Grace Christian School, they must appear in a parent-student meeting with the Principal to present their case. For severe offenses including, but not limited to, drugs, alcohol, tobacco, weapons, pornography, theft, or sexual misconduct, the parent and student must appear before the Student Affairs Committee of the School Board.

A student who has a subsequent violation of the Student Code of Conduct without Self-Disclosure will be expelled from school. The student would be eligible for the Re-Application Process after a full and clean semester in good standing at another school. The parents could request a hearing with the Student Affairs Committee.

Understanding that every case has its special circumstances, Grace Christian School has the right to apply appropriate disciplinary action which will be based on an individualized evaluation of the conduct and the student involved, and to expel a student upon the first or subsequent offense.

Re-Application will be used for severe offenses including, but not limited to, drugs, alcohol, tobacco, weapons, and sexual misconduct. The school board reserves the right to expel a student upon a first or subsequent offense. This policy (as do all Student Handbook policies) applies to activities both on and off campus during the entire enrollment year, including summer break, holidays, evenings, and weekends. Re-application process is as follows:

1. 10-day suspension from school (see Out of School Suspension guidelines).
2. Favorable interview with an administrator before returning from suspension (testimony, church participation by student and family, personal convictions, walk with the Lord, pastoral recommendation)
3. Parent meeting with administration.

4. Parent and student meeting with the School Board or its Student Affairs Committee
5. Lose ambassador and leadership privileges for 6 months: removed from sports teams, chapel team, offices, memberships, mission teams, and other non-graded activities (can still participate in on-campus music and drama that is for graded credit, but not any regional or State competitions)
6. The student agrees to eagerly participate in biblical discipleship with a Christian adult for 12 months as a condition of re-enrollment
7. Full cooperation and support from parents throughout the process, including active involvement in their local church.
8. A nine-week probation will be effective upon student's return to school.

Expulsion may be recommended to the school board by the principal or administrator for repeated and/or severe disciplinary cases, whereby the student would be dismissed from school for at least the remainder of the year. Such action can only be taken by the school board.

Specific Guidelines for Infractions

Each of the following severe infractions will be accompanied by student and/or parent conferences with the administration.

Infraction	Discipline
Cheating (see page 6)	Zero on assignment 1, 2 Day OSS
Dishonesty	1, 2, or 3 Day OSS
Inappropriate language or possession of inappropriate media (off-colored jokes, profanity, crude speech, unwholesome words)	1, 2 Day OSS
Fighting	5 Day OSS (minimum) School Board conference 9 week probation Possible expulsion
Horse play (loud or boisterous behavior, physical pushing/shoving/wrestling, or physical contact)	Minimum: Detention Maximum: 1, 2, or 3 Day OSS
Bullying/Harassment (verbal and/or physical)	1, 2, or 3 Day OSS
Stealing/Vandalism	Repair, replace, or repay 1, 2, 3 Day OSS
Truancy (unexcused absence)	1, 2, or 3 Day OSS
Violation of Cell Phone Policy	Confiscation of phone Conference with parent(s)/guardian(s)
Violation of Acceptable Use Policy	Confiscation of phone Conference with parent(s)/guardian(s)
Possessing weapons (including knives)	Re-Application Possible expulsion
Sexual misconduct or harassment (sexual or otherwise)	Re-Application Possible expulsion
Possession or use of drugs, alcohol, or tobacco. "Smoking" means using an e-cigarette or other oral smoking device or inhaling, exhaling, burning, or carrying a lighted or heated cigar, cigarette, pipe, or tobacco plant product intended for inhalation.	Re-Application Possible expulsion
Conduct that is a misdemeanor or felony under the law and other conduct that compromises a student's Christian testimony	Re-Application Possible expulsion
Detention 3 (behavior)	Extension 1
Detention 4	Another extension

These guidelines apply to all school-sponsored activities on and off campus. In addition, since Grace students are representatives of the school to the community and role models to their peers and younger students, some violations which occur at non-school-sponsored activities (including vacations) that come to the attention of the administration will be handled in similar fashion.

Definition of Cheating

Cheating is a breach of academic integrity and involves one or more of the following actions:

1. To use, copy, or turn in another person's work as if it were your own.
2. To copy information from another person's test, homework, examination, theme, report, or term paper whether the other person is currently enrolled at Grace Christian School or not.
3. To plagiarize - defined as, "to steal and use the ideas and writings of another as one's own," without giving credit to the original author.
4. To prepare to cheat in advance by:
 - a. having in your possession a copy of a quiz, project, or test given by a teacher.
 - b. using any form of notes during a test or exam not permitted by the teacher.
 - c. communicating in any way with another student during a test or exam.
 - d. asking or telling a student about a test or exam the student has taken before or after you have taken it.
5. Failing to follow testing instructions given by a teacher.
6. Assisting another student to cheat according to the above definitions.

IV. ATTENDANCE

Policy

Parents are asked to call the school office before 9:00 AM if their student will be absent from or late to school. If a student is reported absent and the parent has not called, the office will attempt to contact the parents to research the absence. A student is considered absent if he/she misses more than 20 minutes of a class period. Students are required to check in at the office when arriving late to school or leaving early. Students who are 18+ years old are not exempt from GCS policies and cannot call themselves in absent or late.

Arrival - Students are not to arrive to school before 7:30 AM unless involved in a school-sponsored activity.

Dismissal/Pick-Up - Students are to be picked up by 3:30 PM. Any student on campus after 3:30 PM must be involved in a school-sponsored activity.

After-school Activities - All students are encouraged to attend school-sponsored evening activities on campus.

However, junior high school students must be supervised by someone in high school or older.

Tardies

A student will be considered tardy if he/she is not in his/her seat with the necessary supplies when the bell rings.

Tardies in a Quarter - Detentions will be served for the 4th and 5th tardies. Extensions will be served for the 6th – 10th tardy. A 1 day OSS will be served for the 11th and each additional tardy.

Excused Absences

Excused absences will be for reasons over which the student and parents have no control (i.e., illness, family death, or emergency, etc.).

Unexcused Absences (Truancy)

Any absence from school or class without the knowledge or permission of the parents and school is unexcused and will be subject to a 1-3 day OSS.

Accumulated Absences

Extended and/or numerous accumulated absences are not recommended. If a student is absent from class for more than ten (10) days in any one semester, no credit will be given without an administrative review and approval.

V. MAKE UP WORK POLICY

Unforeseen Absences (includes: illness, family emergency, etc.)

Following an absence, the student is given one day for each day absent, up to five days, for make-up. Work not completed within this time without prior permission from the teacher for an extension will not receive credit.

Students must turn in all work that was due the day after an unforeseen absence on their second day back in school. For example, if a student was absent Monday, work due Tuesday does not need to be turned in until Wednesday. If a test is missed, the student should schedule with the teacher when to take it (usually the student's return day). Any school work missed during a truancy is forfeited and may not be made up for credit.

Pre-Arranged Absences (incl. medical appointments, athletics, family vacations, missions, etc.)

It is the student's responsibility to pre-arrange make-up work for the class(es) to be missed. A parent must notify the school by writing or calling whenever a student will be absent, unless the absence is for a school-sponsored activity. Teachers are allowed their own classroom policy within the guidelines stated here. It is the responsibility of all students to be aware of all policies regarding homework, quizzes, tests, and projects due. If a test is given on a Friday and the student misses it, the student is required to make-up the test on Monday unless otherwise arranged with the teacher. If a student is in attendance for any part of the school day, all work due that day must be turned in. Students are expected to turn in all schoolwork on the day they return from a pre-arranged absence, unless the teacher specified otherwise on the "Pre-Approved Absence Sheet."

*Junior High students must take a "Pre-Approved Absence Sheet" to their teachers at least 2 days prior to departure date. Before a student can obtain a "Pre-Approved Absence Sheet" for non-school related absences, the office must have parent communication. Parents and coaches/sponsors should check these sheets prior to departure. Work for classes where the teacher has not been asked to list assignments and sign will be considered late if not turned in on the regular classroom due date.

VI. LATE WORK POLICY

Teachers have the option to not accept late work. Minimum penalties for missing assignment deadlines will be the following: Students will receive at least a 10% deduction for missing the deadline and a 100% deduction for not turning it in on the third day after the deadline. AP students may receive a 100% deduction for missing the deadline.

VII. SCHOOL CLOSING

In the event of an emergency school closure (snow days, power outages, etc.) parents will be notified via RenWeb Parent Alert. Closures will also be posted on the Grace Christian School homepage, Facebook, Instagram & Twitter.

As a general rule, if the Anchorage School District closes school, Grace Christian will also close.

VIII. COMMUNICATION BETWEEN HOME & SCHOOL

School to Home

Student Absences

The school will call the parents if a student has an unexcused absence.

Online & Mobile

Along with our school website we also connect with our families and the community through email and social media. Two Minute Tuesday is a short weekly email that gives you a brief overview of what you need to know each week. Facebook is a huge resource for daily announcements and updates. Instagram features fun photos from around the school just about every day. The Grizzly Growler is an online School News blog designed to share the stories of Grace, inform school families of school activities and events, and encourage readers as we partner with the home and church. New articles/blogs are added to the Grizzly Growler weekly, so please view it often.

Facebook: [facebook.com/GraceChristianAK](https://www.facebook.com/GraceChristianAK)

Instagram: [instagram.com/GraceChristianAK](https://www.instagram.com/GraceChristianAK)

News Blog: GrizzlyGrowler.org

Website: GraceChristianAlaska.org

Additionally, the school has a mobile app that you can download for iPhone and android users. The app is a wonderful tool that puts all of the GCS information noted above right in the palm of your hands.

Academic/Behavioral Problems

Teachers are eager to work with parents and students when the need arises. Parents will be informed of academic or behavioral problems.

Report Cards

See Grade Reports

Parent/Teacher Conferences

Parent/Teacher Conferences will be scheduled at the 1st and 3rd quarters. Announcements will be made on Two Minute Tuesday, the website, and Facebook.

Home to School

Please call as soon as you know your student will be absent from school.
Please call if you have any questions or concerns.

IX. HARASSMENT POLICY

Grace Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Employee to student and student to student sexual harassment is prohibited. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Harassment

“Harassment,” including “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

What to Do if You Experience or Observe Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature, are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

Randy Karlberg, Superintendent
Sami Graham, Elementary Principal
Chris Gionet, Secondary Principal
Tyler Jackson, Chaplain
Janet Pargeter, Secondary Guidance Counselor

Each of the above can be reached at the school at 345-4814 or 868-1203.

Protection Against Retaliation

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

Consequences for Harassment

Any employee or student found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

X. ACADEMIC INFORMATION

Grace Christian School is a rigorous academic high school that grants diplomas and transcripts with extreme care and integrity. For that reason, Grace is committed to providing Grace Diplomas to Grace-educated students and an accurate scholastic record for each student.

College Advising and Counseling Office

If you have any questions, please contact the counselor, Janet Pargeter, at 868-1203 or email at jpargeter@gracechristianalaska.org. If you would like to speak to the counselor in person, please schedule an appointment. Although we make every effort to accommodate people who drop in, we do give priority to scheduled appointments and do not want to keep you waiting unnecessarily.

Course Scheduling and Requests

Each February all secondary students who plan to continue their academics at Grace Christian School are offered re-enrollment and course selection opportunities for the upcoming year. It is important to note that staffing levels, faculty positions, master scheduling, and course offerings are all based upon the number of student requests received. Schedule changes are highly discouraged and only granted when serious academic concerns exist. Therefore, students are strongly encouraged to carefully consider each course they request according to their long term plans.

Course Request Priority

Course requests submitted during the re-enrollment period are given preference and fulfilled according to grade level. Course scheduling priorities are considered for grade level and other extenuating reasons.

Course requests received after the last day of the re-enrollment period are given preference according to the time and date received but will not be given preference according to grade seniority. Course requests will be accepted during reenrollment night or at the secondary school office only.

Grace Course Offerings

All core curriculum classes must be taken at Grace Christian School. If parents and their student(s) wish to pursue any coursework outside of Grace Christian School, such coursework will not be considered in Strength of Schedule requirements for Valedictorian, Honors, and Awards. (see Credit Transfer Guidelines below for specific transfer guidelines).

Dropping and Adding Courses

Students may add or drop a course within one week after the semester begins unless an extended deadline is stated in a course syllabus. All add/drops must be approved by parents and the Guidance Counselor. Courses dropped before the add/drop deadline will not be recorded on the transcript. Courses dropped after the add/drop deadline will appear on the student transcript as "WP" (Withdraw Passing) or "WF" (Withdraw Failing), respective to their current semester grade on the day the course was dropped. WP or WF will only be removed from a Grace transcript by re-taking the class at Grace.

Failed Courses

If a student fails a course, he/she is encouraged to re-take the course to gain the credit. If the course is required for graduation, the student MUST re-take the course to earn his/her Grace diploma.

Course Re-Takes

If a student re-takes a course from Grace, the official Grace transcript shall reflect the highest grade earned.

Credit Transfer Guidelines

Grace honors other accredited or recognized educational institutions in the reciprocity of grade and credit reporting. Transfer credits will not be calculated in the student's grade point average (GPA) and will be noted as a transfer credit. Classes not taken at Grace but required for Graduation requirements will be considered by the following conditions:

1. Only official transcripts from other educational institutions will be accepted.
2. Credit values from college or university shall be transferred in at the rate of .5 High School credits per three-four credit College course.
3. Each Home School course presented to Grace for High school credit which is not on an official educational transcript must be accompanied by a detailed portfolio to the Grace Secondary Principal for review and possible approval.

Guidelines and Policies for Part-Time/Homeschool Students

Students who seek admission to Grace Christian School as part-time/homeschool students must be part of a State

of Alaska recognized homeschool program. Homeschool students are required to follow and complete all regular admission policies and procedures for Grace admissions, including the application, interview and testing processes. Admission considerations may also include current class size, class prerequisites and placement test results. Bible class and attending chapel is required for all part-time students.

Part-time/homeschool students may apply for admission and request classes any time during the year. The commitment month for returning part-time students is April. Application, testing, and the interview process must be completed by June 30th in order for students to be eligible for participation in fall athletics.

There is a standard enrollment fee of \$350 for all students enrolling and re-enrolling at Grace.

A part-time/homeschool student is any student taking one to three classes at Grace for educational enrichment. They are taking classes to add to their existing academic profile. It is assumed that the student is meeting the requirements of the state to graduate and that classes at Grace would be a supplement to those outside requirements. Full-time students are students taking four or more classes. Tuition is pro-rated as to the number of classes taken per semester and tuition is pro-rated as four classes equal a full-time student. (See tuition schedule for part-time students)

Diploma Seeking Part-Time Student: Part-time and/or transfer students wishing to earn a Grace diploma must be enrolled as a full-time Grace student for their senior year and have earned a minimum of 7 credits from Grace, including one credit per year of enrollment in Bible. Students must also have appropriate transcript documentation that the student meets Grace's minimum graduation requirements in all subject and elective areas.

Part-time/homeschool students while in attendance at Grace are considered Grace students and have the rights, privileges and responsibilities thereof. Students must be in compliance with all handbook rules and Grace policies at all times. This will involve a handbook review session with the secondary principal.

Parents are responsible to have part-time students on time for class and students are to be picked up immediately after class. Students who arrive prior to the bell for their class must remain in the south commons until the passing bell. Any variation of this must be cleared through the principal.

Attendance: Attendance is required for part-time/homeschool students. Students absent for more than 10 days per semester may be subject to dismissal from the program and lose credit for the class. Students who are dismissed for attendance or behavior infractions will not be eligible for tuition reimbursement.

Secondary Homeschool Sports & Activity Policy

GCS desires to partner with home school families to allow students to benefit from GCS's Christ centered ministry. This statement is to clarify the requirements around athletic and part time enrollment and participation in GCS, and ASAA governed, school offerings.

7-12th grade students must be enrolled in at least a Bible class and attend chapel at GCS in order to be eligible for athletics. This will be monitored and tracked via the athletic department. Students may not be primarily enrolled in another brick and mortar school and participate in Grace athletics. Part-time students will pay the standard athletic fees. This helps to support the athletic program and coaches at GCS.

All students who apply as part-time must follow and complete the regular policies and procedures for Grace admissions, including the application, interview, and testing processes. Academic placement tests may be required to determine educational placement of entering students.

Part-time homeschool students are required to provide progress reports when grade checks are completed for sports eligibility. This report shall list the current courses they are enrolled in through their homeschool program and grade earned to date. They also must have a C or better in their class(es) at Grace to be eligible for sports.

GCS will offer open enrollment (pending the above requirements are met) for programs that do not necessarily have roster limitations. These include, but are not limited to: Cross Country, Track & Field, Wrestling, and Cross Country Skiing. Programs with roster limitations, such as, but not limited to: Basketball, Soccer, & Volleyball will be opened based upon availability; as determined by the Athletic Director and the Superintendent. Please note that for teams with limited rosters, enrollment does not guarantee a spot on the team.

Enrollment in ASAA school programs such as, but not limited to, drama, music, and choir will be opened if/as space is available. Open seats will be proposed by the teacher(s) and principal to the Superintendent for final approval.

Students may join GCS mid-year to participate in these programs. However, returning athletes need to be committed to the entire school year class enrollment. This policy is designed to ensure compliance with ASAA regulations. The Superintendent and Athletic Director will work together to monitor and approve minor variations if/as they arise.

This program will be reviewed on a regular basis to ensure the health and effectiveness of this partnership offering for homeschool families.

State Testing

It is the intent of Grace Christian School to provide as many quality educational options for parents and students as possible. Some of these opportunities may include partnering with state and local programs including ASD and the University of Alaska to allow the broadest base of offerings to meet the individual needs of each student.

It is also the intent of Grace Christian School to maintain the best possible testimony and provide a Christ-centered influence to our community. Therefore, fulltime or part time Grace Christian School students who enroll in any other school program, including King Career Center, are expected to participate in and or comply with state and district testing requirements for the district in which they are enrolled. Students are to also comply and adhere to all school rules at all times, both the district's and Grace's. Non compliance may invoke consequences from one or both institutions.

Grade Reports

At Grace Christian School the academic year is divided into two semesters. Each semester is made up of two nine-week quarters. Quarterly grade reports are available at the Parent/Teacher conferences scheduled for the end of 1st quarter and middle of 3rd quarter. Semester grades are recorded to the student's official transcript. Final exams will be given in high school courses and may be weighted up to 20% of the semester grade.

ParentsWeb: Parents are encouraged to monitor student progress and current grades through ParentsWeb. Weekly assignments and grades will be posted regularly.

Grading Scale

A	90-100	C	70-79	F	Below 60
B	80-89	D	60-69	I	Incomplete*

*Incompletes must be made up within two weeks of the end of the quarter.

GPA – Grade Point Average

Semester grades will be recorded on transcripts and used to calculate GPA. A student's GPA will be used to determine academic honors, eligibility, or for any other purposes deemed necessary by administration. Points are given to letter grades as follows:

A - 4	B - 3	C - 2	D - 1	F - 0
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AP Weighted Scale

A - 5	B - 4	C - 3	D - 1	F - 0
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Honor Roll

Academic achievement will be recognized by three levels of honor roll as follows:

Highest Honor Roll	GPA of 4.0+
High Honor Roll	GPA of 3.5 to 3.99
Honor Roll	GPA of 3.0 to 3.4

Graduation Requirements

Requirements for the graduating class 2018 and after:

Grace Christian School requires 22 credits of high school courses plus one credit of Bible for each year in attendance to graduate. Course requirements are as follows:

English	4	Math ¹	3
Fine Arts	1	Practical Arts	1
World History	1	Science	2
U.S. History	1	Health/PE	.5/.5
Am. Gov't	.5	Econ or Psych	.5
Electives	6.5	Alaska History	.5

TOTAL

22 credits + Bible Credits = 26 (4 years at GCS)

Grace strongly recommends the following courses to improve your high school transcript for college and scholarship application process:

- * 2-3 years of a Foreign Language
- * 4 years of Math
- * 3-4 years of Science

Special Notes:

1. Transfer students may not use “K” waivers to meet Grace Christian School P.E. credit requirements.
2. It is strongly recommended students complete at least 2 foreign language (same language) credits.
3. Transfer students will only be expected to meet the Bible requirements for their years in attendance at Grace Christian School.

Graduation Honors and Awards

For students to be considered for top academic and/or graduation honors, all core (Bible, English, History, Math, Science) coursework must be completed at Grace Christian School for the years in Grace Christian School attendance; then strength of schedule will be carefully considered. Strength of schedule is defined as core classes taken at Grace, number of and grades for Advanced Placement courses taken at Grace, and elective course rigor as determined by the administration and counseling offices (i.e. Foreign language). Graduating seniors who have received an “A” grade in Grace high school courses (a “B” or better for AP courses) will be named Valedictorians. In the event there are no seniors with straight “A’s”, the graduating senior with the highest cumulative GPA will be the class Valedictorian and the graduating senior with the second-highest GPA will be named Salutatorian. All graduating seniors with cumulative GPA’s of 4.0 or greater in Grace classes will be given honor cords to wear at graduation.

Class Ranking

Class rank will be determined each semester after the end of the junior year based on cumulative GPA and strength of schedule.

Grade Placement

High school students will be classified in grades by the number of accumulated credits according to the following scale:

0 - 7 credits	9th grade	Freshman
7.5 - 14 credits	10th grade	Sophomore
14.5 - 20.5 credits	11th grade	Junior
21 + credits	12th grade	Senior

Students will participate in student activities as a member of the class to which they are assigned by credit accumulation.

Note: Any senior high school student who fails to pass from one grade to the next will automatically come up for review before administration for continued enrollment at Grace Christian School.

Homework

The Grace Christian School curriculum is designed to have a reasonable amount of homework to reinforce and give practice to the lessons taught each day. The amount of time involved varies according to grade level and the student’s abilities and effort. Please check with individual teachers if you have questions about homework, content, or time involved.

Physical Education

In order to participate fully in physical education classes, each student is required to furnish his/her own gym shoes, gym shirt and shorts, and towel. All students are expected to actively take part in required activities and games being taught in the class. Any extended non-participation period may require a physician’s statement. All P.E. students are assigned a locker room locker. (see Lockers)

Students may receive a .25 credit for participation in a complete season of a Grace high school sport. Students may only receive a maximum of .5 credits from sport participation (XCR, basketball, wrestling, XCS, volleyball, soccer, track) meeting the GCS PE requirement.

Computer and Internet Use

Every Grace student has computer and Internet access unless he/she fails to abide by the Computer and Internet Use

Agreement form, which each student reads and signs yearly.

Music/Fine Arts Eligibility

An integral part of any performing band/choir/drama group is the periodic public performances. Student participation in these performances is the prerogative of the instructor. Students participating in any fine arts activities (during or after school) are required to be in attendance at school for the full day their activity is to take place.

Grades may be affected for failing to appear for a scheduled performance. If a student's level of competence or conduct is below the instructor's expectation, the student may be omitted from the performing group.

High School Credit for Junior High Classes

Beginning with the class of 2008, students who took Spanish I, Algebra, or Geometry at Grace Christian School in Junior High may request High School Credit if they earned an A or a B. Grace recommends students make this request no earlier than the fall of their senior year and only after they have calculated the potential GPAs. Parents must petition this request through the counseling office.

Standardized Testing

Every April grades K-8 are given standardized testing in order to monitor the achievement of the individual as well as the school. Test results are mailed to parents at the end of the school year.

Freshmen, sophomores and juniors take the PSAT in October. Juniors and seniors are encouraged to take Advance Placement (AP) classes and their corresponding AP tests and either the SAT or the ACT required by most colleges and universities. Admission requirements for colleges should be investigated early. The guidance counselor is eager to assist all interested parties.

XI. ACTIVITIES

Policy and Offerings

It is the policy of Grace Christian School that all student activities are a means to the end of developing high standards of Christian character. The activities are not to be seen as an end in themselves.

Grace Christian School offers a variety of activities to enhance the talents and abilities of students. These include:

Drama	Men/Women's Soccer	Missions
Foreign Language	Men/Women's Track & Field	Music
JH XC Running	Men/Women's Basketball	National Honor Society JH Basketball
Men/Women's XC Running	Student Council	
JH Boy's Wrestling	Men/Women's XC Skiing	
JH Girls Volleyball	Woman's Volleyball	
JH Track & Field	Men's Wrestling	

Contact Paul Salima, Athletic Director, for specific information on a particular sport, season schedules, and junior high programs.

Student Council

The high school student council is composed of the at-large elected officers: President, Vice-President, Secretary, Treasurer, Chaplain, and the respective secondary Class Presidents and Class Representatives. They are governed by the Grace Christian School Student Constitution. Meetings are open to all members of the Grace Christian School student body.

National Honor Society

The Grace Christian School chapter of the National Honor Society is open to 10th - 12th grade students. Students are selected to NHS by a faculty committee who base their selections on four criteria: scholarship (3.5 cumulative GPA), leadership, service, and character. Graduating NHS members will be given NHS Honor Cords to wear at graduation.

Eligibility for Extra-Curricular Activities

Students must meet the following eligibility requirements to be allowed to compete, travel, or perform for extra-curricular activities. Athletic participants must refer to the Grace Christian School Athletic Handbook for complete policy guidelines.

Academic Eligibility

High School

In addition to Alaska School Activities Association's (ASAA) rules, a student must have a minimum GPA of 2.0 and no F's for the previous quarter or at the semester. Students failing to meet those criteria at any quarter or at the semester will be automatically ineligible for three weeks. During the following quarter, grade checks will be made every three weeks to determine if the student will be eligible to participate. If a student has been able to bring his/her grades to an acceptable level at one of the three week grade checks, they will be eligible to participate until the next quarter grade check.

Junior High

Students must have a minimum GPA of 2.0 and no F's for the previous quarter or at the semester as well as each three week grade check. Students failing to meet those criteria will be ineligible until the next three week grade check.

Attendance

Students participating in extra-curricular activities (during or after school) are required to be in attendance at school for the full day their activity is to take place. (This includes practices and performances). Reasonable time for doctor or dental appointments is the only exception. A written notice is needed for verification of an appointment and permission to participate in extra-curricular activities must be obtained from the athletic director or principal. Students absent from a practice, competition, or performance may have additional activity-specific consequences.

Conduct Eligibility

Any student who receives a detention or extension must serve at the earliest scheduled detention or extension time. Any student assigned a suspension may not participate in any activities the day of the suspension. Any student who receives a suspension from school for behavior, attitude, or absences shall be ineligible for a period of time determined by the administrator, usually starting from the first day of suspension or the day of infraction.

XII. GENERAL INFORMATION

Accreditation

Grace Christian School is accredited through the Association of Christian Schools International and the Northwest Association of Accredited Schools.

Chapel

A regularly scheduled worship and/or teaching time is set aside each week. Usually the program is arranged for separate chapels for the elementary classes, the junior high classes and senior high classes.

Fire Drills

At the sound of a continuous bell, students are to stand, form in lines as directed, and move out of the building in an orderly, prescribed manner. At the all-clear signal, they can return to the classroom in the same orderly manner. Students must walk in lines. They are expected to refrain from talking, pushing or running. Each teacher will be with his/her group.

Lunch Program

Students must remain at school during lunch. Students will eat only in designated areas during scheduled lunch breaks. Students will be responsible to put trash in wastebaskets and to clean up the area when finished. With the exception of lunch time meetings, there is no food allowed in classrooms.

Grace Christian School provides a hot lunch twice a week on Tuesday and Thursday for grades 1-12. Sub sandwiches are available on Monday, Wednesday, and Friday. The menu will be on the Grace Christian website and posted on our Facebook page throughout the year. Other groups may offer baked goods (or similar items) for sale as fundraisers from time to time.

Lockers

Each student will be assigned a locker. A school combination lock is available with a refundable \$5.00 deposit. Lockers are the property of Grace Christian School and may be inspected by school staff at any time. The school does NOT assume responsibility for anything taken and/or lost from a locker. No pictures or slogans that violate Grace Christian School dress codes and standards may be placed in lockers. A locker inspection will be performed at the end of the year to make sure lockers are clean and undamaged.

Lost & Found

Lost items will be turned into the school office and kept for a reasonable time. Items will be laid out on tables in the

Commons each Friday. All unclaimed items will be donated to charity groups. A charge for lost or damaged school books will be assessed.

Senior Rock

The rock at the South exit of the school is the property of the school and has been designated the “Senior Rock”. Members of the current senior class may decorate the rock in any wholesome way they choose. It will be considered vandalism for members of the senior class to mark the rock inappropriately or for anyone other than a senior to mark it at all.

Visitors

Parents are welcome to visit the school at any time. If time is desired with a teacher or one of the administrative staff during school hours, an appointment should be made. Upon entering the building, parents must check in at the office before proceeding to the classroom.

Student visitors must have prior approval from the administration or the Admissions Office. Visitors are expected to abide by the rules and regulations of Grace Christian School students and are expected to attend class with the host student. Visitors must sign in and receive a visitor’s pass before attending classes.

Guests - Social events at Grace Christian School are intended to foster school spirit and to build Grace camaraderie. If a high school student feels it necessary to invite a non-Grace guest, a Student Guest Information/Approval Form is available from the secondary office. The guest must be a current student in good standing with his/her high school or a Grace alumni (graduated from Grace) who is not older than 20. All guests are to be pre-approval by a Grace administrator to attend any social event. Please turn in the required Student Guest Information/Approval Form to the secondary office no later than 1 week before the social event for approval. Social event participants who do not meet Grace dress code (neat, clean, and modest) will be asked to change or to leave the event.

Student/Parent/School Annual Partnership Agreement

The Vision of Grace Christian School is to educate leaders who have a passion for Jesus Christ through the integration of faith and learning. Our mission is to work together with home and church to provide a Christ-centered spiritual, academic, and physical foundation in a nurturing environment to produce citizens who will be a transforming influence in their world. To achieve these unusual and lofty goals requires the grace of our God through our Lord Jesus Christ and a strong and unified partnership between students, parents, and school as outlined below. We encourage parents to take the time with their child (ren) to read each statement and to study the Scriptures and to pray for transformation.

Parents and students in all grades must annually read, discuss, and sign their agreement to the following guidelines. We understand this commitment is applicable both on and off campus during our tenure at Grace Christian School, including evenings, weekends, holidays, and all school breaks (Christmas, Spring, and Summer).

Commitment of the Student—to enhance the learning culture of Grace Christian School

1. I will honor and obey my parents and all others God has placed in authority over me (Eph 6:1-3, Deut 5:16, I Pet 2:13-17).
2. I will be open to biblical instruction, seeking to understand and love God more fully (2 Tim 3:14-4:2).
3. I will regularly attend a local church, desiring Christian fellowship, spiritual growth, and biblical instruction (Heb 10:22-25).
4. I will maintain a Christ-like attitude (loving, grateful, forgiving, and respectful), exercising restraint when necessary (Gal 5:22, 23).
5. I will dress neatly and modestly and keep my body clean and well-groomed and I will not distract others (Phil 2:3, 4).
6. I will always tell the truth and do all my own work with academic honesty, abstaining from any form of cheating and plagiarism (Prov 3:1-4, 2 Tim 2:15, Ex 20:16).
7. I will read and follow all policies as outlined in the Student Handbook or as directed by school staff (Student Handbooks are available on the website, in school offices, and in the School Directory) (Rom 13:1-5).

Commitment of the Parents - to build a strong partnership with Grace Christian School (Each Parent to Initial Agreement

1. I take full responsibility before God for the Christ-centered spiritual, academic, and physical foundation of my child(ren) and will train my child(ren) at home in the instruction and discipline of the Lord (Deut 6, Prov 22:6, Eph 6)
2. I am asking that Grace Christian School help support me in training my children biblically and I will support school personnel, programs, and policies with prayer and open communication (Ja 5:16,

- Eph 4:29).
3. I will regularly attend a local church with my child(ren), desiring Christian fellowship, spiritual growth, and biblical instruction (Heb 10:22-25, 2 Tim 3:14-4:2))
 4. I will foster a Christ-like attitude (loving, grateful, forgiving, and respectful) in myself and my child(ren), demonstrating self-control in words, actions, and attitude (Gal 5:22, 23).
 5. I will resolve all school-related conflicts utilizing the principles outlined in Matthew 18:15-17, by going gently to the person first, and then to his/her supervisor, if needed, refusing to gossip or slander during the process (Col 3:8, Rom 1:29,30, Eph 4:29)
 6. I will nurture habits of punctuality, thoroughness, neatness, honesty, and independent study and ensure that my child has an appropriate amount of tutorial help outside of school (2 Tim 2:15, Col 3:17,23).
 7. I will pay all my school financial obligations on time, or in the case of crisis, will communicate openly and pro-actively within 30 days to the school Finance Office to amend my Tuition Agreement to a commitment I can and will keep.
 8. (For parents of JH and HS students) I have read and will fully support my child(ren)'s adherence to the Student Code of Conduct and the Self-Disclosure Policy.

Commitment of the School - to offer an education of G.R.A.C.E.

1. We will demonstrate Grace-filled lives and foster a Christ-like attitude (loving, grateful, forgiving, and respectful), demonstrating self-control in words, actions, and attitude (Gal 5:23-25; Titus 2:11-14; Rom 12:18; I Cor 13:4-7).
2. We will resolve school-related conflicts utilizing the principles supported by Matthew 18:15-17.
3. We will strive to be a Rigorous Christian college prep school, trying to over-prepare each student for the next level. We are preparing the child for the path, not the path for the child (Colossians 3:17, 23, 24).
4. We will embrace Accountability, looking eagerly for feedback from parents, churches, accreditation bodies, and testing centers for the sake of improvement (Eph 5:15,16; Col 1:9-18; Romans 13:1-7; Titus 3:1,2).
5. We will communicate expectations to all students and commend, counsel, or correct as the occasion demands (I Thess 5:14).
6. We will communicate regularly to parents regarding the progress of your child(ren).
7. We will openly exalt Jesus Christ as the Creator, Sustainer, Redeemer and Finisher! Every teacher, staff member, and coach will strive to keep his/her life Christ-centered, abiding and enjoying the person of Jesus Christ through Bible study and supporting the student and family with prayer (Colossians 1:16, 17; 2:3; Jn 15).
8. We will do our best to design each educational experience to be fully Engaging the minds and interests of each student (The Gospels, Nehemiah 8:10, Matt 18:1-6)

12/12/2018