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GRIFFIN CHRISTIAN  
SCHOOL  
FAMILY HANDBOOK

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2019-2020

Welcome to Griffin Christian School,

Thank you for allowing the staff and myself to partner with you in preparing your child to make his or her mark in the world today. The choice you make for your children's education shapes them academically, spiritually, and in their worldview and skills. At Griffin Christian School, the faculty and staff are equipped to address each of these developing areas of a child's life. Griffin Christian School takes seriously the responsibility to develop children's minds, but they don't distance God from academics. They know that developing skills in young people is essential to helping them reach their God-given potential.

Christian educators help cultivate a worldview in which God has His rightful place, and they look to the Bible for guidance in answering life's big questions. These teachers enhance children's spiritual development in an intentional, nurturing manner. A Christian education at Griffin Christian will help your child grow spiritually, academically, and culturally.

This handbook will help you have a better understanding of Griffin Christian, and its purpose is to provide a guide to lead you on this important journey while attending the school. It would be impossible to answer every question, but the handbook will be an important tool to have a proper understanding of the various rules and guidelines of elementary school department of GCS.

If you have any questions, please contact me through the school office or you may email me at [mpendleton@griffinchristian.org](mailto:mpendleton@griffinchristian.org). Once again, thank you for the opportunity to partner with your family this year.

Sincerely,

Mr. Pendleton

Elementary Principal / Director of Education

Welcome from the Middle School/ High School Principal,

We are excited to have you as a part of our Griffin Christian family. We welcome back those students who are returning and add a special welcome to those who are new to the GCS family this year. We want every student to succeed, and we are committed to working with students, parents or guardians to ensure that the students have a safe and supportive environment to learn in. This new year will present many opportunities and challenges as we seek to develop in Christ-likeness.

We also appreciate your interests in, and commitment to Griffin Christian as we seek to fulfill our commitment to the academic and spiritual development of your student(s). To accomplish this GCS is founded on the infallible Word of God as the basis for academic discipline and extra-curricular activity. Using this as our foundation GCS seeks to develop each student through structure, discipline, and excellence in all aspects of their young lives.

Our Christian faculty is dedicated to the Word of God and have committed themselves to the ministry of helping you train your children. Each teacher has committed to pray for your student and is eager to point them toward Christ through their teaching and example.

As an educational teaching team, we stand on three core beliefs: Love God, Love Students, and Love Education

This handbook has been written to inform our students and their families about our policies and procedures. It contains important information that will allow you to better understand how Griffin Christian operates. The information included in this handbook is specific to Griffin Christian School.

GCS understands the absolute necessity of God's leadership and wisdom; we ask that you commit to pray for us and our education ministry. We look forward to having the opportunity to partner with you as we serve our Lord Jesus Christ.

Thank you for choosing Griffin Christian School!

Terrance L. Lawrence  
Principal

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## **Introduction**

This handbook provides general information about Griffin Christian School (GCS) as well as defines some specific policies and rules. The administration of GCS reserves the right to change any policy when it is deemed necessary. Notice of such changes will be given by one or more of the following means: the school newsletter, special letter, or orally to the students. Policy changes, corrections, or classifications shall have the same weight as this handbook and, in some cases, such changes to policy or procedures will be considered a replacement or update to the information in this handbook. This handbook is not to be considered as all-inclusive, and the administration will make decisions and establish guidelines concerning any issues not covered.

GCS admits students without regard to race, color, or national origin.

GCS is compliant with the federal regulations concerning the Asbestos Hazard Emergency Response Act (A.H.E.R.A.). All documents are available for inspection in the school offices.

GCS was founded in 1968 as an outgrowth of the ministries of Griffin First Assembly of God. Beginning with the Elementary School which started with one kindergarten class of thirteen students, the Elementary School has grown to a present enrollment of two hundred students in four-year kindergarten through grade six. The Middle School and High School (MS/HS) was established in 2002 as an outgrowth and demand from the Elementary School and community. The addition of dual enrollment, advanced classes, S.T.E.M. subjects, and PSAT testing strengthened the existing academic program. The administration of the GCS includes the Griffin First Assembly of God Board, the Director of Education and 2 full time principals, who direct the daily operations. The faculty consists of over 30 staff members.

The operating funds for GCS are generated by fees and tuition. The school does not have an endowment fund at this time but does accept special contributions for equipment, library books, and other items for the improvement of the school.

## **Accreditation and Memberships**

The elementary, middle, and high school are fully accredited. The school holds accreditation from the Southern Association of Colleges & Schools (SACS), AdvancED, Georgia Accreditation Commission (GAC) and the International League of Christian Schools (ILCS). GCS is a member of Georgia Independent Christian Athletic Association (GICAA).

## **Mission Statement**

The mission of Griffin Christian School (GCS) is to equip and prepare students to fulfill God's plan for their lives by communicating Christian values and providing excellence through academic, athletic, and fine arts programs.

## **Vision Statement**

Griffin Christian School - Developing Leaders; Inspiring Excellence; Changing Lives

## **Motto**

One person can change the world

## **Purpose**

### **Theologically**

Although Griffin Christian School is owned and operated by Griffin First Assembly of God, it is not the purpose of the school to indoctrinate its students in the doctrines of the Assemblies of God. We hold the Scriptures to be the all-sufficient rule for faith and practice. We, therefore, teach the Bible in its entirety. GCS seeks to train its students in the principles and practices of our Lord Jesus Christ. GCS faculty members represent several denominations and fellowships but are not permitted to teach their personal doctrine or the specific doctrines of their church. All members of the faculty are born again Christians who live a consistent example of their profession of faith.

### **Spiritually**

The purpose of Griffin Christian School is to develop students whose spiritual life is in harmony with the infallible Word of God in order that they may grow in grace and the knowledge of our Lord Jesus Christ.

### **Academically**

Griffin Christian School provides quality education in a Christian environment to thoroughly equip students for life.

## **Statement of Faith**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:25); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:44); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5)

We believe in resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

We believe gender matters. God wonderfully creates each person as male or female and these distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Genesis 2:24; 19:5, 13; 26:8-9, Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6-9; 1 Thessalonians 4:1-8; Hebrews 13:4; 1 Corinthians 6:15-18).

We believe that the only legitimate marriage is the joining of one man and one woman as determined at birth (Genesis 2:21-24).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception

through natural death. We are, therefore, called to defend, protect, and value all human life (Psalm 139:13-15; Jeremiah 1:5).

## **Admissions**

Griffin Christian School does not discriminate based on race, religion, sex, or origin.

GCS, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress code, and scholarship. Admission to GCS is a privilege and not a right. Therefore, the school maintains the right to admit only those families who are in harmony with the standards of the school.

Admission is based upon the achievement, personal interview, recommendations, and openings in the grade level. Behavior is also carefully considered. **Generally, no student will be admitted who shows low academic performance, has emotional or disciplinary problems, or who has been expelled from another school.**

GCS is not a reform school. Neither is it equipped to accept children with severe academic, physical, or emotional problems. Students must express a desire to attend GCS. The school maintains the right to refuse admittance to anyone if it so chooses and to suspend or expel any student who violates the set standard.

## **Enrollment for New Students**

The following procedure will be helpful to new students when applying for admissions to Griffin Christian School:

- Obtain an application packet from the school office.
- Complete the application form and return it to the school with the appropriate fees, as stated on the application.
- For new students, an entrance exam may be given to determine specific course placement. A copy of the applicant's transcript (grades and achievement test scores) must be given to the office before an application is approved.
- An appointment for an interview with the principal or admissions committee may be requested. The potential student and at least one parent must attend this interview.
- You will receive a letter concerning the status of the application following the admissions process. Should GCS not accept the applicant for enrollment, the registration fee will be refunded. **However, the fee is not refundable under any other circumstances.**

## **Enrollment for Returning Students**

Enrollment in Griffin Christian School one year does not guarantee placement the following year. It is to be understood that enrollment is on a first come, first served basis. However, prior to registration being opened to the public, students presently enrolled in GCS may enroll during a limited enrollment period. The first come, first served policy will be in effect during this limited enrollment period as well.

**All accounts must be current to register your child.** It is the policy of GCS not to enroll a child in one department when a balance is owed by the family to another department. Transcripts, report cards, or other records will NOT be released until account balances are current in ALL departments.

The number of classes within a grade may vary from one year to the next due to enrollment trends. Early enrollment is advised since GCS cannot ensure placement after available spaces have been filled.

The interview and placement testing process are not required for returning students. However, it is necessary for the proper application forms and fees to be completed and submitted each year.

### **Right to Terminate a Student's Enrollment**

Griffin Christian School reserves the right to terminate a student's enrollment when the administration determines that the student and/or the parent(s) of the student does not conform to the standards, philosophy, or purpose of the school. Remember, it is a privilege, not a right, to attend Griffin Christian School.

### **Withdrawals/Transcripts**

Transcripts and other information from a student's permanent record will be released by Griffin Christian School to educational institutions in compliance with their admission requirements once a student is officially withdrawn. To be considered officially withdrawn, parents must complete and sign a withdrawal form. Additionally, all school-owned books and monies owed (tuition, books, lunches, athletic fees, etc.) must be paid before a student is officially withdrawn.

Parents desiring to carry student records to enrolling school must understand that GCS is still obligated by law to forward student records to enrolling educational institution upon request.

### **Attendance**

Punctuality and regular attendance are necessary for student success. A student must be in attendance for a minimum of four (4) clock hours, unless an official school dismissal occurs, to receive credit for a full day of school attendance. Although a student may be counted present for the day, he/she will not be counted present for classes he/she does not attend. Students must be present for half of the class period or the student will be counted absent.

### **Excused/ Unexcused Absences**

1. Excused
  - A. Student or parent automobile delays or breakdowns enroute to school.  
This excuse cannot be used on a consistent basis.

- B. Detainment by the office or another teacher.
  - C. Temporary illness.
  - D. Unavoidable reasonable circumstances, e. g. traffic accident.
  - E. Doctor's appointment. Conditions rendering impossible or hazardous to student's health or safety.
2. Unexcused
- A. Oversleeping, or arriving late for any reasons of negligence.
  - B. Any tardiness in getting to classes during the school day.

### **Tardy**

Students who are not in their room when the 8:00 a.m. bell rings are considered tardy. If a student accumulates 5 unexcused tardies in a quarter, a letter will be sent explaining the consequences of the tardies until the conclusion of the quarter. Tardiness cannot be permitted on a regular basis. To avoid disrupting the class, please make every effort to be on time. Excessive unexcused tardies may put the student in jeopardy of continuing their education at Griffin Christian School.

### **Early Dismissals**

Students who must leave school early must bring a note from their parents requesting such early dismissal. The student will report to the school office at the appropriate time for early dismissal. No student should leave school without first checking out in the school office. Parents should not go directly to the classroom to get their child. Teachers have been instructed to have all children picked up in the school office. Main office will not accept checkout over the phone or after 2:00.

### **Leaving School Without Permission**

No student is permitted to leave school during the day without proper authorization from the school office.

### **Maximum Absences Allowed**

Twenty (20) days is the maximum number of days absent a student can be absent during a year. Any student with more than twenty absences will become ineligible to receive credit for the year's work.

### **Truancy**

Please be aware that based on Georgia law (20-2-690.1) and State Board of Education rule (JB), any child between the ages of 6 and 16 who, during the school calendar year, has more than 5 days of unexcused absences from school will be considered truant. The legal penalties and consequences for truancy include referral of parents, guardians, or custodians to State Court and referral of juveniles to Juvenile Court for prosecution. Unexcused tardies and unexcused early checkouts are detrimental to the academic success of individual students and classmates. Therefore, excessive unexcused tardies

and checkouts must also be referred to the Spalding County Courts for consideration of prosecution.

## **Financial Policies**

### **Application Fee**

A non-refundable application fee is required of all students, which is assessed any time a student makes an application to Griffin Christian School.

### **Tuition**

Since the payment of tuition is the major source of revenue for the operation of Griffin Christian School, it is necessary that all tuition accounts be current. Therefore, prompt payment of tuition is essential for the ongoing operation of GCS.

Tuition may be paid annually or in ten monthly installments. Those desiring to pay annually will receive a 5% discount when payment in full is made by the end of the first day of school. If paying monthly, payments are due on the 1<sup>st</sup> of every month with the first payment being due by the end of the first day of school and the last payment due by the end of May 1. **A 3% transaction fee will be added to all credit card payments.**

### **Miscellaneous Fees**

There will be miscellaneous expenses for school activities, supplies, and events such as field trips. Individual teachers will notify parents or their students about these fees in advance.

### **Sports Fee**

The sports fees are located on page 55.

### **Late and Returned Check Fee**

A returned check fee of \$40.00 will be incurred each time a check is returned due to insufficient funds. After an account has had two returned checks, all payments on behalf of the student (i.e. lunch, field trips, tuition, etc.) must be paid by cash, cashier's check or credit card.

### **Delinquent Accounts**

Should an account fall behind in payment, the following procedures will apply to all student and parents/families:

- Accounts that are not paid in full by the 5<sup>th</sup> of the month are considered delinquent. On the 6<sup>th</sup> of the month accounts with unpaid balances will be assessed a late fee of a minimum of \$25 or 10% of the total unpaid balance on the account, whichever is higher.



- After the 10<sup>th</sup> day of the month, a letter will be sent to the parent/guardian stating that the student will not be allowed to return to school, if the account is not paid by the end of the month.
- At the beginning of the following month, if the account remains unpaid and no alternate payment arrangement agreement has been made/approved, the student(s) will be asked to withdraw until the account is paid in full. ***It is the responsibility of the parent/guardian to contact the school business office before the first of the month to discuss possible alternate arrangements with the school business office.*** All agreements for alternate payment arrangements must be in writing and approved by the School Business Office. Payments not made according to the written agreement will result in immediate withdrawal from the school and are subject to possible collection efforts at the sole discretion of the Business Office.

If a student has a delinquent account, he/she will not be allowed to participate in any extracurricular activities, including but not limited to, class trips, athletics, etc. until the account is current. If a student is withdrawn from Griffin Christian School due to payment delinquency, the student will not be allowed to participate in any sporting event or school activity during this time.

All regular financial transactions are to be handled directly with the School Business Office. Students will not receive grades, report cards, or begin another semester's work, transfer permanent records, receive certificates of attendance, or any other forms, or graduate until ALL accounts with the school are up to date.

### **Refund of Tuition and Fees**

Should a student withdraw or be dismissed from Griffin Christian School, there will be no refund of tuition of any month in which the student has attended one or more days. Likewise, there will be no refund of any portion of the registration fee or book fees.

GCS does not release any unused tests should a student withdraw or be dismissed, nor is there reimbursement for the same. Also, students who use school-owned textbooks will not be allowed to use them following withdrawal or dismissal; nor is any portion of the user fee reimbursed.

### **Tuition Assistance**

Limited financial assistance based on need is available for Griffin Christian School new and re-enrolling families as the Lord provides.

During the reenrollment or enrollment process, parents seeking tuition assistance should contact the school office for information on how to apply. To apply for assistance, re-enrollment fees must be paid first.

All enrolling and re-enrolling families requesting tuition assistance must contact the office and will be directed to apply for F.A.C.T.S. the F.A.C.T.S. application has a fee

that will not be reimbursed by the school. F.A.C.T. S. application results must be received by February 30 of the preceding school year.

Approval will be granted on a case by case basis within the monies that are available.

## **General Information and Policies**

### **Chapel**

One of the main purposes of Griffin Christian School is to help students grow spiritually. Chapel services, which are held on a regularly scheduled basis, are an integral part of this growth process. Students are expected to bring their Bible to each chapel service as well as to exhibit correct posture and respect for the program and speaker.

### **Counseling**

Griffin Christian School wants each student to succeed. Knowing students may encounter situations that affect their emotional and mental state and interfere with their success, we would like to utilize the counseling resource available to us. As a part of our program for enrolled students, parents understand they are granting permission for the students to benefit from the counseling services. The counseling will remain confidential and students will be referred as the administration and staff deem necessary. Parents can request for their child to receive counseling, and students can request to speak with a counselor.

Touch of Healing Counseling Center will provide one professional counseling session without charge, for students attending GCS. The counseling services will be offered to all students with identified concerns or needs by means of individual or group counseling. The purpose is to assist the students' academic development, as well as address personal and social skills. The therapists will consult and collaborate with parents/guardians, teachers, or administrators, as needed, regarding appropriate services for students identified with concerns or needs. The students may be referred by the administration or teachers or students may seek counseling by self-referral. If further services are needed or recommended, the therapist will contact the principal and contact the parent/guardian for continuation of services or a referral to another resource. The parents will be responsible for fees after the first two counseling sessions. The students continuing with counseling will receive a discounted rate if insurance is not available.

### **Field Trips**

A field trip form will be filled out and submitted to the office prior to approval. The following policies apply to field trips:

- Students and parents who attend are required to adhere to school policies with respect to conduct and appearance.
- Teachers and students will wear GC apparel

- A fee may be assessed to cover transportation, expenses, and/or admission costs.
- For dress code please refer to this handbook. (Administration discretion)

### **Gum**

Students are not allowed to chew gum in school, except during testing week under their teacher's supervision. Students caught chewing gum will be administered according to the student code of conduct.

### **Health Guidelines / Sickness & Emergencies**

Griffin Christian School is required to have a Certificate of Immunization on file for each student. It is imperative for the school to be advised of any serious or chronic health problems. Parents/legal guardians should notify the school office of any health issues. This information is required in each student's file.

For the safety of our students, faculty, and staff, sick children should not be sent to school. If they are running a fever (this is usually when they are contagious) they should be kept at home. A child needs to be completely free from fever for 24 hours (without medication to bring it down) before returning to school. If a child has experienced a bout of vomiting and/or diarrhea, the child must be symptom free for 24 hours and should be able to take in a normal diet before returning to school (24-48 hours). Depending on the illness, a doctor's release may be required for a student to return to school.

If a child has been seen by a physician and prescribed antibiotics, they need to take the medication for 24 hours before returning to school.

Communicable diseases and/or symptoms of communicable diseases for which children may be sent home from school include, but are not limited to:

- Pediculosis – lice infestation and nits
- Scabies – skin mite infestation
- Chicken pox – blister-like skin rash
- Conjunctivitis – “Pink Eye”
- Diarrhea illnesses
- Vomiting
- Fifth Disease
- Hand-Foot-and-Mouth Disease
- Influenza
- Measles
- Meningitis
- Mononucleosis
- Mumps
- Staphylococcal diseases – Impetigo, boils, skin lesions
- Streptococcal diseases – Strep throat, scarlet fever, impetigo
- Illnesses causing the student to have a fever

We will call the parent of any child with a fever reaching the temperature of 100 degrees or higher) to come and pick him or her up. If a student becomes ill at school, a parent will be called to come and pick up the child as soon as possible.

GCS will not administer non-prescription or prescription medications without written consent. If your child is on medication prescribed by a physician, the medication will be given with written consent and instructions as provided by the parent/physician. The parent(s) and/or guardian(s) should provide any medications to be administered to the child in case of a headache, cold, sore throat (other than a cough drop) upset stomachs (other than Tums), toothache, sore throat spray, etc. This policy is for the protection of your child as there are possible side effects for medications, and some do not interact well with other medications the child may have been prescribed. A signed Medical Authorization form is required for each student.

### **Medical Excusal from Physical Education**

Extended time without active participation in physical education classes requires a written note from a physician.

### **Inclement Weather Policy**

When severe weather, icing conditions, floods, or snow creates unsafe conditions, Griffin Christian School will be closed. The decision to close the school because of adverse weather conditions or other emergency situations will be made by the administration. Announcements of such closing will be made using the following:

- Fox 5 News
- Action News 2 WSBTV
- 11 Alive News
- Radio FM 88.0/ AM 1450
- Via Text Message/Email
- Sycamore Education Management System(sycamoreeducation.com)

Usually when the Griffin-Spalding County School System closes for inclement weather, GCS will also be closed. However, some of their closings are related to the effect of the weather on their mass transportation system and will not affect us. Please verify our closing by listening to the media.

### **Insurance**

Griffin Christian School provides limited accident student medical benefits during school hours and school sponsored activities. The policy is a "full excess" policy. Benefits are payable for covered expenses in excess not recoverable from another plan providing medical expense benefits (as described in the Master Policy) to the applicable maximum.

\*If you need major medical coverage for your child, you should consult a health insurance representative for coverage. Any claims must be filed within ninety (90) days

of the accident. In case of accident, notify the school office immediately. This policy does not cover all expenses of an injury.

\*A copy of the benefits is available in the school office and the Athletic Director's office.

### **Lost and Found**

Students are responsible for their personal property; the school does not accept any responsibility for students' property. Students are cautioned not to bring valuables or large amounts of money to school. Students are encouraged to label all personal items with their name. Students who find lost articles are instructed to take them to the school office to be placed in the "Lost and Found". Lost articles, which are not claimed within a reasonable time, will be given away the first week of June the same year.

### **Lunches**

Students are permitted to bring a sack lunch, or they may purchase meals provided in the cafeteria. Every attempt is made to offer healthy and nutritional meals at a reasonable price. Lunch costs and options available are announced prior to the beginning of each school year.

The cafeteria cannot be responsible for lost or forgotten lunch money. **No charges are allowed for lunches, unless money is on the account. Students may bring money and pay on the day they want to eat lunch. Any child without money will receive an alternate lunch with the regular cost of lunch added as an expense to the students account.**

Students need to be courteous and display proper table etiquette while in the lunchroom. The lunchroom should be kept neat and clean always. During lunch, there will be an option to sit outside on the patio facing the lake. The opportunity to sit outside for lunch comes with responsibility and accountability. Students will be selected by Homeroom teachers.

#### **Students will adhere to the lunchroom rules:**

- A. No breaking in line.
- B. Dispose of paper and trash in the proper containers.
- C. No food, drink, or any other items are to be taken out of the lunchroom.
- D. Remain in the cafeteria during lunch period. Permission to leave will be given by the teacher.
- E. Lunch is offered for all students for a fee or they must bring a lunch from home.
- F. Students may not purchase snacks for other students.
- G. A microwave is provided for the students to warm food brought from home. Please remember that there are many students, so use of the microwave should only be used for warming food. Don't pack meals that need to be cooked for more than 2 minutes per student.

- H. No lunch charges will be allowed to accumulate. If students do not have a lunch alternate lunch consisting of a PBJ sandwich and water will be given. **Parents are strongly encouraged to pre-pay their students lunch accounts.**
- I. Students are strongly encouraged not to share food with each other.

### **Parent Conferences**

All Griffin Christian School faculty members appreciate and encourage parent conferences. Any time a parent would like to meet with a teacher, he/she should contact the teacher via e-mail or call the office to make an appointment with the teacher. Faculty members will not be allowed to leave a classroom during their regular instruction hours to take telephone calls.

Parents who desire a conference with the principal regarding a conflict or issue involving a teacher should first schedule a conference with the teacher. Following this conference, should the conflict remain unresolved, the parent should contact the principal for a parent principal conference.

### **Parents Grievance Procedure**

All teachers will strive to glorify God in actions and attitudes, and he/she will be due the respect of his/her office. It is expected that this same attitude will be shown the administration and parents. Occasionally during the year, misunderstandings can arise between the staff and the administration, staff and staff, staff and students, or staff and parents. Problems are often the lack of communication between individuals involved. School personnel at every level should be committed to resolving problems one-on-one in a spirit of Christian love and respect.

### **Concerns and Resolutions Procedure**

1. An appointment should be made with the appropriate person, when necessary.
2. A concern must be made known at an appropriate time and place and in a respectful manner.
3. When a parent, student, or member of the community expresses a concern, staff shall receive the concern courteously and, if appropriate, redirect the person to the appropriate staff member.
4. Concerns should be addressed in a candid and timely manner.
5. A record should be kept noting the concern, consultation with others, the resolution, etc.
6. Concerns will be directed according to the sequence in the following manner:
  - For school matters, instruction, or student discipline, the sequence is:
    - A. Teacher or other staff members
    - B. Principal
    - C. Executive Director or Business Administration (for financial matters)
    - D. Sr. Pastor (only if the matter is not resolved at level a, b, or c)
    - E. Griffin First Assembly of God Official Board (only if matter is not resolved at level a, b, c, or d)

7. All concerns will be handled in a confidential manner.  
To resolve a concern, the information and the identity of the person with the concern may be disclosed to:
- A. the person(s) named in the concern;
  - B. a person(s) who needs to be contacted for information about the concern;
  - C. a person(s) who needs to know about the concern as part of their duties;  
and/or
  - D. the person(s) who will be responding to the concerns.

### **Pledge and Prayer**

Each school day begins with the Pledge of Allegiance to the American Flag, Christian Flag, Bible, and a word of prayer. All students and staff are required to participate.

### **Standardized Testing**

Griffin Christian School administers standardized tests to students for collecting substantive data, in addition to preparing our students for future standardized testing as they prepare for college. By administering these tests, we will be able to gather information about the achievements of our students in comparison to national and state norms. We will also be able to address educational concerns that are revealed through the testing results to insure the best possible education for all GCS students.

### **Use of School Telephones**

School telephones are business telephones and are not to be used for personal conversations. Students must use the telephone in the school office when it is necessary to make a call. No student is permitted to use any of the other telephones on campus. No student will be called to the telephone unless it is an emergency.

### **Cellphones**

#### **Elementary School**

It is against school policy for students to use cell phones during the school day. Cell phones may not be used on campus from 7:55 a.m. until 3:15 p.m. If a student violates the cell phone policy, the following will be enforced:

- First offense: phone will be taken up and turned in to the office. The parent will be called and the phone will be returned to the student at the end of the day.
- Second offense: phone will be taken up and turned in to the office. The parent will be called and must pick the phone up from the office, detention will also be assigned.
- Third offense and beyond, parent must pick up phone and additional days of detention are assigned.

Students may use the phone in the office when needing to make a call. In addition, parents needing to talk to or leave a message for their student may call the school office where the office staff will be happy to assist them.

At the discretion of the administration, the cell phone policy may be relaxed.

### **Middle School/High School**

Student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities and while under the supervision and control of school employees is permitted under the circumstance described herein:

All students 7-12 grade may use these devices on campus before school begins (7:50 all cell phones are off) and after school ends (3:31 cell phones on). The student code of conduct will be used to administer consequences for those in violation of the rules. Grades 7<sup>th</sup> -12<sup>th</sup> are not permitted to use cell phones at any time during the instructional day unless specifically authorized by the instructing teacher of their current instructional period.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of device by school officials, including classroom teachers.

- First offense: device will be taken up and turned in to the office. The parent will be called, and the device will be returned to the student at the end of the day.
- Second offense: device will be taken up and turned in to the office. The parent will be called and must pick the device up from the office, detention will also be assigned.
- Third offense: parent must pick up device and the device is no longer allowed on school grounds during instructional time.

At the discretion of the principal, the cell phone policy may be relaxed or enhanced.

### **Visitors**

Parents and family members are always welcome at Griffin Christian School, and we welcome prospective students who wish to visit classes for deciding about enrolling in the school. For the safety of our students, all visitors must sign in at the Main Office and pick up a visitor's pass. GCS is a closed campus.

*Lunch visit:* Relatives of students, full-time pastors and youth pastors, and alumni are allowed on the GCS campus for the purpose of eating lunch during the school's regular lunch time. All visitors must be in good standing with the school. The administration will determine whether a visitor is acceptable on campus.



*Classroom visit:* Prospective students are welcome to visit the school. The parents of prospective students should arrange the visit in advance through the school office. On the day of the visit, the guest must register in the school office. Parents of enrolled students must have prior permission of the administration to visit their students in the classroom and should not enter classrooms without administrative approval. Violators are subject to removal from the building.

All visitors are expected to follow the policies and adhere to the “Dress Down Friday” dress code of Griffin Christian School. This includes no tobacco use on campus. Due to limited space and legal challenges, students are not allowed to bring visitors or guests with them to school.

Visitors must enter through the front entrance of the high school building. **Students are to never open any entrance for anyone—even if they know the person.** Students who violate this request are subject to disciplinary action.

### **Safety and Security Office**

Griffin First Assembly provides a Safety and Security Director for the entire Griffin Campus. This individual provides policy development, and training and oversight, to assist with traffic, logistics, planning and operation. He/she will also work with students and faculty in promoting and implement safety programs, serve as a guest speaker for classes where his/her expertise is beneficial. Furthermore, he/she is available for students to discuss problems and questions concerning the law and helps in many other ways to ensure the safety and security of the campus.

The Safety and Security Director is a POST certified Law Enforcement Officer and has the authority to interview students that may be witnesses to an incident without first contacting a parent/guardian. Students that are suspects in illegal activities may be interviewed by the Safety and Security Director or any member of law enforcement with a school administrator present. Parent/guardian will be notified following the interview by the Safety and Security Director or a school administrator.

### **Fire, Safety, and Severe Weather Drills**

In accordance with state laws, Griffin Christian School conducts fire, safety, and severe weather drills to prepare students, faculty, and staff for emergency situations. All students will be expected to regard these drills seriously and follow instructions given. Teachers are asked to review important procedures with their students on a regular basis. A copy of the exit locations for fire/tornado drills has been posted in each classroom.

### **Discipline Philosophy & Procedures**

In order to provide an environment that fosters spiritual and academic growth for each student, the Griffin Christian School administrative body has adopted a standard of behavior. Our goal is to clearly define the school’s standard and expectations of each student.

To build godly character within the hearts of our students and to establish a daily environment that promotes excellence in academics and conduct and creates self-discipline within each student, it is imperative that the discipline policy be strictly enforced. Some behavior may warrant additional enforcement outside of the school jurisdiction. The intent of the school is to be consistent in the enforcement of consequences and to be fair by avoiding partiality.

### **Prohibited Items/Searches and Seizures**

Griffin Christian School believes in having high standards for student learning. It is also believed that the following items distract from the learning process. Therefore, students are asked not to have the following items during class times. If a student has any of the following items during the school day, they will be taken from the student. Each circumstance will be address individually by the administration.

Items that should not be brought to school or to school functions include, but are not limited to, the following:

- Alcoholic beverages
- Tobacco products
- Toys
- Guns
- Matches
- Cigarette lighters and other types of lighters
- Explosives
- Knives
- Weapons of any kinds (see the paragraph on weapons below)
- Bullets
- Chains
- Beepers
- Radios
- Televisions
- Games (electronic and other)
- Drugs and other medication (unless the proper forms are on file with the school)
- Excessive grooming products
- Video, DVD, CD players, etc.
- I-pods or other tablets not deemed for classroom use
- Magazines
- Inappropriate literature
- Laser pens
- Pepper spray
- Collectibles
- Occult related items
- Any items of extreme value
- Playing cards/dice/etc....
- Live animals

### **Searches on Suspicion of Illegal or Unauthorized Materials and Prohibited Items**

In the event the school suspects that a student possesses an unapproved item, Griffin Christian School reserves the right to search a student's person and belongings, including but not limited to automobiles, backpacks, athletic and other bags, purses, pockets, school boxes, lunch and other boxes, lockers and desks. Registration of the child at GCS constitutes parental consent to such searches. Additional parent or student permission is not required. A minimum of two GCS staff members must be present during all searches. During the search, staff members will not directly touch the

students. GCS reserves the right to require drug testing, should the school suspect that a student has been using one or more drugs.

The test(s) will be conducted at a doctor's office, medical laboratory, or clinic within 24 hours of notification. Notification will be personally delivered to the parent/guardian. Transportation to and from the doctor's office, medical laboratory, or clinic is the responsibility of the parent/legal guardian. The cost of the testing is to be paid by the parent/legal guardian. The test(s) may be done for marijuana, cocaine, and any other illegal or controlled substances. Official results of the drug test(s) must be delivered to the school administration. Students who have undergone drug testing will not be allowed to return to class without a negative test result. A positive test will result in immediate withdrawal/expulsion of the student from Griffin Christian School. Refusal to take the drug test will result in the student being expelled from the school.

### **Drug Use/Substance Abuse**

The possession, use, or distribution of illegal drugs, controlled substances, vaping, or alcohol and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and are subject to dismissal. Griffin Christian School is considered a drug/alcohol-free zone and, therefore, practices a zero-tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs or controlled substances on its campus and at school events. Minimum Suspension: five (5) days out of school with possible expulsion.

The possession, use, or distribution of illegal drugs, controlled substances, vaping paraphrenia, tobacco, or alcohol and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and are subject to dismissal. GCS is considered a drug/alcohol/vaping-free zone and, therefore, practices a zero-tolerance policy as it relates to the possession, use, and/or distribution of tobacco/vaping products/illegal drugs or controlled substances on its campus and at school events. Minimum Suspension: five (5) days out of school with possible expulsion.

### **Weapons**

A student shall not possess, handle, or distribute a knife, machete, razor, ice pick, explosive, loaded cane, sword cane, firearms, including pistol, rifle, shotgun, pellet gun, BB gun, or any other object that reasonably can be considered a weapon, including but not limited to objects that appear to be weapons and may be possessed, handled, distributed, or transmitted in a manner indicating that they are, in fact, weapons.

### **Improper Sexual Conduct/Sexual Harassment**

Students shall not harass other students or any school employee through conduct or communications of a sexual nature. Sexual harassment and sexual misconduct, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcomed touching
- Having/viewing lewd or pornographic material
- Sexual immorality
- Communication in any public forum in support of sexual impurity, harassment, or non-heterosexual orientation

### **Immorality**

Students are expected to maintain moral purity as outlined in God’s Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Discipline consequences could include dismissal/expulsion from school. Biblical references: Colossians 3:5; I Corinthians 6:18; Matthew 5:27-28; Mark 7:20-23; Romans 1:26-27

Public display of affection (i.e. holding hands, hugging, sitting on laps, etc.) or personal contact of any kind shall be considered in poor taste on campus and at all school-sponsored functions and is not permitted.

Disciplinary action will be taken in the event of public display of affection:

- 1st Offense - Verbal warning
- 2nd Offense - Parent Conference
- 3rd Offense - Saturday School

### **Bullying/Fighting/Threats**

Griffin Christian School considers the safety and well-being of all students and staff to be of the utmost importance. Each student is expected to adopt an attitude of respect for each of his/her classmates and teachers. Actions or statements of a threatening nature toward any person on campus will not be tolerated. Students who engage in such behavior (even in a manner they themselves perceive as “joking”) will be subject to disciplinary action up to and including permanent dismissal from school.

Bullying is an ongoing series of physical and/or emotional events designed to make the target of the bullying feel uncomfortable or afraid. These actions may include pushing, hitting, deliberately excluding another student from a group, name calling, making mean-spirited statements, and continuously making fun of someone. GCS will not tolerate any behaviors of this nature. Students who engage in this manner of behavior will be subject to disciplinary action up to and including permanent dismissal from school.

Bullying is a behavior, which is subject to the school’s discipline policy; regardless as whether it occurs on or off campus. Bullying takes many forms, such as verbal, physical, or written threats. It can occur in a variety of places, such as school, neighborhoods, online (including all social media) and all forms of texting.

The following definition will be used as a guideline to determine if a behavior is considered “bullying”. This is not an exhaustive definition, only a framework. ***“Bullying is unwanted, willful behavior that involves real or perceived threat(s) and/or intimidation.”***

Three questions will assist in determining if a behavior is considered as “bullying”:

- Is it repeated, persistent, and/or pervasive?
- Was there an intentional display of force, intimidation, or humiliation, real or perceived?
- What is the level of disruption in the orderly operation of the classroom and/or school environment?

## **Policies for Griffin Christian Elementary School**

### **Attendance Hours Required of Daily Credit**

Students, in first through sixth grades, must be in school from 8 AM to 12:30 PM or from 10:30AM until the end of the school day to be considered present for the day. Half day credit for attendance will not be taken into consideration for attendance records. Kindergarten students must be in school a minimum of two hours to be considered present for the day.

### **Curriculum**

The basic curriculum used at Griffin Christian is the ABeka curriculum. These materials have gained a reputation as being some of the finest Christian textbooks available. They are written with a “back to the basics” philosophy and require much student involvement in class activities and homework assignments.

We do use some materials that are not part of the ABeka Curriculum. All materials selected for use in the Elementary School must be in harmony with the stated goals of GCS.

### **Course Descriptions**

#### **K-4 Readiness (4-year old)**

- The K-4 readiness program has a curriculum including phonics and reading, writing, numbers, poetry, and fun activities. Children learn the alphabet, number concepts from 1-20 and counting from 1-100.

#### **Kindergarten (5-year old)**

- The Kindergarten program is a complete educational program that teaches children how to read phonetically. The curriculum includes many small readers, workbooks, and phonics cards. Students will learn the letters of the alphabet and will learn to read (450-word vocabulary). A complete range of subjects is covered, including writing, art, poetry, music, science, and numbers. The children

will learn to count from 1-100 by 1's, 5's and 10's. Children find that the kindergarten curriculum is an enjoyable learning experience.

### **First Grade**

- Reading: ABeka Book Christian Reading Series and other readers
- Phonics: Drill and word analysis skills
- Writing: Spelling, writing words and sentences
- Arithmetic: Emphasis on addition, subtraction, introduction to simple tables of multiplication, money values, story problems, and simple fractions
- History, science, Bible instruction, and poetry memorization are also included.

### **Second Grade**

- Review of first grade material.
- Reading: Many books, including ABeka Book Christian readers
- Phonics: Drill work and word analysis skills
- Writing: Vocabulary building, penmanship, and cursive writing
- Arithmetic: Addition, subtraction, introduction to multiplication, division, and Roman numerals
- History, science, Bible instruction, and poetry memorization are also included.

### **Third Grade**

- Reading: A variety of readers from the Abeka Book Christian readers, including Pilgrim's Progress
- English: Grammar, punctuation, penmanship, spelling, vocabulary, and poetry
- Arithmetic: Addition, subtraction, multiplication, division, combinations, story problems
- History: A look at America
- Science: Natural and physical science
- Bible instruction is also included.

### **Fourth Grade**

- Reading: Character-building patriotic stories, vocabulary, and speed and comprehension quizzes
- Spelling and vocabulary: 30 words per week with 10 definitions
- Penmanship: Daily work on correct letter formation and writing
- English: Grammar and usage, composition
- History: General survey of American History
- Science: Survey of earth science, the body, weather, plants, insects, water, etc.
- Arithmetic: Drill in speed and accuracy in the four arithmetic processes, multiplication facts, dividing by two-digit numbers, working fractions measures; traditional approach
- Poetry memorization, music, and Bible instruction are also included.

### **Fifth Grade**

- Reading: Character-building patriotic stories from ABeka Book series, reading vocabulary and comprehension
- Spelling and vocabulary: 35 words and definitions per week

- English: Grammar and usage, creative writing, library research project
- History and Geography: a study of ancient civilization up to the present in the Eastern Hemisphere, map work included
- Science: Survey of weather, energy, plants, animals, geology, conservation
- Arithmetic: Drill in speed and accuracy in the four arithmetic processes, decimals, fractions, word problems; traditional approach
- Bible instruction and poetry memorization are also included.

### **Sixth Grade**

- Reading: Character-building patriotic stories, speed reading and comprehension, book reports
- Spelling and vocabulary: 35 words and definitions per week
- English: Grammar and usage, creative writing, library research projects
- History and Geography: A study of the Western Hemisphere, map work included
- Science: Creation, chemistry, physics and earth and space science
- Arithmetic: Drill in speed and accuracy in the four arithmetic processes, fractions, decimals, percentages, graphs, metric system, geometric figures; traditional approach
- Bible instruction and poetry memorization are also included.

### **Promotion to the Next Grade**

No student in grades one through six will be promoted to the next grade if two or more major subjects are failed. Major subjects include:

- Math
- English (Language)
- History
- Science
- Bible

It is recommended if a student fails Math or English, the student will need to successfully complete a summer course before promotion.

### **Grading Scale**

The following grading scale for the Elementary School

A – Excellent (100-90)	E – Excellent
B – Good (89-80)	G – Good
C – Average (79-75)	S – Satisfactory
D – Poor (74-70)	N – Needs Improvement
Failure (69 and below)	

## **Reporting of Grades**

The school year is divided into four nine-week quarters. Reports are issued at the end of each nine-week period to give the student and the parents an indication of the student's academic progress.

Mid-quarter deficiency reports are issued for students whose work level indicates poor or failing performances. This report serves to give the student and the parents a warning that if work is not improved the student will receive a poor or failing grade.

## **Withdrawal**

A withdrawal form must be completed for any student who seeks to withdraw from the school prior to the end of the school year. This form must be signed by the parent(s). No academic record will be given to individuals, with the exception of current averages, at time of withdrawal. All school-owned books and monies owed (tuition, books, lunches, library fines, pictures, etc.) must be paid before a student is considered to be officially withdrawn.

## **Transcripts**

Transferring Students: A copy of your transcript will be sent to the school that you will be attending. There is no charge for this copy.

No transcripts will be issued unless written authorization is on file in the school office. All accounts must be up-to-date before a transcript will be sent.

## **Homework Policy**

The homework policy in grades one through six is handled in each individual classroom.

## **Miscellaneous Fees**

There will be miscellaneous expenses for class parties, school activities, supplies, and events such as field trips. Individual teachers will notify parents of their students about these fees in advance.

## **Schedule of Classes**

Kindergarten classes meet as follows:

AM – Morning Class	8:00AM -11:15 a.m.
ALL DAY Class	8:00AM – 3:00 p.m.

Elementary classes (1<sup>st</sup> - 6<sup>th</sup>) meet from 8:00 a.m. to 3:00 p.m.



## **Field Trips**

All field trips sponsored by the Elementary School will be preceded by a note of explanation from the sponsoring faculty member.

The following policies apply to the field trips:

- Students and adults who attend are required to adhere to school policies with respect to conduct and appearance.
- A fee may be assessed to cover transportation expenses and/or admission costs.
- A navy-blue polo shirt or a navy-blue sweatshirt with the GC insignia is required to be worn.
- Students who choose not to attend a field trip and stay at home will be counted absent for that day.
- All students are expected to ride the bus on school sponsored trips.

## **Lost and Found**

A lost and found box is located in or near the school office. Students should check the box for items they may have lost. Students who find items should place them in the box. Each year many items of clothing are placed in lost and found. Please label your child's jackets, sweaters gloves, etc. so they may be returned if lost. Also, lunch boxes, lunch bags, etc. should have the student's name on them. Due to limited storage space, the items in the lost and found cannot be kept for long periods of time. Items not claimed are donated to charity.

## **General Elementary Rules**

The following list, though not all-inclusive, provides information about some basic school rules:

- All students will be required to assist in keeping the campus clean.
- Eating and drinking is only allowed in the cafeteria and under the supervision of a teacher. Water bottles with water are permitted in the classrooms. This policy is in effect before, during, and after school.
- Chewing gum is not permitted on campus at any time or on off-campus school functions.
- Students should not be in school buildings before 7:00 a. m. or after 3:15 p.m. unless under the supervision of a faculty member. Students are allowed in the building during times of inclement weather. Students not picked up by their parents by 3:15 p.m. will be sent to after school daycare and the applicable fees will be charged to the students account. Special exceptions must be approved by the administration.
- Shouting, loud talking, running, or shoving is not permitted.
- Fighting will result in disciplinary action.
- The following items are not permitted on campus or on off-campus school functions -
  - Radios, recorders, CD players, Play Stations, Game Boys, etc.
  - Knives, firearms, or any type of weapon

- Tobacco or Vaping products of any kind
- Alcohol products of any kind
- Drugs or any drug paraphernalia
- Lighters or matches
- Public displays of affection will not be tolerated. The School maintains a “No touching” policy. Couples are never to be alone in buildings or secluded areas on the campus.
- No student is allowed to bring any items to school to be sold. The only exception to this policy is the sale of school related items, which have been authorized by the administration.

## **Bullying**

Bullying is a behavior which is subject to the school’s discipline policy, regardless as whether it occurs on or off campus. Bully takes many forms, such as verbal, physical, or written threats. It can occur in a variety of places, such as school, neighborhoods, online (including all social media) and all forms of texting.

The following definition will be used as a guideline to determine if a behavior is considered “bullying”. This is not an exhaustive definition, only a framework. Bullying is unwanted, willful behavior that involves real or perceived threat(s) and/or intimidation.

Three questions will assist in determining if a behavior is considered as “bullying”.

1. Is it repeated, persistent, and/or pervasive?
2. Was there an intentional display of force, intimidation, or humiliation, real or perceived?
3. What is the level of disruption in the orderly operation of the classroom and/or school environment?

## **Dress Standards**

One of the purposes of Griffin Christian School is to provide an atmosphere conducive to spiritual, academic, and personal growth. We believe that our appearance and the appearance of those around us affect our level of productivity. We also believe that the physical appearance of our students is an essential element in the development of personal responsibilities and meaningful participatory citizenship. Our appearance reflects our values and interest. Though one’s personal relationship with Christ is not determined by one’s dress, an individual’s dress will be determined by his or her relationship with Christ. We do not want our students to have a spirit of competitiveness in regard to their dress.

The uniform dress code does not apply to Kindergarten students.

### Male Students

1. Uniform khaki or navy-blue pants or walking shorts will be permissible.

2. **Solid** color oxford or polo shirts with collars may be worn. A small insignia may be worn in the pocket area. Turtlenecks, sweaters, and sweatshirts in uniform colors may also be worn in the classroom.
3. All shirts are to be tucked in and a belt is to be worn if there are belt loops.
4. Shoes with backs and socks must be worn at all times.

#### Female Students

1. Uniform khaki, navy, or plaid pants, walking shorts, skorts, skirts, or jumpers are permissible. All skirts must be no more than two inches above the knee. If it is questionable, do not wear it.
2. **Solid** oxford blouses or polo shirts with collars may be worn. A small insignia may be worn in the pocket area. Turtlenecks, sweaters, and sweatshirts in uniform colors may also be worn.
3. All shirts are to be tucked in and a belt is to be worn if there are belt loops.
4. Make up (cosmetic) is not acceptable for students prior to the sixth grade.
5. Shoes with backs must be worn at all times.

### **Dress Down Fridays**

On Fridays, students will be allowed dress down. On these days only, students will be allowed to wear jeans; however, they must not be faded or frayed or have patches or holes. Regarding the shirts and blouses on these days, pull-over shirts may be worn including shirts with round or v-neck collars. However, no drawings or pictures shall be on them unless they have a Christian or sports theme. Clothing with brand names such as Bugle Boy, Izod, Nike, etc. will be allowed. Sleeves should cover the upper portion of the arm. Athletic shorts are not allowed for boys or girls.

The following items pertain to both male and female students:

1. No hats, caps, scarves, headbands, or other head gear shall be worn inside the buildings.
2. Sunglasses are not to be worn inside the buildings.
3. Hair styles for both male and female students must be of a conservative nature. Hair styles that reflect worldly fads such as mohawks or designs cut in the hair, ponytails (for males) etc. will not be acceptable.
  - A. (MALE STUDENTS) Hair shall not cover the ears or the eyes or touch the top of the collar.
  - B. Nonconformity to the above will result in suspension until the hair cut conforms to the ES standards.
4. All visible clothing must meet GCS standards.
5. A navy-blue polo shirt or navy-blue sweatshirt with the GCS insignia is required for field trips for all students.

We realize that the previous information is not all-inclusive but is given for specific situations. While the Scriptures do not give explicit instructions for one's apparel or hair style, we are instructed in the Scriptures that we should seek to honor Christ in our lives. Our appearance is a very integral part of our lives. The dress code is not created just for the purpose of having more rules but is designed to provide guidelines for

acceptable dress. It should also be remembered that a part of our growth is submission to authority. While not everyone will agree with all of the dress code, it is necessary that everyone abide by it.

The dress code is applicable at all times when students are on campus and off campus for school sponsored or school-related activities.

## **Griffin Christian School Policies for Middle/High School**

### **MS/HS Academic Policy**

#### **Grade Point Average (GPA)**

Middle and High School students are required to maintain at least a C average/2.0 grade point average during any two consecutive semesters. Exceptions may be made for students who have a grade point average of less than C average/2.0 but have not failed any courses during the semester in question.

Grade point averages are used to measure a student's academic achievement and to determine a student's class rank. GPAs are derived from a 5.0 grading scale calculated from the letter grades.

#### **Academic Honors – Course Weighting**

<b>Semester Grade</b>	<b>Regular Coursework</b>	<b>A.P. Coursework</b>	<b>Dual Enrollment Coursework</b>
A 90.-100	4.0	4.5	4.5
B 80-89	3.0	3.5	3.5
C 75-79	2.0	2.5	2.5
D 70-74	1.0	1.5	1.5
F 69	0.0	0.5	0.5

### **High School - Grade Point Averages – GPAs**

All students should keep in mind that all semester grades earned in grades 9-12 become a part of the permanent high school record used by the college admissions officers, employers, and others. Students should work to assure that this record reflects their best efforts. Grade point averages are computed using semester grades. Grade point averages are computed to two decimal places. This is effective for all AP courses taken during the 2016-2017 school year to present.

All courses taken once a student enters as a freshman are included in the overall GPA.

1. Grade point averages (GPA) are calculated for each student in grades 9-12 at the end of each semester.

2. High School students who have a GPA under a 2.0 any given nine-week period or who fail two or more classes and Middle School students who fail two or more classes will be placed on **academic probation** for a period of nine weeks. While on **academic probation**, the student must have a weekly report signed by each teacher (in the classes that the student has a 69 or below) as well as attend a minimum of one hour of tutorial or study hall each week per course. Students may participate in extracurricular activities while on probation, but administration reserves the right to suspend all after school activities for the student. In addition, each student's academic standing will be reviewed to determine if GCS is the appropriate academic setting for the student.
3. If, by the end of the nine-week period, the student's GPA has not improved to at least 2.0 (for the current 9 weeks) or previously failed classes are still not a 70 or above, the student will be placed on **academic suspension** and the principal will meet with the parents to discuss the student's academic concerns. Academic suspension will also include a weekly progress report signed by each teacher and one hour of tutorial or study hall per course. In addition, each student on suspension will not be able to participate in extracurricular activities at Griffin Christian School. The length of the suspension period will be at the discretion of the principal based on academic improvement. In addition, each student's academic standing will be reviewed to determine if GCS is the appropriate academic setting for the student.

### **Home School Student Attending GCS Classes**

Home school families are invited to dual enroll their children in Art, Band, Music, P.E. and AP classes at Griffin Christian School. Students attend the classes during the regularly scheduled class period. Home School students cannot take more than 2 classes per year.

Families must complete an application for admission and sign the social media, statement of Cooperation, and the photo permission forms. Registration must occur prior to the start of the semester. Once all the appropriate paperwork is completed, the request for the Home School Enrollment program needs to be approved by the GCS Committee. Home school enrollment program fees are as follows:

- AP and Regular classes: \$480 per semester plus test fees
- Electives and Extra Curricular Classes: \$380 per semester plus fees

The payment schedule for home school dual enrollment includes a 10% payment at the time of registration and 45% due on September 30 and the remaining 45% due February 28.

### **Honor Roll**

At the end of each semester, Griffin Christian School announces its Honor Roll students. All letter grades are considered for Honor Roll. This includes courses that are

not calculated into the Hope Scholarship, Valedictorian, or Salutatorian grade point averages (such as bible). The standards for this achievement are calculated based on weighted or unweighted grade points and are as follows:

### **“A” Honor Roll**

Students achieving 3.95 and above (with no grade less than **C**) are placed on the A Honor Roll at the end of the spring semester. A Honor Roll Award will be given to students who earn a **grade point average** for the **current** school year of 3.95 and above on a scale of 4.0 (with no grade less than **C** for a semester grade.) **There is no rounding up.** The GPA for A Honor Roll Awards are based on **all** courses taken during the current school year. The final date for accepting spring semester grades for honor roll consideration will be established by GCS administration.

### **“A/B” Honor Roll**

Students achieving 3.0 – 3.94 (with no grade less than **C**) are placed on the A/B Honor Roll at the end of the spring semester. An A/B Honor Roll Award will be given to students who earn a **grade point average** for the **current** school year of 3.00 – 3.94 on a scale of 4.0 (with no grade less than **C** for a semester grade.) **There is no rounding up.** The GPA for A/B Honor Roll Awards are based on **all** courses taken during the current school year. The final date for accepting spring semester grades for honor roll consideration will be established by GCS administration.

Any incomplete grade, even in a non-GPA class, will keep a student off the Honor Roll. Students will not be recognized if they have 11 or more unexcused absences.

### **Make-Up Work**

No work (including tests and/or quizzes) can be made up when missed due to an unexcused absence, and a zero will be given for the grade. Students with excused absences must assume the responsibility of talking with their teachers concerning make-up work. Students will have three days following an absence to make up work missed or to schedule time to make up work missed with their teachers. If work is not made up, zeroes will be given for the missed assignment(s).

### **Final Exams**

All students in grades 7-12 must take all final exams each semester. However, second semester Juniors/Seniors may be exempted from final exams in classes where they have maintained a 90% average throughout the semester. If a student has missed 6 or more days during a semester, the student will not be allowed to exempt exams.

Final exams will be comprehensive and cover all material taught during the semester grading period. Juniors/Seniors who are exempt from finals will not be required to attend that class on the day of the final. However, they must receive in writing that they are exempt from that coursework finals.

Students are encouraged to make every attempt to be in attendance during final exams. Students who are absent on the day that they are to take a final exam must present a doctor's excuse to the office. Unexcused absences will result in the student receiving a zero on any missed exams.

In addition, students must be on time for their exams, students are given a lead-way of 5 minutes. Students will not be admitted to enter a classroom once the exam has begun. This is considered unexcused and the student will make up exam during Saturday school, which will cost \$75 to attend.

Students are expected to follow dress code on exam days. Students will not be allowed to take final exams unless they meet dress code requirements. **In addition, student grades will not be posted until all debts are cleared in the office and all sports uniforms are returned. Students will be notified that they have debts the week before exams.**

### **Grading Scale**

The following grading scale is used by GCS for all students in grades 7-12:

- A – (90-100)
- B – (80-89)
- C – (75-79)
- D – (70-74)
- F – (69 and below)

### **Retention/Promotion**

Students in the 7<sup>th</sup> and 8<sup>th</sup> grades failing two or more major subjects, will not be promoted. To be promoted student must attend summer school and provide transcripts that reflect a grade of C or above from an approved summer school program. Without this paperwork, student is only allowed enrollment in the grade he/she failed. Major subjects include Math, English, History, and Science.

The chart below gives a listing of the number of units needed for graduation for grades 9<sup>th</sup> – 12<sup>th</sup>.

<b>Grade</b>	<b>Units</b>
9	5
10	10
11	15
12	23

## **Reporting of Grades**

For grades 9-12, the school year is divided into two semesters. Final reports are issued at the end of each semester to give the student and the parents an indication of the student's overall academic progress in each subject area.

In addition to semester reports, a progress report will be issued at the end of each nine-week period. These reports represent the student's cumulative progress to that point and are not a part of the student's permanent record.

For grades 7-8, the school year is divided into four quarters. At the end of the school year, the four quarter grades are averaged to determine a yearly average for each subject.

Mid-quarter deficiency reports are issued for students whose work level indicates a poor or failing performance. This report serves to give the student and the parents a warning that if work is not improved the student will receive a poor or failing grade.

## **Community Service**

At Griffin Christian School, service is one of our Core Values. Mark 10:45 says, "For even the Son of Man did not come to be served, but to serve and to give His life as a ransom for many."

Community service is a way that GCS students give back to their communities and gives them an opportunity to practice a Christ-like life of servant leadership. Students in grades 9-12 are required to complete 20 community service hours. Students in grades 7-8 are required to complete 10 community service hours. All activities must demonstrate helping others who have some specific need, as well as to demonstrate the love of Christ.

Work which easily qualifies as community service: positive nonprofit agencies; Christian camps; Worship/Band at Christian chapels or youth organizational events; Charity Sporting Events (no pay for anyone – not even GCS); Red Cross; Salvation Army; Humane Society; Vacation Bible School; Food Banks; Ronald McDonald House; Special Church Events; Park and Recreation Departments; GCS Concession stand; Local Libraries; and possible hospital ministries. To work at the GCS concession stand will require prior approval, no one will be allowed to work at the concession stand without prior administrative approval.

Service hours will begin June 1 of the current year. Service hours accumulate from June 1 of the current year until Graduation day midnight (for example: the 2018-2019 cumulative community service hours began on June 1, 2018 and will end on May 24, 2019 Midnight). Throughout the year we will promote additional service opportunities as they are made known and approved by the administration. Remember if you have a community service venue that you would like to participate in, you must get approval from the Dean of Students or the Chapel Coordinator.



Service hours must be documented and submitted to the Dean of students, Chapel Coordinator or the front office with a signature. All activities must demonstrate helping others who have some specific need, as well as to demonstrate the love of Christ.

## **Honor Code and Honor Code Violations**

### **Honor Code**

*“A good name is to be more desired than great riches.” Proverbs 22:1*

The Honor Code at Griffin Christian School rests squarely on biblical principles. Moral uprightness must be diligently taught and nurtured in a Christian school committed to the Lordship of Jesus Christ. The Honor Code requires that students act honorably in all phases of student life. The Honor Code rests on the premise that lying, cheating, plagiarism, and stealing constitute a breach of the spirit of honor and mutual trust and are not tolerable within the GCS community.

The Honor Code at GCS provides a valuable aid to student life, as it seeks to encourage students to develop as individuals by accepting responsibility for their own actions. As Scripture says, “Each one of us shall give an account of himself to God” (Romans 14:12). The Honor Code also provides tangible benefits. In a school dedicated to learning, it is an obvious advantage for the students to know that their work will be accepted as their own and their word accepted as the truth. The Honor Code expects individuals to think beyond themselves and to realize that any infraction threatens the privileges of the rest of the student body and undermines the trust upon which the system is built.

### **Honor Code Violations**

Honor Code violations are lying, cheating, plagiarism, and stealing.

1. Lying is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.
2. Cheating is the giving or receiving of unauthorized information in schoolwork. It is also the representation of another’s work as one’s own. This unauthorized help may include, but is not limited to, the following: copying another student’s work and turning in the work of someone else as one’s own.
3. Plagiarism is a form of cheating. It is defined as intentionally or unintentionally borrowing someone else’s words, ideas, or facts and passing them off as one’s own. Failure to credit the source of those words, ideas, or facts properly constitutes an act of plagiarism.
4. Stealing is the taking of anything without the permission of the owner.

### **Responsibility to the Honor Code**

An honor code assembly will be held at the beginning of each year to allow students to sign off on their commitment to follow GCS’s honor code policy. The Honor Code prescribes three major responsibilities:

1. The Honor Code requires that each student refuses to participate in lying, cheating, plagiarism, or stealing.
2. The Honor Code urges each student to discourage one's fellow students from violating this Honor Code.
3. The Honor Code urges that each student should counsel with and/or report any other student(s) who is/are guilty of these offenses.

Every student should, when aware of an infraction of the Honor Code, report the infraction to a teacher, principal, or administrator.

All teachers are required to report offenders of the Honor Code to the principal as a write-up. They may request that action be taken, or for a first-time offense, may report that action has been taken.

All students and teachers involved in Honor Code procedures are honor bound to maintain strictest confidentiality during school hours and after school hours every day.

### **Lockers**

If demand exceeds availability, students may be asked to share lockers. The student(s) assigned the locker are responsible for damage done to it. Students are urged to secure their lockers with a lock. Lock numbers and combinations are to be registered in the school office. Griffin Christian School is not responsible for any items missing from lockers. No student should enter another student's locker without permission.

- Lockers are to be closed and locked during classes.
- Only items/pictures in harmony with the standards of GCS are permitted on and inside lockers.
- **Food and drink items are not to be left in the lockers overnight.**
- The administration will inspect lockers periodically.
- Anything contrary to the standards of GCS will be removed by the administration.

### **School Hours**

Griffin Christian School's school day begins at 8:00 a.m. and ends at 3:30 p.m. for 7<sup>th</sup> thru 12<sup>th</sup> grades. Office and teacher hours are 7:30 a.m. to 4:00 p.m. GCS Seniors may have an adjusted schedule according to their required coursework. Seniors Schedule must be approved by the Academic Advisor prior to leaving school. Student will sign-out and sign-in each day.

### **Arrival & Dismissal Procedures**

The safety of students is of utmost importance during arrival and dismissal times. Students may begin arriving at 7:30 a.m. Middle school students should be dropped off at the front entrance of the elementary or high school building, and high school students should be dropped off at the front entrance of the high school building. Parents with children in the elementary and the high school may drop off all children at the front

entrance of the high school building or the front entrance to the elementary school building. MS/HS students arriving before 7:30 a.m. in the morning will be supervised in the gym until dismissal to homeroom (unless the student has a pass for tutorial assistance).

If a student is riding to school with an older sibling who drives, the elementary student must be dropped off in front of the Elementary School or walked to the elementary hallway by the older sibling. Elementary students are not allowed to walk from the student parking lot areas alone. Students arriving at school after 8:00 a.m. must be signed in at the high school office.

For dismissals, students must be picked up in the carpool line. Parents are asked to please remain in cars during the carpool process. All students in MS/HS must be picked up at the front entrance of the high school building. MS student with administrative approval may be picked up from the HS student parking lot. Students cannot be picked up at any other location. All traffic during drop-off and pick-up time is ONE WAY.

To avoid constant interruptions during the last instructional period of the day, students who need to check out in the afternoon, must check out at least 30 minutes prior to dismissal of school, that means students must be checked out prior to 2:30 pm, 2:31 the student will have to remain in class. For teachers to provide a safe dismissal, please send a note with your child to inform his/her teacher of any changes in after-school procedures.

### **After School Supervision**

Students in grades 7-12 are to remain in the lobby of the high school building or at the student parking door, until 4:00 p.m. Students on campus after 4:00 p.m. and not participating in a school related activity are directed to report to the assigned area. **No students can remain after school without staff supervision.** Students who are found unsupervised on campus after 4:00 p.m. will be escorted to aftercare (if offered) and charged the daily fee. Repeated failure to follow the above rules will result in a parent conference and/or disciplinary action. The assigned area for the MS/HS is room #500.

### **Damage to School Property**

The campus, facilities, equipment, and all other property of Griffin Christian School belong to God. Therefore, every person who uses them must do his part to properly care for them. Any individual inflicting damage to the ES property will be required to make financial restitution for the damage. Discipline for damage will be in accordance with the particular situation.

### **Acceptable Student Behavior**

The parent and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight the expectations for acceptable student behavior at Griffin Christian

School. Our standards regarding behavior are based upon the framework of Christian character, mutual respect, and common courtesy.

### **Christian Character**

Griffin Christian School has as its foundation the goal of presenting a Christian educational program to our students and a Christ-like model to the community. In light of this goal, lifestyle is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in 1 Corinthians 8-10 and Romans 14, we uphold the policy that immorality, the use of alcohol, tobacco, vulgar language, or drug related substances, both on and off school property, are unacceptable. A Christian lifestyle cannot simply confine itself to the school day; it must be a consistent practice in life.

Because student lifestyles reflect upon the reputation of the school, as well as the home, the school will not hesitate to assert disciplinary measures in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the school. Activities such as social media, including but not limited to Facebook, Myspace, Twitter, Instagram, email, text messages, etc., are also subject to discipline whether done on or off campus. Standards of conduct and character extend beyond the school day, to all school activities and events.

Please be advised that if a student engages in compromising activities on or off campus, school related or not, reconsideration of his or her enrollment at GCS will be necessary.

### **Mutual Respect**

Respect for authority—Any person of authority must be shown respect. Any form of disrespect will result in disciplinary action. Understanding expectations in this area is foundational to a student's success at Griffin Christian School. All school office staff, custodians, paraprofessionals, lunchroom personnel, and substitute teachers are to be accorded the same respect shown to school administrators and teachers.

School Personnel Respect for Students—All school personnel accept responsibility in treating students with the utmost respect and fairness. Should a student feel that any employee has been disrespectful, the parents or student are encouraged to speak to that person first. If that is unsuccessful, the student or parents should appeal to the appropriate administrator.

Student Respect for Fellow Students—Verbal abuse, bullying, or harassment of another student is totally unacceptable. This behavior goes directly against our Christian ethics and is in direct opposition to the purpose of CCA. Each student should practice the Golden Rule: "Treat others as you would have them treat you."

## **Common Courtesy**

### **Classroom Courtesy**

- Be Punctual: All students must be in class ready to receive instruction by the designated starting time and be punctual to classes during the day.
- Be Prepared: Students are expected to come to class prepared each day with required material.
- Participate: Students are expected to take notes, involve themselves in discussion, and respond when called upon in class activities.

### **Hallway Courtesy**

- Students are expected to change classes in an orderly manner. Playing during the rotation of classes will not be tolerated.
- There should be no yelling, running, or screaming while rotating classes.

### **Lunchroom Courtesy**

- Food must be eaten at the lunch tables only. Food is not allowed in any other part of the halls or classrooms except by permission of the administration.
- Students must clean up their own food area.
- Designated classes will be assigned for lunchroom clean up.
- Students must obtain permission to leave the lunchroom area during the lunch period.

### **Chapel Courtesy**

- Chapel is a time set for worship and praise.
- Students help set the tone for genuine worship
- Students must bring their Bibles to Chapel
- Students must give full attention to the program; no interruptions with talking or other distracting behavior
- Students must practice proper posture and etiquette in Chapel
- Students must enter and leave Chapel in an orderly manner

### **Dress Code Description**

**Students must be in dress code to attend class.** Students are expected to be in dress code when they enter the building in the morning and should remain in dress code the entire time on campus, including lunch, but excluding physical education. The dress code is applicable always when students are on campus and off campus for school sponsored or school-related activities. Students in violation of the dress code Monday through Thursday will lose the privilege of dressing down on Friday of that week.

**Dress code Monday through Friday:** For the promotion of Esprit de Corp and GCS School Spirit students are approved to wear authorized shirts with the crusader logo or the GC logo on long or short sleeved T-shirts, on sweat shirts and on pull-over shirts with zipper or without. Students may also wear any collared, buttoned down dress or polo shirt (solid, striped, or checkered). Student cannot wear camouflage, flannel, denim, sleeveless or sheer. Shirt must be worn loose-fitting, and neat looking; NO large graphics or slogans regardless if it is Christian. When wearing a buttoned shirt, it must remain buttoned always. For male students - shirts will be tucked inside the pants. If the male student has belt loops, student will wear a belt. Shirts will be tucked inside pants always, except during PE.

Sweaters and nice sweatshirts without a GC or Crusader logo may be worn over the collared shirts during the cold winter months (thermal shirts are not allowed).

### **Rules Applying to Hooded Clothing**

- The hooded clothing can never be worn inside, nor be worn outside except in inclement weather (meaning storms, hurricanes, extreme weather patterns), cold cannot be a reason to wear the hood.
- The hooded clothing will not cover the ear, earlobe, or the back of the neck.
- The hooded clothing must be worn in accordance with the dress code policy. A collared shirt will be worn under the hooded clothing unless the hooded clothing has a GC or Crusader logo and the clothing under must have a GC or Crusader logo.

### **Pants, Shorts, Capris, and Skirts**

- Khaki-style or cargo pants, shorts, and capris (girls only)— **T-shirt dresses cannot be tight-fitting and must be worn with shorts or compression shorts underneath the dress, no dresses with fly front**, any color, but not plaid. They must be tailored (not too large or too small) with a proper hem. No fraying or torn look. Shorts may be no shorter than 2 inches above the knee and must be modest.
- Jeans must not be tight fitting, nor have frayed or fringe attachments, nor be adorn with patches, nor have holes, nor have slogans (Christian or secular written on them)
- Leggings may be worn with appropriate over garment of a dress or shirt (no shorter than 2 inches above the knee)
- No undergarments may be visible. Bralettes cannot be visible.
- Skirts, conservative dresses—non-stretch cotton or cotton-twill only. Skirts may be no shorter than 2 inches above the knee. Leggings may be worn underneath appropriate dress or skirt.
- Athletic wear of any kind and pajama pants are not allowed at any time.
- Team Uniforms are appropriate for wear on game days for all sport teams.
- Tight fitting pants, skirts, or dresses are not allowed. Low cut tops are not allowed.

- Teachers/School administration reserves the right to make judgement calls regarding dress code violations.

### **Outerwear**

- Collared shirts must be worn under all outerwear.
- Certain apparel having a Griffin Christian School, GC, or Crusader logo may be worn on any day, all day - long, or short-sleeve T-shirts, sweatshirts, and pull-overs.
- Solid or striped cardigan or sweaters may be worn.
- Nice sweatshirt may be worn over collared shirts. No graphics.
- No camouflage jackets, or coats, or hats, or trench coats are allowed.

### **Belts**

- Belt (Male students Only) must be worn with any pants or shorts, requiring a belt. Shirt must always be tucked in.

### **Shoes**

- Students may wear casual sport shoes, loafers, deck shoes, dress boots, dress shoes, or tennis shoes.
- Absolutely no flip flops, sliders, or soccer sandals at any time. All foot-wear must have a strap that wraps around the ankle securing the shoe to the foot. The strap must always be wrapped around the ankle.

### **Personal Appearance**

- BOYS: no pierced jewelry is allowed on campus or at school-related functions
- GIRLS: pierced jewelry is limited to earrings with a max of two per ear
- Tattoos of any nature cannot be exposed on campus or at school-related functions.
- Hats, caps, bandanas, headscarves, headwraps, hoods, or sunglasses may not be worn in the school building. A hood will not cover the head at any time of the school day or during a school event that happens within school hours.
- Blankets are not acceptable in the classrooms.
- Hair should always be clean, neat, and well-groomed. No extreme haircuts or colors. Hairstyles that reflect worldly fads such as designs in the hair, dyed hair that is not the person's natural color, etc... is not acceptable.

### **Haircut Specifications**

A male student's hair must be neat and clean and a natural color. No extreme hairstyles (Administration's discretion). No man buns, no faddish hairstyles, no frosted tips, no hair styles with color that is not the male students natural color. Hair length will

not exceed the earlobe, nor be longer than the collar nor will the lay/drape on the back of the male student's neck. Hair length will not extend below the eyebrow or cause additional distractions or attention with a constant shaking of head or brushing of hair out of the eyes. In addition, male hair length will not extend upward to a point where a cap cannot be placed on top of the head.

### **Male Student Facial Hair Policy**

Male students must remain clean shaven always. Parents will be notified, and student will not be able to attend class until facial hair meets the Griffin Cristian School requirements. All exception must be approved by the Dean of students or the principal.

### **Dress Down Fridays**

On Fridays, students will be allowed a dress down day. On these days only, students will be allowed to wear jeans; however, they must not be faded or frayed or have patches or holes. T-shirts may have a sports team, Christian theme, or logo. Christian shirts are also permissible (no shirts advertising Christian bands.) Shirts with cliché type sayings are not allowed. Sleeves should cover the upper portion of the arm. Shell sweaters over camisoles are not permissible. **Friday Dress Down may be suspended at any time for individuals, groups, or school-wide.**

### **Discipline**

Griffin Christian School upholds standards of conduct that are consistent with the principles taught by our Lord Jesus Christ. Discipline is maintained in a firm, consistent, and fair manner which is tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for students. The teacher shall handle discipline except in cases in which, in the judgment of the teacher and principal, it is necessary for the principal to become involved in the discipline process.

**The discipline policy applies during all school functions, events, and activities.**

### **Demerit**

Demerits are issued based on the structure explained below to deal with violations of the guidelines of Griffin Christian School. It is also a way of identifying problems, as well as keeping parents, students, and teachers informed regarding a student's disciplinary status.

### **Detention**

Detention is a period when the student is required to remain after school. Detention is assigned when a student accrues three (6) demerits. There is a charge of \$5.00 per detention. When assigned detention, a student will receive written notification. The notification form must be signed by a parent and returned the following day. Detention begins promptly at 3:35; students are expected to be on time and remain the entire



hour. Failure to comply with these procedures will result in another detention being assigned. **Detention will not be rescheduled due to a student's participation in after school activities or sports.** On the day a student has detention or suspension, they will not participate in any extracurricular activity.

### **Parent Conference**

After a student has received twelve (12) demerits, a parent conference and a second detention will be required. Parent conferences are designed to implement a plan to redemption and/or correction for the student.

### **Saturday Detention**

Saturday detention will be served from 7:30 a.m. – 10:30 a.m. **at the cost of \$50.00 to pay for the supervisor.** During this timeframe, students may be requested to clean up around the building and/or campus, and/or given a writing assignment concerning their behavior.

### **In-School Suspension**

During an in-school suspension, a student comes to school but remains apart from his/her regular classes for the day. He/she is required to complete the assigned work for the day. There will be a \$50.00 charge to cover the need for the substitute to monitor the student.

### **Disciplinary Probation**

Any student who is placed on disciplinary probation will be closely monitored by their teachers and administration for four (4) weeks and specific changes in behavior are expected. If any Level 3 or Level 4 offense is committed during probation, it will be a cause for recommendation for expulsion. At any time during the probation, if the administration determines that necessary behavior changes have not occurred, a recommendation for expulsion may be given. Disciplinary probation may be assigned for any new students with previous disciplinary problems.

### **Out-of-School Suspension**

Out-of-School Suspension means a student is not allowed to attend class or participate in any Griffin Christian School activity. Students are not allowed to make up assignments for out-of-school suspensions and zeros will be given for all missed work.

### **Expulsion**

Students may be expelled from Griffin Christian School or refused permission to return the following year for continual disobedience or for offences that threaten the safety, order, or moral and spiritual well-being of GCS. Expulsions may be issued for the remainder of a school year or may be permanent. The following offenses will result in

immediate, indefinite expulsion from school. Students expelled from GCS will not be permitted admission into any GCS activities for the remainder of the school year in which they were dismissed. This includes all sporting events, Junior/Senior Banquet, concerts, etc.

- Possessing, selling, using, distributing, or under the influence of tobacco, alcohol, or drugs
- Possessing and/or using a weapon
- Bullying, harassing, and/or physically harming and/or threatening another person (student, parent, teacher, etc.)
- Improper sexual conduct/sexual harassment of another student
- Any student arrested by a law enforcement agency and convicted of a crime (other than minor traffic violations) will be dismissed from GCS.
- An arrest for a major crime will result in immediate expulsion.

### **Demerit System**

3 Warnings	1 Demerit
3 Demerits	One Day Detention
6 Demerits	Two Days Detention and Parent Conference
12 Demerits	Saturday Detention and Parent Conference
18 Demerits	In-School Suspension and Disciplinary Probation
24 Demerits	Two Days In-School Suspension
30 Demerits	Out of School Suspension and Parent Conference
36 Demerits	Expulsion

**Warnings** (Level 0) – A warning is issued for Level 0 offenses. For Every three (3) warnings, a student receives one (1) demerit. After student receives his or her eighteenth warning, every warning thereafter will be equal to one (1) demerit.

### **Level 0 Offenses (3 warnings = 1 demerit)**

- Failure to follow dress code policy – 1<sup>st</sup> offense -3<sup>rd</sup> offense
- Unexcused tardy to class
- Actions determined to merit a Level 0 offense

### **Level 1 Offenses = (3 - 6 demerits)**

- Failure to follow direction
- Classroom disruption
- Disrespect to another student
- Failure to complete teacher assigned punishment

- Excessive tardiness to class
- Failure to follow dress code policy – Excessively
- Chapel disturbance
- Dismissed from class first and second offense
- Other actions deemed as Level 1 offenses by administration

### **Level 2 Offenses = (6 - 12 demerits)**

- Inappropriate communication (spoken, written, or read)
- Skipping class
- Public Display of Affection (See page 25)
- Disrespect toward faculty, staff, or any other adult
- Use of school equipment without staff permission
- Accidental destruction/defacing of school property (parent responsible for cost to repair/replace property)
- Reckless driving on campus (may result in suspension or loss of driving privileges)
- Dismissed from class – third offense
- Other actions deemed as Level 2 offenses by administration

### **Level 3 Offenses = (12 - 18 demerits)**

- Lying
- Forgery
- Cheating (student will receive a zero on the assignment/test)
- Threatening, bullying, etc. another (first offense)
- Repeated failure to comply with school rules
- Other actions deemed as Level 3 by the administration

### **Level 4 Offenses = (18 - 30 demerits)**

- Fighting
- Class/School Disruption (fireworks, stink bombs, pulling fire alarm, etc.)
- Threatening, bullying, etc. another student (second offense)
- Deliberate defacing/destruction of school property (parent responsible for cost to repair/replace property)
- Leaving school grounds without permission
- Stealing
- Other actions deemed as Level 4 offenses by the administration

## **Graduation Requirements**

The Georgia Board of Education requires that students receive 23 units to be eligible for graduation. Each unit is equivalent to one year of study. Griffin Christian School graduation requirements meet this standard. However, GCS students will graduate with a minimum of 27 credit hours.

<b>Required Areas of Study</b>	<b>Carnegie Units</b>	<b>Instructional</b>
English/Language Arts	4	Grammar and usage; Literature (American, British/AP, World, and 9 <sup>th</sup> English)
Mathematics	4	Algebra, geometry, and more advanced courses
Science	4	Physical Science, biology, chemistry, physics, or Adv Biology (Anatomy)
Social Science	4	One unit in American History, One unit in World History, One-unit Government, and One-unit Economics
Foreign Language	2	Two units in one language
Physical Education	.5	Physical education course
Health and Safety	.5	Comprehensive health course
Fine Arts	1	
Electives	3	
<b>Total Required for Graduation</b>	<b>23</b>	

**\*\*In addition to the above requirements, student may be expected to take other courses that are required by Griffin Christian School.**

**\*\*For a student to be eligible to graduate from GCS, the student must have earned at least 2 credits through courses taught at GCS.**

### **Valedictorian, Salutatorian, and Honor Graduates**

Senior class valedictorian and salutatorian are determined by the cumulative overall eighth semester GPA and will be finalized at a designated cut-off date during the second semester. If students have the same GPA, the numeric average will be used in consideration for this honor. If students have the same numeric average, then the SAT or ACT test scores will be used in consideration for this honor. To be eligible for this honor, students must have attended Griffin Christian School their junior and senior years.

Seniors earning a cumulative academic GPA of 3.5 or higher will be recognized as Honor Graduates.

## **Commencement**

Participation in Commencement Exercises is a privilege. A student's privilege to participate is contingent upon his/her behavior, attitude, and meeting academic requirements. Parents of seniors who are in jeopardy of not graduating will be advised of their student's status.

To participate in the Griffin Christian School graduation, a student must have attended regular full-time classes for one whole year. There are no exceptions to this policy.

## **Repeating Courses**

Information concerning options for credit recovery is sent home with semester report cards. Students who choose to make up failed courses at Griffin Christian School at another time will be scheduled for those classes based on availability, only after all other students are scheduled. Students may consider making up courses through GCS online.

## **College Entrance Examinations**

Registration materials for college entrance tests are available at collegeboard.com. The American College Testing Program (ACT) is required by some state colleges and universities while the Scholastic Aptitude Test (SAT) is required by the state colleges and universities of Georgia and many other states. It is strongly recommended that students take the SAT or ACT at the end of their 10<sup>th</sup> grade year. Information concerning dates, times, and places for these college entrance examinations are available at collegeboard.com and are usually posted on the school bulletin board.

## **Dual Enrollment and Early Graduation**

Rising Juniors, Juniors and Seniors at Griffin Christian School can take courses for college credit with a partnering College or University. The criteria listed below must be met before students may participate in dual enrollment. Students may enroll in 2 classes during the Spring/Summer/Fall/Winter semesters. Except for the A/B winter/summer sessions. During those sessions, students may ONLY enroll in two classes for the entire winter/summer A/B for GCS purposes we will not consider these sessions as separate semesters.

1. Any schedule of courses to be attempted off campus must be approved by the administration of GCS. Parents must schedule a meeting with the Principal for approval of specific courses *before* scheduling any courses with the college.
2. Applicants must have at least a 3.2 GPA.
3. Rising Juniors, Juniors and Seniors may apply for dual enrollment.
4. Rising Juniors are approved for applying during the summer session prior to their Junior year beginning, according to dual enrollment policy.

5. Students who apply for dual enrollment must have positive teacher recommendations.
6. Applicants must submit grades (official transcript) from the college to the office as soon as they are received by the student. Students may not make less than a “C” in any class to be permitted to continue dual enrollment. Grades earned in a dual enrollment program are required to be included on the high school transcript per the Dual Enrollment Regulations governed by the Georgia Student Finance Commission.
7. Information/applications for the Dual Enrollment Program can be found at GAfutures.org. Students apply online to receive state funding for the program and are also required to print the appropriate application for GCS office files.

Any student wishing to take extra classes for the possibility of graduating a year early must be approved by the administration and must also meet criteria 1-3 above.

### **Dual Enrollment grading scale**

<b>College Course Grade</b>	<b>Transcript Grade</b>
A	95
B	85
C	77
D	75
F	65

The exception to this grading scale is if the professor provides a numeric grade. Professors may provide a numeric grade with a written request to the professor or the college or university. Students will receive a final course grade for each class they are enrolled. Students may visit the GCS academic advisor’s office during breaks, lunch, before/after school. Appointment request forms are in the front office.

### **College Visits**

High School Students may be excused for college visits. The only exception to this rule will be absences due to scholarship consideration. Following a college visit, the student must present to the administration a letter or note from the college registrar or college admissions office stating that the student has visited the campus.

### **Transcript Requests**

Students must complete a request to have transcripts sent to a post-secondary institution. This includes final transcripts. Once the request has been received, the office will mail the official transcript within two business days. Each senior will receive one complimentary transcript. There is a \$3.00 charge for additional transcript requests.

## **Senior and/or Other Pranks**

The board of Griffin First Assembly of God and the administration of Griffin Christian School have adopted a zero-tolerance policy for pranks that disrupt any part of the school day, cause destruction, inconvenience teachers or other students, etc. Students who participate in any prank will be subject to disciplinary action, which could include expulsion from school.

## **Parking and Driving**

Students who drive vehicles to school will park at their own risk and must understand that the Griffin Christian School and Griffin First Assembly cannot be held responsible for the vehicle or its contents. The following guidelines will be followed by students who drive their vehicle to school. Failure to abide by guidelines may result in denial of driving privileges. Students will depart the student parking lot by 3:45 pm.

1. The Student Parking Lot will be for students who drive to school. Permits cost \$30 until after Spring Break. At that time the parking permit fee will be \$20. Students who purchase permits will sign a card stating that they have read and understand regulations and expectations for parking on campus. The driver must adhere to these regulations or risk losing his/her permit.
2. Replacements for lost, misplaced, or stolen permits are available for a cost of \$20.
3. Students must park in the marked spaces of the student parking lot (on the east side of the school building) and in their assigned parking spot.
4. Students should not take up more than one space. Parking in multiple spaces will not be allowed.
5. Permits may be purchased during designated sales periods prior to school starting or in the front office. A valid Georgia driver's license, tag number, and description of the vehicle are required at the time of purchase. All cars parked on the campus must be registered.
6. Sale or transfer of permits between students is prohibited. Students involved in this practice will be subject to disciplinary action, including loss of driving privileges.
7. Students who drive more than one vehicle must move the parking hang tag to the proper vehicle. Information for all vehicles must be on file in the office.
8. If you purchase a parking permit and then change vehicles that you will be driving on a regular basis, you must stop by the front office and make the necessary changes.
9. All vehicles are subject to search if, in the opinion of the administration, reasonable suspicion of a violation of a school rule exists.
10. Neither Griffin Christian School, Griffin First Assembly, nor any staff member will be responsible for any damage to cars, car locks, doors, or batteries if a student or parent makes a request for help.

11. For the safety of those on the Griffin First Assembly campus, at no time shall a student pass another vehicle while on campus. Reckless driving or speeding will result in loss of parking privileges at the school (No warning will be issued).
12. Drivers should yield to pedestrians always.
13. Once on campus for school activities, female and male non-sibling students may not sit in parked cars.
14. Students are not allowed to return to their cars or to drive their cars during the school day without permission from the school office.
15. Students must not allow another student to ride in their car without written permission from both sets of parents.
16. No loud music from the vehicle will be tolerated.
17. All vehicles should be locked.

No warnings are issued for parking/driving violations. **This is considered your warning.**

### **Extracurricular Eligibility**

To participate in extracurricular activities, students must have passed all core classes the previous semester. Core classes are: Math, Science, English, Language, History. To continue participation, students must be passing core classes each nine-week period. Students who do not meet these requirements at each six-week period are placed on three weeks of probation. They may practice and play with the team at the discretion of the parents and the coach.

Students who display attitude and/or behavioral problems may be disqualified from participating in sports, even though they may be academically eligible. The administrator reserves the right to suspend or remove from a team any student considered to be out of compliance with the Honor Code, School policies or guidelines.

### **Athletics**

#### **Philosophy**

The athletic program at Griffin Christian School believes that every student athlete should be given the opportunity to improve. Athletics should challenge students to become better athletes but, most importantly, better human beings. Through Christ's strength, the athletic program will strive to empower student-athletes to realize their potential.

#### **Purpose**

Griffin Christian School athletics serve to improve the overall qualities (physical, emotional, and spiritual) of young men and women through athletic participation and competition to produce godly leaders for the next generation. The coaches and Athletic



Directors serve the students in pursuing their dreams and goals on and off the field of play. This manual functions as a guide to accomplish this goal.

### **Core Values**

- **Character:** Be who you say you are
- **Excellence:** It is the little things that matter the most
- **Integrity:** Do what you said you are going to do
- **Loyalty:** Stand behind leadership and stand with each other

### **Extracurricular Eligibility**

To participate in extracurricular activities, students must have passed all core classes the previous semester. Core classes are: Math, Science, English, Language, History. To continue participation, students must be passing core classes each nine-week period. Students who do not meet these requirements at each six-week period are placed on three weeks of probation. They may practice and play with the team at the discretion of the parents and the coach.

Students who display attitude and/or behavioral problems may be disqualified from participating in sports, even though they may be academically eligible. The administrator reserves the right to suspend or remove from a team any student considered to be out of compliance with the Honor Code, School policies or guidelines.

### **Athletic Programs**

Griffin Christian School athletic programs will be offered as follows, based on the level of interest:

#### **Middle School**

##### **Fall**

Volleyball (Girls)  
Football (Boys)  
Cross Country (Boys, Girls)

##### **Winter**

Basketball (Boys & Girls)  
Cheerleading (Girls)

##### **Spring**

Baseball (Boys)  
Track (Boys & Girls)

#### **High School**

##### **Fall**

JV Girls Volleyball  
Varsity Girls Volleyball  
Varsity Girls Softball  
Varsity Boys Football  
Varsity Cheerleading  
Varsity Cross Country  
Shooting Sports

##### **Winter**

Varsity Cheerleading  
JV Girls Basketball  
JV Boys Basketball  
Varsity Girls Basketball  
Varsity Boys Basketball

##### **Spring**

Varsity Boys Baseball  
Varsity Girls Soccer  
Varsity Boys Soccer  
Varsity Track

## **Athletic Eligibility Requirements**

### **Middle School**

To participate in extracurricular activities, Middle School student athletes must have passed five core the previous semester. To continue participation once season begins, student/athlete must not be failing in more than one class. Student/athlete grades will be checked every 4.5 weeks. A failing grade in one core will result in a two-week probationary period where participation can continue but will be checked again at the end of two weeks to determine continued participation. If a student/athlete is failing more than one class, the student athlete will be ineligible for participation in practice and/or games of the current sport until grades resume passing status.

### **High School**

To participate in extracurricular activities, High School students must have passed five course classes the previous semester. To continue participation once season begins, student/athlete must not be failing in more than one core class. Student athlete grades will be checked every 4.5 weeks. A failing grade in one core class will result in a two-week probationary period where participation can continue but will be checked again at the end of two weeks to determine continued participation. If a student athlete is failing more than one class, the student athlete will be ineligible for participation in practice and/or games of the current sport until grades resume passing status. Students who display attitude and/or behavioral problems may be disqualified from participating in sports, even though they may be academically eligible. The administrator reserves the right to suspend or remove from any team any student considered to be out of compliance with the philosophy or guidelines of the school.

### **Age**

A student is eligible to participate in Middle School athletics if the student is currently in the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade. If there are not enough students to field a team, eligibility may be opened to 5<sup>th</sup> grade students at the discretion of the Athletic Director. The only exception to this is C-Team Football.

A student is eligible to participate in High School athletics if the student has not turned 19 prior to May 1<sup>st</sup> and if the student has not completed eight consecutive semesters of participation (excluding 8<sup>th</sup> grade) preceding the year of participation.

### **Discipline**

A student is eligible to participate if the student is not currently under disciplinary action, which includes In School (ISS) or Out of School (OSS) Suspensions.

## **Try Outs**

At times sporting teams at Griffin Christian School require that students try out for a team. If a student misses try outs, participation will be determined based on a roster spot being available as well as the coach and athletic department deciding to allow late additions to rosters.

## **Athlete Participation**

Athletic participation is highly encouraged at Griffin Christian School. However, being a part of a team is not a right but rather a privilege. Those student athletes who put forth the necessary effort, demonstrate a positive attitude, and possess the skills necessary to make the roster for any given sport will “make the team.” Anyone who is “cut” from a team is encouraged to try out again next season or to try another sport. Parents should expect that every student athlete is treated fairly and given full consideration.

As mentioned, being a part of a team at GCS is a privilege. Coaches will attempt to help improve every student athlete who makes the team. Nevertheless, this does not mean that everyone will get equal playing time. The coach will determine who plays and will develop the individual players and the team physically and spiritually to develop the GCS athletic program.

Any display of unsportsmanlike conduct, including profanity, taunting, or gesturing toward an opponent, the crowd, or an official is not tolerated whether an official infraction is issued or not. Disciplinary action will be taken against any student athlete who displays unsportsmanlike conduct.

At the Varsity level, unsportsmanlike conduct resulting in ejection from a game will also result in disqualification from participation in the next game and a fine of \$50.00. Payment of this fine is the responsibility of the student athlete and his/her parent/guardian.

## **Uniforms and Equipment**

Each student athlete will be issued uniforms and equipment, which will be in good condition. Student athletes are expected to keep up with and take care of their uniform and/or equipment while it is in their possession. If lost or abused, they will be charged for full replacement. Uniforms may only be worn for games or special events designated by the coach. Uniforms must be returned before a student athlete receives a uniform for another sport, receives progress reports or report cards, or receives any awards. Further, uniforms must be returned laundered. If the uniform has not been laundered, the student athlete will be invoiced for cleaning.

## **School Attendance and Assignments**

Student athletes are not to be tardy or absent to school the day after a game. Assignments that are due are not to be excused. Also, work that is missed because of early dismissal to participate in a game must be completed and returned as requested

by the teacher. To participate in practice or a game, student athletes must be present at school at least half of the school day.

## **Practice and Attendance**

Student athletes are to be at all practices and games; however, we understand that some things come up that are unavoidable. It is the student athlete's responsibility to inform his/her coach PERSONALLY (not sending word through a friend) when an occasion arises that will cause a missed practice or game. The student athlete should produce something in writing, whether it is from a parent, doctor, etc., documenting the absence. The student athlete has three days after he or she returns to the team to produce the documentation. If no documentation is produced, the student athlete will receive disciplinary action for a missed practice per the coach's judgment.

## **Athletic Dress Code**

### **Practice**

Practice uniforms will be decided by each coach and the athletic department and will be mandatory attire at each practice. Athletes not in approved practice attire will NOT be allowed to practice.

### **Away Games/Matches**

Team uniforms, semi-formal dress, or Griffin Christian School normal dress code is appropriate for travel (e.g. collared shirt, shirt and tie, khakis, dress pants, etc.)

### **Home Games/Matches**

Athletes may wear their jerseys for their respective sport. No cheerleading skirts or other sport shorts during school hours. Other rules will be determined by specific coaches.

## **Athletic Banquet**

Athletes are to attend the banquet in school dress code attire. Any student athlete who does not comply with this may not receive his or her award at the banquet.

## **Athletic Awards**

### **Lettering**

Qualifications for Letters

- A. Only varsity athletes in grades 9-12 are eligible to letter.
- B. Any athlete who quits will not letter.

- C. Any senior who participated in each of his years at Griffin Christian School will letter.
- D. Any athlete who loses eligibility because of discipline or grades will not letter.
- E. Any athlete who is unable to play due to injury must have met the lettering fractional requirement before the injury and must support the team after the injury to letter.

### **Lettering Requirements by Sport**

- A. Soccer – a player must have played in 2/3 of the season’s periods to letter.
- B. Volleyball – a player must have played 2/3 of the season’s sets to letter.
- C. Basketball – a player must have played in the same number of quarters as there were games to letter.
- D. Tennis – a player must have played in 2/3 of the number of season matches to letter.
- E. Baseball and Softball – a player must have played in 2/3 of the number of total innings for the season to letter.
- F. Cheerleading – a cheerleader must cheer in at least half of the games to letter.
- G. Football – a player must have played in the same number of quarters as there were games to letter.
- H. Golf – a player must have played in 2/3 of the number of season matches to letter.

### **End of Year Awards**

- A. Trophies – four awards will be given to members of each team.
- B. The awards and the recipients will be determined by the Head Coach.
- C. Letters – the first time an athlete letters, he/she will be given a certificate and pin indicating in which sport he/she lettered.
- D. Pins – if an athlete letters in more than one sport, he/she will get a pin for each sport.
- E. Bars – in subsequent years the athlete will get a bar for each year he/she letters.
- F. Letter Jackets – Once an athlete letters, a letterman jacket can be ordered through T&G All sports in Fayetteville, or through Herff Jones. You must present your certificate of letterman signed by the Athletic Director when ordering letterman jacket.

### **Transportation**

All athletes must travel in designated vehicles **to** away games/matches. If a parent or legal guardian wishes to take **their daughter/son home after the game**, the parent

must inform the coach prior to leaving the sporting event. If a parent or guardian is **allowing his daughter/son to ride with someone else**, that parent must let the coach know in writing.

- Sitting on the backs of seats, horseplay, or yelling out of windows is not allowed.
- Boys sit with boys and girls sit with girls.
- No students are permitted to have hands, arms, feet, etc. outside of windows.
- No one is permitted to throw anything out of the windows.
- Food and drink will be allowed on a bus/van only by permission of the coach. If allowed, the students are responsible for making sure the bus/van is clean.

### **Pick-up Policy**

Parents are responsible for picking their student up from all practices and games. Coaches will let parents know in advance at what time the practice will be over. On away game days, students will give the parents an estimated time of arrival and then inform them when the bus is about 20 minutes out. Coaches will stay with the students at the school until a parent arrives. Parents who are continually more than 10 minutes late for the designated pick up time may result in the athlete not being allowed to travel.

### **Conduct**

On or off campus, conduct for a student athlete should be representative of the code of ethics at Griffin Christian School. Any behavior that conflicts with that code of ethics will be dealt with accordingly by the Coach, Athletic Director, and Administration of Griffin Christian School.

### **Physical Exam and Medical Release**

Any student participating in extracurricular activities is required to provide:

1. Annual Physical (physician's clearance to participate in activities)
2. Medical Release Form (Parent's permission to participate in activities, insurance information, and permission to get medical attention as needed). The forms for the Physical and the Medical Release Forms are available on Sycamore or upon request. If you have any questions or need additional information, contact the Athletic Director. Both forms must be received by the Athletic Director prior to the first day of practice and are valid for the entire school year.

### **Athletic Fees**

Coaches will receive a signed document when payment and physicals are complete by the Athletic Director stating the student is eligible to receive uniforms. **NO STUDENT IS ALLOWED TO RECEIVE UNIFORMS OR PARTICIPATE IN EVENTS UNTIL COACHES RECEIVE THIS DOCUMENT. The Athletic Fee is non-refundable after the first game.**

Every student athlete is required to pay an Athletic Fee per sport. The Athletic Fee must be paid prior to the first game or competition. No student will receive uniforms or be allowed to participate in athletic competitions unless the Athletic Fee has been paid.

<b>Middle School</b>	<b>Cost</b>		<b>Cost</b>		<b>Cost</b>
<b>Fall</b>		<b>Winter</b>		<b>Spring</b>	
Volleyball	\$180	Basketball	\$180	Baseball	\$230
Football	\$225	Cheerleading Cheerleading Multiple Sports	\$200 \$275	Track	\$180
Cross Country (Boys & Girls)	\$120			Girls Softball	\$230
<b>High School</b>	<b>Cost</b>		<b>Cost</b>		<b>Cost</b>
<b>Fall</b>		<b>Winter</b>		<b>Spring</b>	
JV Girls Volleyball	\$230	Varsity Boys Basketball	\$230	Varsity Boys Baseball	\$280
Varsity Girls Volleyball	\$230	JV Boys Basketball	\$230	Varsity Boy Soccer	\$230
Varsity Girls Softball	\$280	Varsity Girls Basketball	\$230	Varsity Girls Soccer	\$230
Varsity Boys Football	\$350 \$330	JV Girls Basketball	\$230	Varsity Track	\$180
Cheerleading Multiple Sports	\$200 \$275	Cheerleading Cheerleading Multiple Sports	\$180 \$255		
Cross Country	\$120	Shooting	\$100		

When a student plays multiple sports in the same season, they pay the athletic fee for the sport that is the highest and will pay ½ of the fee for the second sport. For example, if a student plays football and runs cross country, they pay the fee for football and half the fee of cross country. There is no discount for multiple seasons except for cheerleading as listed.

Coaches will receive a signed document when payment and physicals are complete by the Athletic Director stating the student is eligible to receive uniforms. **NO STUDENT IS ALLOWED TO RECEIVE UNIFORMS OR PARTICIPATE IN EVENTS UNTIL COACHES RECEIVE THIS DOCUMENT. The Athletic Fee is non-refundable after the first game.**

## **Dual Sport**

An athlete may participate in multiple sports to help fill roster spots under the following conditions:

- They must declare a primary sport.
- They must pay athletic fees of the higher sport and half of the secondary sport. This includes any uniform fees and must be paid no matter how many events he/she is able to participate in.
- Must have the approval of both coaches as well as the athletic department.
- Will not miss games and/or practices of the primary sport to participate in the secondary sport (unless secondary sport is competing in region or state play offs).

## **Alternative Education Student (AES) Athlete Policy**

### **Purpose**

To allow athletes that choose alternative education the opportunity to participate in sports activities here at Griffin Christian in the effort to grow and maintain a competitive sports program.

### **Goal**

To use AES athletes, if needed (not to exceed 50% of rosters), to fill teams that may be low in participation of currently enrolled students. If interest exceeds the number of spots needed by Alternative Education Students (AES) to fill a roster, then a tryout will be held for the AES students only.

### **Participants Expectations**

- All fees, medical release, and physical forms must be turned in to the Griffin Christian School athletic office prior to participation.
- AES athletes must submit birth certificates and report cards to the GCS athletic office prior to participation.
- AES athletes must submit an updated progress report to the GCS athletic office every 4 weeks.
- AES athletes must provide transportation to and from practice. They must ride to games on the bus with the team. They can be released to a parent after the game if the parent notifies the coach.
- AES athletes and parent will read and sign the GCS athletic manual, agreeing to adhere to the rules that govern all Griffin Christian athletes.
- AES athletes will comply with all rules and regulations regarding student behavior as stated in the Griffin Christian student handbook.



## **Fees**

AES athletes will pay the same athletic fee per sport as paid by athletes enrolled at Griffin Christian School athletes plus \$100.00 for all sports, except football. The AES fee for football will be an additional \$200.00. An additional uniform fee will be required for most outdoor sports.

## **Sports**

Griffin Christian School offers the following sports to AES students:

- Football
- Volleyball
- Softball (Uniform Fee Required)
- Basketball
- Baseball (Uniform Fee Required)
- Soccer (Uniform Fee Required)
- Shooting
- Track/Cross Country (Uniform Fee Required)

**Griffin Christian School**  
**Student Social Media Contract**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Guidelines:** Social Media, such as, Facebook, Twitter, Snap Chat, Instagram, You Tube, Linked In, personal texting, and others, are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of Griffin Christian School (GCS). Both the parent/guardian and student must read and sign this contract acknowledging the student's responsibility to use Social Media responsibly as a member of Griffin Christian School. Please use the following guidelines when posting on Social Media sites.

1. Always be authentic. Be honest about your identity. If you post personally, or as a student of Griffin Christian School, make sure you are aware of the all social media policies as stated in the Student Handbook, as you share your personal views about yourself, other students, school personnel, or the school.
2. Don't be a mole but protect your identity. Never pretend to be someone else when you post personally or as a student of Griffin Christian School. Tracking tools enable supposedly anonymous posts to be traced back to the authors. Always be honest about yourself and views without providing personal information that could be used against you.
3. Think twice before posting. Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect on your reputation, the reputation of your family and friends, the reputation of another student, and the reputation of your school.
4. Be respectful and thoughtful. As a student of Griffin Christian School, be mindful of the school's commitment to a Christian worldview by showing respect and dignity for all people and by engaging in civil and thoughtful discussion of opposing ideas. Treat others the way you would like them to treat you while posting on Social Media sites.
5. Know the rules. Follow a code of ethics. Become familiar with the terms of service and policies of the Social Media sites and networks in which you participate, and the appropriate code of ethics required for responsible online communications.
6. Always remember that Cyber bullying is the willful and repeated bullying or harassment of another person or persons through the medium of Social Media, which includes electronic text. Students who engage in Cyber bullying on Social Media sites, including electronic text, can be disciplined by GCS administrators as needed.
7. Remember the Golden Rule. "Do unto others as you would have them do unto you" when you post on any Social Media site.

GCS reserves the right to assess discipline procedures against any student who violates the terms expressed in this contract. Consequences for violations will be at the discretion of the Principal or his designated agent

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Griffin Christian School

### Statement of Cooperation

We appreciate you allowing us to serve your family. We believe our students will positively impact this world. Thank you for allowing us to be a part of their lives.

It is understood that my student's attendance to Griffin Christian School (GCS) is a privilege and not a right, and that if at any time his/her conduct, academic progress, or cooperation with school authorities is not in keeping with the school requirements, the school reserves the right to terminate, at its discretion, any student's enrollment.

I understand that while valued and my involvement encouraged, the leadership of GCS is responsible for the managing of the school. I agree fully with the schools polices, and I fully support the teachers and staff in the education of my child. If disagreement or concerns arise about policies or events that have taken place, I will speak directly and discreetly with the GCS administration to seek a friendly, cooperative resolution, without participating in slander against the school.

I give my permission for my student to take part in all school activities and school sponsored trips away from the Griffin Christian premises. I absolve the school from all liability in the event my student is injured at school or during any school activity.

I understand the payment of tuition is the major source of revenue for the operation of GCS and it is necessary that all tuition accounts be current. I have read and agree to adhere to the Financial Policies as outlined on pages 4 and 5 of the Family Handbook. I agree with the school's efforts to train my student in biblical and Christian principles. The school expects the student and family to:

- Promote and participate in school-wide fundraising activities throughout the school year or pay the yearly assessment of \$150.00.
- If I decide that GCS is not for my family, I will leave in a respectful and dignified manner, leaving others to make their own decision about Griffin Christian School.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read the Griffin Christian School Handbook in its entirety. I have additionally been fully briefed on and understand the policies. I realize that in signing this document I agree to abide by the policies stated therein.

Student's Name (Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

**Griffin Christian School**

**Photo Release Permission Slip**

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape/audio/web/Social Media taking of and postings of during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

\_\_\_\_ Yes, I give consent for Griffin Christian School to photograph my child for school purposes and/or at school events.

\_\_\_\_ No, I do not authorize Griffin Christian School to photograph for my child for any event.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student Signature \_\_\_\_\_