



**2009-2010
Handbook**



Grace Community Christian School

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Words of Welcome 2009-2010

Dear Parents and Friends,

Welcome to Grace Community Christian School (GCCS). Our mission as a ministry of Grace Community Church is to develop your student's spiritual life in Jesus Christ while pursuing academic excellence.

We hope your summer was refreshing and revitalizing. We look forward to partnering with parents and churches to equip students for life through a Biblically based curriculum in a Christ-centered environment.

You play an important role in the development of your child. We encourage everyone to get involved. Ask how you can help! We are very blessed by the many parents who invest their time, talents and resources into GCCS.

We want you to know that the school board, faculty and administration pray daily for all the students – we want the very best for them! Please join us in prayer. Also, please join us in being an encourager. Whenever possible, use words of encouragement and affirmation. Bless others by speaking words of kindness and praise.

We thank you for choosing our school. We also hope that you have chosen a local church to attend. If not, please consider visiting Grace Community Church – you are welcome here.

Serving Together,

Danny VandenHam
President 2009-2010
GCCS Governing Board

**As a follower of Jesus the Christ, you are the light of the world. Therefore, "...let your light shine before men, that they may see your good deeds and praise your Father in heaven.
Matthew 5:16**

The basic functions of the school board are to establish policies that are commensurate with the GCCS mission statement, constitution and by-laws, and to oversee the operation of the school. The school board will be responsible to the church board for all activity within GCCS. The board entrusts the implementation of school policy and its day to day administrative decisions to their professional representative, the school administrator.

Words of Welcome 2009-2010

Dear Parents and Students of GCCS,

“Break forth in song, rejoice, and sing praises,” Psalm 98:4. It is truly amazing to see how God has been working in and around GCCS. We are blessed to have a staff that puts the students first and nurtures them in a Christian environment. GCCS is committed to high academic standards and preparing students for the future. God is amazing and we continue to follow His steps.

Our Preschool Program is State Certified and meets the needs of 3, 4, and 5 year old children. Preschools in Arizona are required to be State Certified in order to make sure they are up to code and meeting the requirements. I am proud of our GCCS preschool because we have received a 100% score, which is highly unprecedented. The credit goes to Shirley Broek, Preschool Director, and her staff. They nurture students in a Christian environment and get students kindergarten-ready. For more information about the Preschool Program, please contact Shirley Broek at 480-966-5022 ext 340.

GCCS Grade School is made up of Kindergarten through 5th grade. We offer both full-day kindergarten and half-day kindergarten with one class for each. Grades 1-5 have two classes per grade. Our Middle School consists of grades 6-8 and allows us to have a single subject credentialed teacher in each of the core subjects (math, science, history and language arts). Grades 6-8 have two classrooms per grade.

All grades participate in PE and computer, with Spanish, yearbook and art classes offered in upper grades. Music is taught at all levels and students are able to participate in band in grades 5-8 and in strings in grades 4-8. GCCS participates in two sport leagues for grades 7-8. Boy's sports include soccer, basketball, baseball and golf. Girl's sports include volleyball, softball, basketball, golf and cheerleading.

Our motto is **“Education in Christ, Preparation for Life”** and we strive to prepare students both spiritually and academically. It is our goal to make a difference in every student's life so they will be equipped with the spiritual tools and academic tools to be successful after GCCS.

In Him,



Michael Jordan

School Motto

EDUCATION IN CHRIST **PREPARATION FOR LIFE**

Mission Statement

Grace Community Christian School, as a ministry of Grace Community Church, is committed to the development of a student's spiritual life in Jesus Christ, while pursuing academic excellence in a manner which honors and glorifies God, based on the only infallible Word, the Bible.

GCC Mission Statement

We exist to love God and all people, pursue Christlikeness, and live to change our world.

School Verse

***“Train a child
in the way he should go,
And when he is old
he will not turn from it.”***

Proverbs 22:6 (NIV)

STATEMENT OF SPIRITUAL COMMITMENT AND DOCTRINE

Grace Community Christian School (GCCS), as a ministry of Grace Community Church, is committed to the development of a student's spiritual life while pursuing academic excellence. The following information clearly states the school's position on spiritual and educational priorities and perspectives.

Philosophy and Objectives of Grace Community Christian School

GCCS is committed to the Christian perspective of life as set forth only in the Bible, acknowledging the following aspects of the Christian faith:

First, that God is a physical, intellectual, social, and spiritual being and is the sovereign creator and sustainer of the universe.

Second, that Jesus Christ is the Son of God and extends salvation to all who place their faith in Him.

As an extension of the spiritual education of the home, the school endeavors to aid each student's understanding of God and man to assist the student in growing in Christian maturity and utilizing the individual's unique potential in Christ to the fullest.

From these premises stem particular goals:

For the Spiritual Growth of the students, the school aims:

1. To teach the Bible as the only Word of God, a source of doctrine, and a guide for daily living.
2. To encourage each student to come into a personal relationship with Jesus Christ, honoring Him as Lord and Savior, and seeking to know and do the will of God.
3. To stimulate a pattern of life based on the standards set forth in the Bible.
4. To aid each student in the formation of a personal Christian philosophy which will permeate and integrate every area of life.

For the Intellectual Growth of the students, the school aims:

1. To teach the skills for effective comprehension, communication, and computation.
2. To provide a versatile curriculum which will furnish thorough preparation of each student's future study or occupational competence.
3. To stimulate creative and critical thinking and responsiveness to beauty in the arts and sciences.
4. To aid the students to recognize, in every area of study, the revelation of God in creation, and in the Holy Scriptures.

For the Social Growth of the students, the school aims:

1. To encourage an individual sense of personal worth as a special creation of God and a recipient of His love.
2. To foster the establishment of wholesome personal relationships through an acceptance of one another in Christian love, learning to understand and respect the views of others.
3. To help the students practice good citizenship, recognizing and assuming their responsibilities to their homes, their community, and their country.

For the Physical Development of the students, the school aims:

1. To promote health, fitness, coordination, and skillful use of the body.
2. To encourage good sportsmanship.

Christian Perspective Relating to Education

- Life:** Human life is a gift of God. God created mankind to live their lives in total commitment to Him. He demands us to educate our children to that end.
- Bible:** The Bible, as the only written Word of God, is the truth by which the Holy Spirit enlightens our understanding of God, ourselves, and the world. It is the infallible authority by which He directs and governs all our activities, including the education of our children.
- Creation:** The creation, preservation, and ultimate restoration of the world is the work of the triune God. We can only rightly understand the world when it is studied in the relationship of God for the purpose of glorifying His name.
- Mankind:** Mankind was created in the image of God to enjoy fellowship with their Creator. Mankind is to reflect in their person and works, the excellence of their Maker. Mankind is instructed to exercise dominion over the world in loving obedience to God and interpret all reality in accordance with His design and will.
- Sin:** Sin is the disobedience to God's will. Mankind, by sinning, estranged themselves from God and their neighbor, and brought God's curse upon the creation. As a result, mankind has become corrupt in heart and blind to the true meaning of life. They repress and misuse the knowledge of God, which confronts them in creation and Scripture.
- Christ:** Jesus Christ, our living Lord, of whom the Scriptures speak, has reconciled the world to God and redeemed our lives in their entirety. Until His return, our lives should express themselves in constant gratitude to Him in Christian service for His redeeming and reconciling work.
- Holy Spirit:** The Holy Spirit renews our hearts to love God and our neighbors. He directs our understanding to rightly know our God, ourselves, and our world. The Holy Spirit guides us into a personal relationship to Jesus Christ.
- Purposes of Education:** The purposes of Christian education are to direct our understanding, wisdom, knowledge, and righteousness in order to perform competent and responsible service to God in the home, church, and society. To encourage each child into a personal relationship with Jesus Christ and make Him Lord of his/her life.
- Parents:** God gives parents the responsibility to nurture and train their children. Christian parents may choose to share this responsibility with institutions able to carry forward their God-given task.
- The Child:** The child, entrusted by God to the parents, needs ordering, correcting, and instructing. Children of Christian homes share in the Gospel and are, therefore, entitled to study the Word and deal with life's issues and problems from a Christian perspective.
- The Teacher:** The teacher is a servant of God, and is therefore, called to walk in the ways of the Lord and teach the child the same. The teacher must be committed to Christ and help the child experience relationships that can guide the child toward a personal relationship and a committed life in Christ. The teacher partners with the parent, because the school is the extension of the Christian home.

The Apostles Creed

"I believe in God the Father Almighty, Maker of heaven and earth. I believe in Jesus Christ, His only begotten Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried. He descended into Hades. The third day He rose again from the dead. He ascended into heaven, and sits on the right hand of God, the Father Almighty. From thence He shall come to judge the quick and the dead."

"I believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen."

Pledge To The American Flag

"I pledge allegiance to the flag of the United States of America, and to The Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Pledge To The Christian Flag

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe."

Pledge To The Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

FOUNDATIONS

History

Grace Community Church began a Preschool over 30 years ago called Grace Community Children's Center. Many of the parents of the preschoolers made inquiries about beginning an elementary school to continue their children's Christian education. In 1975, Grace Community Church met that challenge by starting a primary school, which has now grown into a K-8 academic school with approximately 400 students and a Preschool of 100 students.

Leadership

The school is a ministry of Grace Community Church under the direct authority of the GCCS Governing Board appointed by the Grace Community Church Board of Directors. The School Administrator is responsible to the Governing Board for the daily operation of the school.

Students

GCCS offers a Preschool program for 3, 4 and 5 year olds; morning and full day Kindergarten; and classes for Grades 1-8. Our standard class size is 22 students for Kindergarten, and 25 students for Grades 1-5, and 27 for Grades 6-8.

Financial Support

GCCS is a ministry of Grace Community Church to Christian families. Our support comes through tuition, private donations, and an endowment set up by the school. Various fundraising projects are conducted to help defray operating costs, capital improvements, special activities, and projects. All voluntary contributions are income tax deductible and may qualify for employer/employee matching donations.

Facilities

GCCS campus is maintained by the GCC Church Facilities Staff.

Asbestos Hazard Emergency Response Act (PL 99-519: USC 2641 et seq.) Asbestos has been identified in the existing classrooms. To obtain information please contact the school office. The annual management plan: constituents will receive annual notification of this information through the inclusion of the above in our annual Handbook.

Staff

The staff of GCCS consists of 55 teachers and teaching aides, office support staff, and a health coordinator. The administrator is careful to select teachers who have a personal commitment to and relationship with Jesus Christ and have high academic qualifications. Our teachers in the K-8 program have college degrees and are certified by the state of Arizona and ACSI.

SCHOOL POLICIES AND PROCEDURES

(All policies are subject to change without prior notice. If a policy is changed, parents and students will be notified.)

Admission and Registration

Admission

The school is open to all children regardless of race, color, sex, or national origin, whose parents show evidence of genuine, positive interest in Christian education. At least one parent/guardian professes to believe in Jesus Christ as their personal Lord and Savior and attend a Bible-believing church. All rights and privileges are afforded to all students.

Application and Registration

Registration of new students is handled on an individual basis. Please call the school office for proper forms and procedures.

RE-enrollment begins in February; siblings of existing families are considered first and then all Grace Community Church families. Children of alumni and staff will be given special consideration.

Student Information Cards

Two up-to-date Student Information Cards are kept on file in the school office at all times. These cards include home and work phone numbers and current addresses for emergency reference. One card is kept in the front office and one card in the nurse's office.

Parents are responsible to notify the office of any changes needed on the information card.

Student Records

Student records may be viewed by making arrangements with the school office.

Withdrawal

In order to withdraw a student a form may be obtained in the school office and must be completed by parent or guardian. Billing will continue per the Financial Commitment Form.

Financial Matters

Registration Fees

Registration fees are non-refundable once a student has been accepted. They are the same for students enrolled for the full term or for part of the term. Registration fees are due at the time of application for a new student. Fees for returning students are due at the time of reenrollment.

Testing for grade placement may be necessary. A \$25 fee will be charged to cover the expense of administering the test. This fee is due at the time of testing. The placement test will not be administered until fee is paid.

Tuition

Each year the needs of the school are assessed by the GCCS Governing Board and a tuition schedule is published. Since these costs vary from year to year, the school should be contacted for up-to-date information.

Billing Procedures

Financial statements will be mailed before the beginning of each month. Payment is due on the first of each month and must be in the office or post marked by the 15th of the month. A \$30 late fee will be assessed on the 16th of the month to any accounts not paid in full. *All eighth grade graduating students must have all tuition paid in full by May 7th or final exams will not be administered to those students showing an outstanding balance. Eighth grade students that have an outstanding balance may not participate in the 8th grade trip or graduation.*

Monthly Statements

Parents are responsible for viewing the monthly statements. As a reminder, if there is an outstanding balance, a late fee will be assessed every month and this fee accumulates until there is no longer a balance.

Delinquent Accounts

When an account is 30 days past due, the bill must be paid or satisfactory arrangements made within 30 days. If financial arrangements are not made within 30 days, (60 days overdue) the child may be dismissed from the school.

No student may be enrolled in the school unless past accounts are brought current or arrangements are made with the administrator.

If satisfactory arrangements have not been made with the administrator, report cards, school records, and graduation privileges will be withheld from those students whose tuition and miscellaneous fees are delinquent.

Returned Checks

A \$30 fee will be assessed for any returned checks. Three returned checks in a one year school period will require that all future payments be made in cash.

Scholarships

The school encourages families and friends to donate funds for helping needy students. We also encourage supporting churches to give tuition scholarships to children needing financial assistance. We do have limited scholarships available and encourage you to inquire if you have a financial need. You must also apply for ACSTO scholarships at the same time. Please contact the School Administrator.

Tax Credits

Individuals may donate funds to organizations such as ACSTO. A certain portion of donations may qualify as a state tax credit. Contact your tax advisor for additional information. If you have a state tax liability, you may donate up to \$1,000 annually. Contact the school office for forms and information or go to the ACSTO web site at www.acsto.com.

Endowment Fund

The school has established an Endowment Fund to help the school in its financial future. This fund is a great place for grandparents, friends, and you to give. Only the interest is used, and the principal remains intact.

Special Fees

Sports and extra-curricular activities may require additional fees. The parent will be notified in advance. GCCS makes every attempt to keep these fees minimal, recognizing that each family has made sacrifices to place their student(s) in a Christian school. These fees will be added to your school bill invoice. If a fee is not paid, a late fee will accrue every month that the fee is not paid.

School Schedule

Daily Schedule

- ½ Day Kindergarten 8:30am – 11:30pm
- Full Day Kindergarten – 8th Grade: 8:30am – 3:15pm

Student Achievement

Report Cards

Report cards will be sent home at the close of each nine-week quarter. The 4th quarter report card will be mailed to the student's home following the close of the school year. A fee will be charged to replace lost or mutilated report cards.

Mid-Term Reports

A mid-term report will be sent home with every student in grades 4 – 8 during each quarter. Grades 1- 3 will receive mid-term reports at the end of the fifth week of school and optional reports thereafter for only students who are achieving below or markedly above grade level.

Grading

The grading system for Grades 1-3 is as follows:

O = Outstanding	I = Improving
G = Good	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory

Grades 4-8 use a percentage based method of grading:

A	97-100	C	78-82
A-	94-96	C-	75-77
B+	92-93	D+	73-74
B	88-91	D	69-72
B-	86-87	D-	67-68
C+	83-85	E	below 67

Testing

Each year the Stanford Achievement Test-10, a standardized test, is given to all students in grades 3-8. Time does not permit students to make up tests that are missed. Every effort should be made to have the student in school during the testing week. The purpose of standardized testing is to evaluate the individual progress of each student for the duration of his or her education at GCCS. These tests also provide information concerning class performance, which help to measure the strengths and weaknesses of our curriculum.

Test results are placed in the student's permanent file in the school office and a copy is sent home to parents with the final report card.

Honor Roll

Middle School 6th, 7th & 8th Grade students with a grade point average of 97-100% will be named to the Administrator's Honor Roll and those with a grade point average of 92-96% will be named to the quarter's Honor Roll. A student with any grade below 78% will not be considered for the Honor Roll.

Valedictorian and Salutatorian for eighth grade are selected by the Middle School staff. Grade point average, service and character are all considered in the selection process.

Curriculum and Student Activities

Chapel and Devotions

All grades have prayer and devotions in their own classrooms. Grades K-8 have a weekly chapel service on Friday mornings. Grades 5-8 meet from 8:45-9:30 a.m., and Grades K-4 meet from 10:00-10:30 a.m. Chapels are led by teachers, students, and guest speakers. Parents are encouraged to attend when possible.

Textbooks

The school provides all necessary textbooks, workbooks, and some supplies. Textbooks and curriculum are reviewed on a regular schedule and replaced when deemed appropriate.

Textbooks are the property of the school and should be cared for properly. Students will be assessed fees for unreasonable damage to any textbook at the end of the year.

School Supplies

All personal supplies for the student are to be provided by the parents. A list of all necessary supplies for each grade is sent home at the beginning of the school year. We require all students in Grades 1-8 to purchase a New International Version (NIV) Bible. The school has these Bibles available in the school office. All memory work is done from the NIV.

Homework

It is the school's position that a student should have a balance between time to work and time to play. Weekly homework in all grades is memorization of Bible verse(s) and spelling and/or vocabulary words. In Grades K-5 we try to give enough time for each student to finish his/her work in class. Homework may occur depending upon the subject matter. Homework will normally be required of students in Grades 6-8. Regular classroom work must be finished at home if not completed during class time. Every effort will be made to avoid giving homework on Wednesday evenings so students may attend church-related activities. This is not always possible in Grades 6-8.

Music Activities

Grades 1-6 have music or choral classes several times a week with a certified music teacher. Band is offered in Grades 5-8. Strings are offered beginning with Grade 4.

Students may try out to participate in Honor Choraliars, Honor Band, or Honor Strings. These students are required to wear school uniform at all music events. These classes generally occur outside normal school hours.

Music programs are scheduled throughout the year. All performing students are required to attend programs. Lack of attendance will reflect in the lowering of the student's music grade. Exceptions must be requested in writing two weeks prior to the program.

Physical Education

All students in Grades K-8 participate in physical education classes. Grades K-4 place special emphasis on muscular development and movement. Grades 5-8 begin to develop the skills necessary for various organized sports.

A written note from a parent is required if a student is unable to participate in physical education classes. A note from a doctor must be sent to the school if a child needs to be kept from P.E. classes for more than one week.

Students in K-8 will participate in P.E. with their normal school attire. Students in all grades must wear tennis shoes or soft-soled shoes during P.E.

Computer, Library, Art, and Spanish Programs

In addition to our core curriculum we provide Computer and Library for grades K-8. We also provide Spanish in grades 7-8. Art will be offered in each class up to grade 5.

Education Enhancement

The purpose of the Educational Enhancement (EE) program at Grace Community Christian School is to provide Christ-centered academic support for students who have demonstrated signs of learning difficulties. The program also provides enrichment for students who have demonstrated academic giftedness. The EE services are delivered to students through a variety of programs, including the National Institute for Learning Disabilities (NILD), Search and Teach, traditional resource, classroom support, and speech-language therapy. EE services focus on helping students reach their academic potential in a regular educational setting. Services are designed for students with mild academic difficulties, and thus the program is not intended to be a replacement program for students with more severe learning difficulties or other types of disabilities. GCCS students are referred to the program by parents or teachers, and are considered for entrance into the program after completion of our referral/assessment process.

Field Trips and Camp

Each class may have several field trips throughout the year. Field trips are a privilege and a student's behavior and attitude will determine if they are allowed to participate.

In the spring, 5th grade students will attend a science camp. Attendance at this camp is mandatory. Parents are encouraged to volunteer as counselors. A fee will be assessed to parents who attend.

California Trip

Those students who have successfully completed their eighth grade year are rewarded with a trip to southern California. An extra fee is charged; fund raisers are available throughout the year to help cover this cost. Parents are encouraged to come along.

Volunteer Drivers

Volunteer drivers for field trips are to take the students directly to and from the field trip destination. If a route is designated by the teacher, the volunteer driver is to take the designated route. Stopping for food and/or drink is prohibited. Before driving on a field trip, parents are to complete an insurance form in the school office.

Parties

Parties will be scheduled by each homeroom teacher. A student may bring a treat for his/her birthday. Please check with your child's teacher for an acceptable date and type of treat. Birthday celebrations are treats only, no game time. Invitations to personal parties are not to be distributed at school unless the entire class is invited, or all girls or all boys.

Students may present their teachers with a gift at Christmas or other special occasions; however, there is no obligation to do this.

The school does not condone or sponsor dances. School sponsored swim parties will not be allowed in private homes.

Extra-Curricular Activities

Team Sports*

Grades 7-8 team sports are played with a ten-school competitive Jr. Metro Athletic League and Valley Christian Athletic League.

Boys Sports: soccer, basketball, golf and baseball.

Girls Sports: volleyball, softball, golf and basketball.

Girls Cheer Squad: Cheerleaders participate as a squad the entire school year. Those girls who choose to participate in cheerleading are not entitled to play girls softball due to conflicting schedules.

An athletic contract must be signed by parents and students participating in GCCS team sports.

Practices will be held after school (time to be announced). Any student not picked up after practice on time will be sent to after-school care. Normal after-school care fees will apply.

**With each sport or activity, there may be some added expense for equipment or outfits such as shoes, dresses, pants, cheerleading uniform, etc. For each sport there will be a fee for league related expenses.*

Student Council

Student Council is offered to students grades 6-8. It allows these students to serve in leadership roles of President, Vice President, Secretary, and Treasurer. Students may also serve in Student Council as homeroom representatives. Student Council facilitates such events as Spirit Week, Hat and Flip Flop Day, and the Penny War throughout the year.

Honor Music Programs – Honor Choraliers, Honor Band, Honor Strings

Students may try out to participate in Honor Choraliers, Honor Band, or Honor Strings. These students are required to wear school uniform at all music events. These classes generally occur outside normal school hours.

Student Services

Pictures

Individual and group pictures are taken early in the school year. There is NO obligation to purchase these pictures, but all students' pictures will be taken for the school yearbook.

Transportation

No bus transportation is available through GCCS. However, the school office staff compiles a list of families interested in carpooling. This list places households into geographical areas to help parents arrange carpools with families living near-by.

School Yearbook

A school yearbook is assembled each year by the junior high students, under the leadership of a staff member.

Lost and Found

Articles found anywhere on the campus should be taken to the Lost and Found table near the school office. All unlabeled and unclaimed items will be donated to Gracie's Cottage.

Telephone Usage

Students must obtain permission and telephone passes from their teachers before going to the office to make calls during school hours. Students will be permitted to use an office phone for **necessary** phone calls **only**. Telephone calls should be made before or after school when possible. If parents call, messages will be transmitted upon request. The phones in the church Connection Center are off-limits.

Electronic Devices (cell phones, iPods or other)

Electronic devices may be brought to school, but must be turned off and put away during school hours (8:30-3:15). If electronic devices are used during school hours, they will be confiscated, and **parents** must pick them up in the school office.

Lunches

Lunches are available for purchase during the week as specified early in the school year. Vendors and pricing will be announced. Typically, local food chains deliver packaged meals Monday – Friday.

Students not purchasing a school lunch are to bring their own lunches. Lunch containers should be selected which do not have questionable decals, slogans, or pictures. K-5 eat lunch in their classrooms. Middle School has designated areas.

Students leaving campus for lunch must return in time to resume classes and must be checked out and checked in at the office by the adult taking them to lunch.

Lunch Account

Each student will have a lunch account. The initial payment to set up your child's account is \$16. You can add to your child's (children's) account(s) in \$4 increments. Payment is made by filling out a *Hot Lunch Payment Form*, attaching a check/cash, and turning both into the classroom volunteer or the school office. You will receive a statement or email message if your account drops to **\$8**.

Ordering Lunches

Ordering takes place first thing Monday morning (or the first school day of the week) in your child's class. A Weekly Hot Lunch Order Form will need to be filled out for **EACH CHILD**. You can access the forms on Edline (www.edline.net) using your screen name and password. Forms can also be picked up from the lunch coordinator.

If your child is ill on a day that they ordered lunch, you must call in by **9:00 a.m.**, leave the information that your child ordered lunch, and you will receive a **\$4** credit.

Extended Day Care

A supervised playground is available for students in grades K-8. Before school care is available from 7:00-8:15 a.m. at the rate of \$4.00 per day. After school care is available from 3:15-6:00 p.m. at the rate of \$8.00 per day; children picked up by 4:30 p.m. pay a rate of \$5.00 per day. Arrangements must be made in the school office for this service. **No childcare will be provided on days when school is dismissed at noon or on school holidays.**

Any student remaining after 6:00 p.m. will be charged at the rate of \$5.00 for each additional 15 minutes. Portions of a 15-minute time block will be assessed at the full \$5.00 rate. All students in Grades K-8 must be under supervision and will be required to be in extended care after 3:30 p.m. unless participating in a supervised, extra-curricular activity.

Student Health and Safety

Supervision of Students

Once students are dropped off in the morning they may not leave campus for any reason without being signed out by a parent or an adult designated by parent. Parents may sign students out in the school office.

A note must be sent to the teacher at the beginning of the day stating the time the student is to be dismissed. If the student returns to the campus that day, he/she must be signed back in by an adult at the school office before returning to class.

Please note that after 3:30 p.m., students are only supervised in designated areas. The school reserves the right to charge a fee for students in undesignated areas.

Health Care

All students are required to have a health form on file in the school office. Each student **is required** to submit a physician certified immunization record stipulating that the student has received the immunizations prescribed by the Arizona Department of Health. The school reserves the right to request a parent to obtain a health physical any time there is a question regarding the child's health and its reflection on his/her school work. For any questionable disease, the school reserves the right to consider attendance on an individual basis.

Medication

A Health Services Coordinator will be on duty each school day, and available to administer medications. **All medications must be brought to the school health office in the container in which it was dispensed by the pharmacist.** Parents must sign a form authorizing the health coordinator to administer prescription and over-the-counter medications. Students are NOT allowed to carry medications or keep them in their classrooms. **EXCEPTION:** inhalers, puffers and epi-pins may be carried in a student's backpack after a signed consent form is received by the health coordinator.

Hearing and Vision Screening

Hearing and vision screening are given periodically in all grades. Parents will be notified if a student needs additional testing.

Student Conduct

Arrival and Dismissal

Students should not be at school before 8:10 a.m. or after 3:30 p.m. unless involved in a supervised extra-curricular activity. Students on campus before 8:10 a.m. or after 3:30 p.m., who are not supervised, will be asked to go to extended day care and will be charged the appropriate fees. Any special arrangements must be made through the school office. Once students arrive on campus they may not leave without permission. Once students leave campus at the end of the day they may not return without permission.

Parking Lot Policy & Procedures

Students must conduct themselves in an orderly manner when they are dropped off or waiting to be picked up. Students may not be picked up or dropped off on or across Terrace Road. Any students seen crossing Terrace Road or being dropped off or picked up along Terrace Road will receive a detention to be served from 3:15-4:00 p.m. on an assigned day.

Refer to the Parking Lot Policy & Procedure information sheet for additional information.

Absence and Tardiness

All parents are responsible for notifying the school before sessions begin on the day when the student will be absent. Please leave a message at 480.966.5022 x249 if calling outside of office hours. Parents of any student not accounted for will be called by the school staff. Students are considered tardy if they are not in the classroom when the tardy bell rings. Students who are tardy must obtain a pass from the nurse before reporting to class. Continued tardiness will result in a phone call to parents from the teacher or administrator and may result in a suspension from class with no credit.

Projected Absences

For a projected absence, parents must notify the health coordinator and appropriate teachers in advance. Students will be expected to bring in their completed work the day of their return to school unless other arrangements have been made. If a projected absence is not reported to the office prior to being absent, all assignments could result in zeros.

Illness

Students who are ill shall be granted one day of grace to complete their work for each day of school missed with a maximum of three days. Special exceptions may be made at the discretion of the administration.

Homework requests must be called in to the Health Coordinators at Ext. 249 by 9:00am on the day of the absence. Homework will be ready for pickup at the end of that school day.

Personal Property

All personal property that is worn or brought to school should be labeled with student's name. (Clothes, purses, shoes, notebooks, bikes, lunches, etc.)

Students riding a bike to school must walk the bike on campus and park and lock the bike in the bike racks provided. Students riding a skateboard, scooter, or wearing skates (including in-line skates) to school must carry them on campus and place them in the classroom or locker. No bike riding or skating is permitted on the campus. If a bike, skateboard, scooter, shoes with wheels, or skates are ridden on campus, they may be confiscated and kept at the school office until a parent or guardian claims them.

Extraneous Items

Students are NOT to bring knives, matches, electronic devices, or any other such items to school. If such items appear at school, they will be confiscated and returned only to a parent or guardian at the school office.

Damage to School Property

Any church or school property (windows, desks, etc.) carelessly broken or damaged by a student(s) will be paid for by the student(s) involved.

Dress and Grooming Guidelines

Standardized Dress Code

Dressing appropriately reflects the desire of Grace Community Christian School to hold our students to a Christ-honoring standard of excellence. The school administration reserves the right to make "modifications" to the dress standard for special occasions.

Any student in violation of the dress standard will be referred to the GCCS school office. A student may be asked to wear clothing provided by the school office, or parents will be called to bring proper attire. The decisions of appropriateness will be determined by administration.

Clothing checked out from the school office must be cleaned and returned the following day.

Students will be expected to adhere to the guidelines as outlined below.

School Uniforms

ALL STUDENTS IN GRADES K-8 MUST PURCHASE THE FOLLOWING ITEMS FROM DENNIS UNIFORMS (4920 E. McDowell Road #103, Phoenix, AZ 85008, 602-220-0302) for attire on **Fridays**, field trips, and ACSI and special school events:

- Girls: one khaki skort, pants, or shorts and one navy blue polo shirt with GCCS logo.
- Boys: one khaki pants or shorts and one navy blue polo shirt with GCCS logo.

All clothing must be free of slogans, pictures, or writing of any kind with the following exceptions:

- GCCS T-Shirts and Sweatshirts with GCCS words or slogans will be allowed on Wednesday Spirit Days. Shirts from youth ministries may also be worn on Wednesdays.
- Girl and Boy Scout uniforms are permissible on days of troop meetings.

DRESS STANDARD - TOP ATTIRE FOR BOTH GIRLS AND BOYS

- Must be collared
- Must be able to be buttoned or zipped to the top
- Must have sleeves
- Must be solid, striped, plaid, or prints
- Must extend at least below any waistline of bottom attire being worn
- Must be of a material that is not transparent
- Undershirts must be plain

DRESS STANDARD - BOTTOM ATTIRE FOR GIRLS AND BOYS

- Must be modestly worn
- Must be neat and clean
- Must not be faded or frayed
- Must be without holes
- Must be worn above the hips
- No sport/athletic shorts or sweat pants will be allowed for boys or girls
- Grades 5-8 short and skorts must have at least a four-inch inseam
- All skirts and dresses must be mid-thigh or longer
- Dresses or skirts may have a small fray
- Girls in grades K-4 are encouraged to wear shorts under dresses, jumpers, and skirts.

ADDITIONAL REQUIREMENTS

Hair:

- Neat and professional
- Above student's eyes
- Boy's hair must be off the collar

Shoes:

- Shoes designed for laces must be laced properly.
- Backless shoes may not be worn.

Makeup:

- Students in Grades K-5 may not wear makeup of any kind.
- Girls in Grades 6-8 may wear makeup with modesty.

Chains:

- Chains may not be worn by students, with the exception of necklaces and bracelets.

Hats:

- Hats may not be worn in the classroom. (Hats may be worn outdoors for sun protection during recess and P.E.)

Body piercing & tattoos:

- Tattoos and Body Piercing (other than the piercing of girl's ears) are not allowed.

Behavior

Expected student behavior includes respect for authority, respect for one another, and consideration of the safety of others. Violation of these behaviors will result in discipline according to the schools discipline policy.

Discipline

The guide for discipline is II Timothy 3:16,17 (NIV), "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

The goal of discipline is that students might learn a lifestyle in conformity with God's Word, not just a set of facts, standards, or skills.

Self-control and responsibility are encouraged by rewarding acceptable behavior and by taking actions against misbehavior. Any activity that interferes with the learning environment is considered undesirable and will be dealt with accordingly.

Harassment, intimidation, or bullying is unacceptable and will not be tolerated. Harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and displaying suggestive visual material.

Illegal Substances

The use, possession, or distribution of illegal substances on the school campus or at any school function on or off campus, or in other circumstances verified by facts deemed to be detrimental to the school's image is prohibited and will result in immediate disciplinary action.

Matters of Discipline

GCCS expects full cooperation from the home in matters of discipline. There must be a team effort, and only when the school and home work together, will the goals of Christian education be realized.

If the student continues to be unresponsive to discipline, a behavior plan will be sent home to be signed by the parents and student and returned on the next school day. Disciplinary actions will continue to be administered until the student chooses to comply with the rules of the school, the student is withdrawn from the school, or the student is expelled by the School Governing Board. The decision rests with administration as to whether the student will be admitted for the following school year.

Examples of disciplinary actions which may occur are loss of privileges, detention, and in-school suspension.

In-Home Suspension: In the case of serious offenses, students may be suspended from school for a designated period of time. Students must complete all class assignments before re-admission. Assignments will receive a "zero" grade. Parents and the Governing Board will be notified of the suspension.

Expulsion: A student may be expelled by the Governing Board for serious and/or repeated misconduct. Parents will be notified of the action and will be permitted a hearing before the School Governing Board.

K-5 Discipline

Discipline issues will be handled within the classroom by the teacher. Administration will become involved if necessary.

Middle School Discipline

The following discipline procedures will be followed.

Detention Policy

As consequences for the lack of obedience to God's Word and stated GCCS rules, the following steps will be followed:

- Step 1 – warning
- Step 2 – discussion with student - classroom consequence
- Step 3 – personal contact with parents

Documentation will be given to the office on all discipline procedures issued after the first warning.

If problems continue after these steps have been implemented, the following procedures will occur:

Level I

- 1 detention – 45 minute work detention
- 2 detentions – 45 minute work detention
- 3 detentions – One 1½ hour or two 45 minute work detentions

After 3 detentions, parents may be called in to meet with the teacher(s) and intervention by the administration may be required.

Level II (Referral from office)

- 4 detentions – ISS (In-School Suspension)
- 5 detentions – Home Suspension

Level III

- If a student reaches a 6th detention, a behavior plan will be developed for the student and parent to sign and must be adhered to in order for the student to remain at GCCS
Each extra-curricular "coach" will deal with these detentions per each coach's policy.

Middle School Academic Probation

The student will be placed on academic probation if one or both of the following occurs:

- 2 or more missing assignments in any class during a two-week period
- Grade point average below a 78%

All late assignments must be turned in by 3:20pm Friday or the Thursday prior if there is no school on Friday. (This will also apply if the student has a planned Friday absence.)

1st time:

- Students not in athletics will serve after school study hall the following Wednesday.
- Students in athletics will miss the first game in that 2-week period.

2nd time:

- Students will serve after school study hall the following Wednesday and will also be restricted from any school activity such as: Fun Day, bowling, Castles N'Coasters, etc., that may occur in that 2-week period.
- Students in athletics will serve the 2-week activity restriction and will **also** miss the first 2 games of that probation period. (Student will also miss practice **until** assignments are in.)

3rd time:

- Students not in athletics or other after school organizations will receive one detention.
- Students involved in after school organizations will receive one detention and will **also** be removed from that sport or group (yearbook/student council etc.)
- Additional occurrences will be dealt with according to each student's need.

Individual circumstances will be looked at by the junior high staff / administration before administering any of the above actions. (Tuesday morning junior high meetings)

**Each student will have the opportunity to remove these detentions and begin again at the start of 2nd semester with a "clean slate".*

Dress Code Violations

1st offense:

- Slip will go home to be signed by parent & returned.
- Office will provide a T-shirt for the day, or parents may need to bring a change of clothes.

2nd offense:

- Slip will go home to be signed by parent & returned.
- Office will provide a T-shirt for the day, or parents may need to bring a change of clothes.
- Student will be assessed a *lunch* detention.

3rd offense & up:

- Slip will go home to be signed by parent & returned.
- Office will provide a T-shirt for the day or parents may need to bring a change of clothes.
- Student will be assessed a detention (this will count in the above mentioned detention policy).
- One detention will be given for each additional occurrence.

**Each student will have the opportunity to remove these detentions and begin again at the start of 2nd semester with a "clean slate".*

Tardies

Every student must be in the homeroom door when the bell rings and in their seats prepared for class when the teacher begins instruction; otherwise, he/she will be counted tardy. Being unprepared for class will constitute a tardy. After the 3rd tardy to a class in a two week period, a student will be issued a lunch detention.

**Each student will have the opportunity to remove these detentions and begin again at the start of 2nd semester with a "clean slate".*

Discipline Referrals

Referrals will continue to be issued as a result of severe behavioral problems; the consequences will be handled by the administration on an individual basis. For repetitive offenders, a behavior plan will be developed for the student and parent to sign and must be adhered to in order for the student to remain at GCCS.

We will be providing occasional rewards for all students who have no office recorded discipline issues.

Parent Involvement

Classroom Volunteers

- Dress modestly when in the classroom or helping with parties, field trips, etc.
- You may be asked to help with chapels, school programs, class parties, and/or special projects.
- Break times are not times for discussing your child's progress. Make an appointment with the teacher for an appropriate time.
- All fliers must be approved through the school administration prior to distribution. Please allow one day turn-around to have fliers approved.
- **Remember:** The teacher is the person in charge. All arrangements and plans must be approved by the teacher. Be sure to check with the individual teacher on what they may want you to do and how they want it done. We appreciate your willingness to serve in so many different capacities.

Parent-Teacher Fellowship (PTF)

This fellowship consists of all faculty, staff, and parents of GCCS. Its purpose is to promote fellowship of parents and staff and to provide service and assistance to the school and its families. General membership meetings are held periodically, usually to correspond with a special event. All parents are encouraged to become involved.

Parent-Teacher Conferences

A formal parent-teacher conference is held each fall at the end of the first nine-week quarter. The report card is given to parents at this conference when the student's grades, conduct, and progress are discussed. Other conferences may be arranged between parents and teacher as desired.

Visitors to Classrooms

Parents are encouraged to visit the school and become acquainted with the teachers and students. Classrooms are open to any visitor, providing permission has been obtained from the administrator or teacher. These arrangements should be made through the school office, preferably, only one visitor at a time. Visits should not be more than 30 minutes. Parents of students who are currently attending GCCS should not request or expect to observe teachers of the next grade during the month of May.

Teacher Requests

Except for special needs or circumstances, requests for a specific teacher by the parents or guardians will not be considered. Any special needs or circumstantial requests must be submitted to the Administrator on or before May 15. The Administrator will evaluate all special needs or circumstantial requests and, at his/her sole discretion, determine whether the request will be approved. The Administrator's decision on such requests is final and there shall be no right of appeal.

Communication between Parents, Teachers, and Administrators

GCCS is committed to positive communication and resolution of potential conflicts before they arise. This can best be accomplished with open communication between individuals at the beginning of the year or at the first appearance of difficulty. Expectations and issues related to specific student or family situations should be communicated at the earliest possible time, remembering that the school and family are partners in the bringing up of a child "in the training and instruction of the Lord" (Ephesians 6: 4, NIV).

When there is a potential misunderstanding or conflict, parents should contact the teacher first and try to resolve the problem (see Matthew 18). If this fails, then the parent may contact the administrator. If this does not resolve the issue, the administrator may arrange for a parent/teacher/administrator meeting to be held with or without the student involved. Every effort will be made to handle all conflicts according to Biblical guidelines, with the expected result being the edification of all involved.

2009-2010 GRACE COMMUNITY CHRISTIAN GRADE SCHOOL CALENDAR

AUGUST

6-11 Teacher Orientation
 11 Meet Your Teacher, Grades K-8, 3:00-5:00pm
 11-14 Preschool – Teacher Workshop/Orientation
 12 K-8th - First Day of School/Back to School Coffee
 12-28 Fundraiser Lunches sponsored by Cheerleaders
 13 Grades K-5 Parent Orientation – 6:45pm – WC
 18-19 Preschool – Meet Your Teacher, 1:00-3:00pm
 18 Middle School Parent Orientation 6:30pm – WC
 20 Preschool – Parent Orientation – 6:30pm
 24-25 Preschool – 1st Full Day of School
 31 First day for Hot Lunches to be served

SEPTEMBER

4 1/2 Day – 12:00 Dismissal / Teacher Inservice afternoon
 7 NO SCHOOL – Labor Day
 TBA All School Individual Pictures - TC
 11 Mid-Term Reports (All Students)
 21-25 Hearing & Vision Screening
 28-30 Spiritual Emphasis Week

OCTOBER

1-2 Spiritual Emphasis Week (con't)
 2 “All School Picnic” – GCCS Campus
 6 *All Strings/Bands, Junior High Choir(s), and
 5th & 6th General Music Concert – 6:30 DC
 TBA Picture Retakes
 9 End 1st Quarter
 12-16 NO SCHOOL – October Break
 22 Parent/Teacher Conferences – 12:00 Dismissal
 23 Parent/Teacher Conferences – 12:00 Dismissal
 26-30 Spirit Week
 30 Jog-A-Thon – ½ Day – 12:00 Dismissal

NOVEMBER

5-6 NO SCHOOL – ACSI Teacher’s Convention
 TBA Christian Book Fair
 11 Veteran’s Day – NO SCHOOL
 13 ACSI Elementary School Speech Meet, Tucson
 20 Mid-Term Reports
 25 1/2 Day – 12:00 Dismissal
 26-27 NO SCHOOL – Thanksgiving Holiday

DECEMBER

2 ACSI Math by Mail Testing, Grades 3-8
 10 *Music Christmas Programs
 *2:00pm – Grades 1-4 – WC
 *6:00pm – Grades 5-8 Choirs & 5/6 General Music WC
 *7:00pm – All Band/Strings Christmas Concert – DC
 15-16 Christmas Programs, Preschool
 18 1/2 Day – 12:00 Dismissal – End 2nd Quarter
 21-31 NO SCHOOL – Christmas Holiday

- TBA: To Be Announced at a later date.
 - SOME EVENTS ARE SUBJECT TO CHANGE
 - ALL ½ DAYS: - students dismissed at 12:00: NO AFTER-SCHOOL CARE.

***SCHOOL MUSICALS: Attendance of all students in participating grades and/or groups is required. (Parents are encouraged to attend.)**

WC = Worship Center
DC = Davidson Center
TC = Terrace Center

JANUARY

1 NO SCHOOL – Christmas Holiday
 4 Classes Resume
 TBA Activity Pictures
 12 Open House/New Family Enrollment 6:30-8:00pm –TC
 15 ACSI Spelling Bee (Phoenix)
 15 1/2 Day – 12:00 Dismissal / Teacher Inservice afternoon
 18 NO SCHOOL – MLK/Civil Rights Day
 TBA Sex Ed (Grades 6-8)
 26 Grandparents’ Day (All School) ½ Day –12:00 dismissal

FEBRUARY

5 Mid-Term Reports
 5 Re-Enrollment Due
 12 ACSI Creative Writing Due
 12 1/2 Day – 12:00 Dismissal / Teacher Inservice afternoon
 15 NO SCHOOL – Presidents’ Day
 TBA Preschool – NO SCHOOL, Parent/Teacher Conferences
 20 Scholastic Book Fair (through March 2)
 26 Benefit Dinner

MARCH

1-2 Scholastic Book Fair
 TBA GCCS Science Fair – Davidson Center
 2 *6:30pm All Strings (Grades 4-8), Bands, Choirs & General
 Music Concert (Grades 5-8) – DC
 TBA Spring Pictures (Fundraiser – No Retakes)
 4 Track & Field (Grades 1-4) 12:00-3:15pm
 5 Track & Field (Grades 5-8) 9:00am-12:00pm
 5 ACSI Art Festival, Phoenix
 5 End 3rd Quarter
 5 ACSI Math Olympics 12:30-4:30 (GCCS Hosts)
 8-12 NO SCHOOL – Spring Break
 12 ACSI Science Fair (Phoenix)

APRIL

2-5 NO SCHOOL – Easter Break
 12-16 Stanford Basic Achievement Tests (3rd-8th)
 17 Golf Classic
 21-23 5th Grade Science Camp
 23 Mid-Term Reports
 29 *All Honor Groups Concert 6:30pm – DC
 30 ACSI Geography Bee, Chandler

MAY

4 *All School Musical, Grades 1-8, 6:30pm – WC
 TBA GCCS Art Fair
 TBA Book Exchange
 7 Last Day Middle School Hot Lunches Served
 13-17 8th Grade Finals
 14 Middle School Awards Assembly, 8:45am – WC
 14 Last Day K-6 Hot Lunches Served
 19-20 Last Day Preschool/Park Day
 18-21 8th Grade California Trip
 20-21 6th & 7th Grade Finals
 20 Kindergarten Graduation, 6:00pm – DC
 25 Last Day for Students Grades 6-7
 25 8th Grade Graduation 7:00pm – WC
 26 Last Day for Students Grades 1-5 – 12:00 Dismissal
 26 End 4th Quarter
 27 Last Day for Grade School Teachers

