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GRACE Christian School

Parent Student Handbook

2025-2026

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1. Introduction and History

Introduction

GRACE Christian School is a loving community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ. More than just words on a page, our mission statement provides direction for everything we do at GRACE. We provide a loving community where families partner with passionate, talented educators to help students cultivate their God-given gifts and talents. We provide biblical instruction, service opportunities, and avenues of worship that allow young people to see their purpose, value, and identity, not through the lens of the culture at large but through the eyes of a loving God. We seek academic excellence for each child, knowing that a one-size-fits-all approach cannot define individual excellence. We equip students with the skills they need to thrive in any circumstance, challenging them to overcome obstacles and inspiring them to be all they can be, not for their glory, but for the cause of Christ. We cultivate world-changers who will influence culture for years to come.

As a Christian school, we endeavor to encourage our students to grow in their personal walk with Jesus Christ. GRACE is a loving community that genuinely cares for every student in a personal manner. Here, every student has worth and value. Our academic, fine arts, athletic, and social programs are designed to challenge and inspire our students to develop their God-given gifts and talents as they develop into the young men and women God has designed them to be.

The GRACE Handbook provides guidelines for carrying out our mission. While not exhaustive, it communicates the guidelines and procedures relating to the school's operation. We encourage all community stakeholders (parents, employees, and students) to review the handbook. Questions concerning handbook policies should be directed to the Head of School or appropriate school administrator. It is understood that if any disputes arise that are not covered by the policies in this handbook, the Head of School and senior administration will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy. This handbook supersedes all prior handbooks.

History

GRACE Christian School began in 1984 as Mount Olivet Christian School. In the 1994-1995 school year, with the blessings of Mount Olivet Baptist Church, the school became an independent Christian, classical school named GRACE Christian School. The name was selected for the word "grace" – remembering the grace given to us by our Savior and because GRACE stands for "Greater Raleigh Area Christian Education" – signifying the vision to reach beyond the school's immediate neighborhood.

GRACE Christian School continued to lease space from Mount Olivet while transitioning to an independent and classical school. GRACE partnered with Regent School to begin a classical high school, Trinity Academy. Many parents still wanted GRACE to have its own high school, so after just a couple of years, GRACE began its high school, adding a grade each year. A neighboring church, Raleigh First Assembly, provided GRACE the space to house its high school classes.

To meet the growing school's needs, the GRACE Board of Directors selected a search committee to find a suitable property for purchase or lease. The Lord had His own plans. A generous Christian donor gave

the school properties at 708, and 801 Buck Jones Road, and construction began on a new building. The Buck Jones Road campus opened in the fall of 2003, complete with science and computer labs and a gym. The first senior class graduated in the spring of 2004.

Interest in the school and enrollment increased so much that more space was needed. In the fall of 2008, the 7th–12th-grade classes were moved into two beautifully renovated buildings at 1101 Buck Jones Road, which GRACE purchased in a 50/50 joint venture with Hope Community Church. First-year middle school students, sixth graders, have remained at the 801 Campus to allow students a smooth transition into middle school scheduling and opportunities to provide student leadership to the elementary school.

In 2010, the field at 708 Buck Jones Road was developed into a high-quality athletic field for the GRACE soccer teams to use as their home venue. In 2013, football goalposts were added to the field to support GRACE's first football team. In 2015 lights were added to the field and a bathroom facility was added at the edge of the parking lot. Today, the field serves as a resource for many school events, and it is also valuable to our athletics program.

In the fall of 2016, GRACE became the 100% owner of the 1101 Buck Jones property. Over the 2016-2017 school year renovations were completed to the existing 1101 Campus buildings, resulting in five classrooms and multiple offices in the space formerly occupied by the church. In 2022, the Board approved a proposal to purchase land for a new campus. After months of research, the school purchased 53 acres along Veridea Parkway in Apex. The school plans to relocate to the new campus in the Fall of 2027.

GRACE Christian School continues to provide a Christ-centered education to hundreds of young men and women. The Lord has blessed the school with strong Christian teachers who provide instruction that prepares students both spiritually and academically. Board leadership and parent involvement are also strengths of the school. The school's strong sense of community provides a loving atmosphere where students are encouraged and inspired to develop and use all the abilities God has given them.

Last modified: 7 August 2024

2. Identity of GRACE Christian School

Last modified: 15 July 2025

2.1. Mission and Vision

Mission Statement

GRACE Christian School is a loving community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ.

Vision Statement

Students at GRACE Christian School will be grounded in God's Word and challenged to achieve academic excellence as they prepare to use their gifts and abilities effectively to follow God's plan for their lives.

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2.2. Statement of Faith Affirmation

Statement of Faith Affirmation

Each Board, faculty and staff member of GRACE, having accepted Jesus Christ as personal Savior, shall affirm publicly and have a lifestyle consistent with this statement of faith and the GRACE Mission, Vision and Core Values. This affirmation shall be subscribed to annually in writing.

Final Authority for Matters of Belief and Conduct: The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of GRACE's faith, doctrine, practice, policy, and discipline, our Head of School and Board of Trustees are GRACE's final interpretive authority on the Bible's meaning and application.

Statement of Faith

The Scriptures

We believe that the Bible was written by men divinely inspired by the Holy Spirit and is the record of God's revelation of Himself to man. It is the perfect treasure for divine instruction. It has God for its author, salvation for its end, and its contents are without error. It will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions are tried.

God

We believe that there is only one living and true God – immortal and invisible. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite, holy and perfect. The eternal God reveals Himself to His people as God the Father, God the Son, and God the Holy Spirit, with distinct personal attributes, but without divisions of nature, essence or being.

Man

We believe that man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning, man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice, man sinned against God and brought sin into the human race. Through the temptation of Satan, man transgressed the command of God and fell from his original innocence; whereby his descendants inherit a nature and an environment inclined toward sin; and as soon as they are capable of moral choice, become transgressors and are under condemnation. Only the grace of God brings man into His holy fellowship and enables man to fulfill the creative purpose of God – “to glorify God and enjoy Him forever”.

Statement on Marriage, Gender & Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. Sex means the biological condition of being male or female as determined at birth.

Notwithstanding any other policy, GRACE restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) 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 any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.) GRACE encourages members of the GRACE community who are struggling with their sexual immorality as described to seek help from their pastor and other trained professionals who might best assist them. Continued inappropriate behavior constitutes a person’s failure to adhere to his/her commitment to abide by the behavioral standards established by GRACE which may be cause for removing his/her privilege of membership in the GRACE community.

We believe that in order to preserve the function and integrity of GRACE Christian School as the local Body of Christ, and to provide a biblical role model to the GRACE Christian School faculty, staff, students and the community, it is imperative that all persons employed by GRACE Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of GRACE Christian School.

Salvation

We believe that salvation includes every divine action on behalf of the believer, from deliverance out of his lost estate to his final presentation in glory, conformed to the image of Christ. The believer was saved when he, by grace through faith in Jesus Christ, died to sin and was spiritually born again as a child of God.

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2.3. Core Values

GRACE Academically Prepares Students for Life

GRACE is an academic institution that seeks to equip, challenge and inspire students to love learning, think critically, and apply knowledge, wisdom and understanding. GRACE utilizes diverse teaching methods, experiential learning, and the latest technology to prepare all students effectively to succeed in college and career, while impacting their world for Christ. (Proverbs 2:1-11, Proverbs 1:7, Proverbs 22:6, Proverbs 9:9-10, and John 17:15,18)

GRACE Spiritually Equips Students to Live for Christ

GRACE encourages each student to have a personal relationship with Jesus Christ, Christ-like love for others, Godly character, spiritual growth, discipleship and service as a high calling. GRACE students develop a thoroughly biblical worldview that will equip them to evaluate and live effectively in their world. (Matthew 16:24-26, John 14:6, Mark 10:43-45, John 12:26, Proverbs 3:5-6, and Colossians 2:8)

GRACE Seeks to Develop Each Student's Gifts and Abilities

God has uniquely designed each student with various gifts, and GRACE strives to help its students identify and develop their strengths, and overcome their weaknesses, in order to prepare students fully to live out their faith, pursue their passions, and follow God's plan for their lives. (Psalms 139:14,16, Ephesians 2:10, Exodus 31:3, Jeremiah 29:11-13, and Jeremiah 10:23)

GRACE is a Loving Community Working Together in Common Purpose

GRACE strives to cultivate a loving community in which each student is valued, nurtured and loved, and likewise taught to love and respect others. GRACE teachers are mature Christian role models who strive to teach effectively and love each student. GRACE partners with parents in the education and spiritual development of their children and actively encourages parental involvement. (Philippians 2:2-5, Jeremiah 32:39, Ephesians 4:32, I Corinthians 13, Matthew 18:15-16,20, Ephesians 4:29, Galatians 5:23, Luke 6:40, Titus 2:7, Deuteronomy 6:6-7, Psalms 78:4, and Psalms 133:1)

GRACE Operates with Integrity Under God's Leading

GRACE adheres to biblical principles, demonstrates operational integrity, stewards all available resources, welcomes stakeholder participation, exhibits a Christ-like witness, and seeks God's leading in all matters. Each trustee, administrator and teacher testifies to a personal relationship with Jesus Christ and commits to serve faithfully at GRACE. (Matthew 6:33, I Corinthians 10:31, Proverbs 16:9, and Hebrews 13:18)

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2.4. Philosophy of Education

GRACE is first and foremost an academic institution that seeks to equip, challenge, and inspire our students to love learning, think critically, and to apply their knowledge and wisdom to affect their world for Christ. The educational process at GRACE Christian School is based upon the belief that the Triune God is the Creator of all that exists and is the Author of all Truth. God chose to reveal Himself and His truth through the Word of God and through His creation. God's Word is thoroughly integrated into every subject and activity. The rigor in all classes prepares our students to compete in every academic arena in order to develop community and world leaders that will stand for biblical standards in a fallen world. (Proverbs 1:7a, Matthew 6:33, Proverbs 2, Genesis 1:1, Colossians 1:15-17, Philippians 2:1-16, and Psalm 119:99)

The education at GRACE Christian School also is designed to help students and families come to a personal knowledge of the Lord Jesus Christ and develop a biblical worldview that will equip them to live a life of service for God. Man is greatly loved and highly valued by God, despite his sinful nature. God's love is demonstrated in

the saving work of Jesus Christ. Students will be prepared to understand from God's perspective how to relate, serve and evaluate the world in which they live. The goal is to equip students to think and act in a Christ-like manner. (Acts 4:12, John 3:16, Romans 5:8, and I John 3:16)

Students are a gift to their parents. GRACE desires to come alongside parents to help raise their students in a manner that honors and glorifies the Lord. GRACE desires to partner closely with parents, actively encouraging parental involvement in our school. (Psalm 127:3 and Deuteronomy 6:5-9)

Ephesians tells us that God has a plan for everyone's life. Each person is uniquely created by God and is specifically designed to accomplish His plan. Recognizing that each child is unique and gifted differently, GRACE desires to provide a loving atmosphere, which will allow each student to identify and develop his or her gifts and talents. Every individual has worth to God; therefore, we should demonstrate His love by providing an atmosphere of love, respect and acceptance to every student. (Ephesians 2:10, Jeremiah 29:11, and I Corinthians 12:4-6)

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2.5. Expected Student Outcomes

EXPECTED STUDENT OUTCOMES

At GRACE Christian School, our students are taught that they are **known, valued, and loved** by Jesus Christ so that they can **know, value, and love** others on His behalf. But what does that look like in practice?

KNOW | GRACE students **develop personally**. They....

Believe they are known, valued and loved by Jesus Christ.

- Understand that the Bible provides wise guidelines for how to live and interact with others
- Trust that the gospel provides foundational beliefs of the Christian faith
- Embrace their individual identity in Christ in a way that defines their self-worth as God's uniquely created masterpiece
- Demonstrate a personal relationship with Christ

Possess the critical thinking, creativity, and communication skills to achieve personal success.

- Engage and innovate to solve problems
- Overcome adversity with perseverance, self-advocacy, and a growth mindset
- Collaborate and communicates effectively with others

Pursue lifelong learning.

- Understand that setbacks can be a part of future success
- Explore opportunities for success in a variety of academic and professional areas
- Demonstrate initiative as a self-directed and self-disciplined learner

Demonstrate academic preparedness for the college or career of their choice.

- Take ownership of learning
- Demonstrate intellectual curiosity and inquiry
- Explore areas of interest for academic, career, and personal success
- Understand how to apply learning to new situations and challenges

VALUE | GRACE students **connect locally**. They....

Fulfill the Great Commission.

- Live a life that exemplifies knowing, valuing, and loving others
- Demonstrate integrity and leadership in their sphere of influence
- Practice responsible stewardship of God's creation
- Value all people as created in the image of God

LOVE | GRACE students **impact globally**. They....

Impact the world positively through their own unique talents and abilities.

- Reflect on decisions and actions from a biblical perspective
- Actively engage and apply individual talents to serve others
- Actively listen, empathize, support, and care for others
- Build life-long, supportive friendships
- Exemplify a lifestyle of generosity and gratitude



GRACE
CHRISTIAN SCHOOL

ACSI  EXEMPLARY
ACCREDITED 
ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

2.6. Organization

GRACE is an independent Christian school governed by the Articles of Incorporation and Bylaws of the Corporation. GRACE is governed by a Board of Trustees. All members of the Board shall be born-again believers and shall agree without reservation with Articles II and III of the Bylaws. Further, they shall be members in good standing of local, evangelical churches whose doctrine is in agreement with Article II of the Bylaws.

Board of Trustees: The Board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include, but not be limited to, making policy, establishing tuition and fees, promoting Christian education in the community, employing the Head of School, and praying for the ministry of the school. The leadership is committed to working together to provide an environment for students to grow spiritually, academically, emotionally, socially, and physically. All members of the Board shall be born-again believers and shall agree without reservation with Articles II and III of the Bylaws. Further, they shall be members in good standing of local, evangelical churches whose doctrine is in agreement with Article II of the Bylaws of GRACE Christian School.

Head of School: The Head of School is responsible for the overall operations of GRACE Christian School.

GRACE Administration: Curriculum and faculty supervision, student behavioral management, and policies and procedures are the responsibility of the respective administrator.

Faculty: The faculty is responsible for the daily instructional program and classroom management.

Staff: The staff is responsible for supporting the instructional and operational programs at GRACE.

Associations and Accreditation

GRACE is a member of the following:

- Association of Christian Schools International (ACSI)
- The North Carolina Association of Independent Schools (NCAIS)
- Cognia
- The Association of Secondary Principals
- North Carolina Independent Schools Athletic Association (NCISAA)
- The National Association for College Admissions Counselors (NACAC)
- The Southern Association for College Admissions Counselors (SACAC)
- The Triangle Independent Secondary School Counseling Association (TISSCA)

GRACE is fully accredited with the Exemplary Accreditation by:

- Association of Christian Schools International (ACSI)
- Cognia (formerly AdvanceED)

2.7. Loco Parentis

God commissioned parents to train and teach their children. GRACE exists to assist parents in achieving that commission. The school takes no authority from the parent with respect to this commission. Teachers function with delegated authority (loco parentis) from the parents and endeavor to work in cooperation with them. Our Conduct Commitment Form serves as a written agreement between school and parents. In order to ensure that a student's needs are successfully met, parents must be willing to follow through on professional recommendations. The faculty and staff of GRACE are required to treat parents and students in a Christ-like manner. The school also expects the same treatment from parents and students.

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2.8. Parental Commitment of Cooperation

GRACE expects all parents to support the biblical standards of behavior as set forth in our [Parent Partnership Agreement](#). It is also the school's expectation that parents will respect the Christian values of GRACE and its families. Parents should provide supervision that is consistent with those values whenever they are responsible for GRACE students.

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2.9. Code of Ethics & Behavior

Standard of Behavior – With the Bible setting the standard, all board members, faculty/staff members and volunteers of GRACE agree to exhibit a lifestyle which is consistent with biblical teachings illustrated by the GRACE Statement of Faith, Mission, Vision and Core Values of GRACE.

All personal matters pertaining to a student or to a student's family must be kept confidential and are not to be discussed in the presence of office personnel, students, instructional assistants, other parents, or personal friends.

No unauthorized party may have access to any personal or confidential materials pertaining to a student without written consent of the parent, guardian, or student of legal age. Students should not have access to teacher-graded papers, grade books, or report cards of other students. Information such as student phone numbers, addresses and social media context may not be used by faculty/ staff for non-school related purposes.

Last modified: 28 July 2024

2.10. Safety Standards

GRACE meets the standards set forth by the Fire, Health, and Safety Departments of the State of North Carolina and is registered with and meets the requirements set forth by the Department of Non-Public Education of the State of North Carolina.

3. Admissions & Re-Enrollment

GRACE Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. GRACE does not discriminate on the basis of race, color, nationality and ethnic origin in the administration of its educational policies, admission policies, scholarship or tuition assistance programs, athletic, and other school-administered programs.

Last modified: 28 July 2024

3.1. Non-Discrimination Policy

GRACE Christian School admits students of any race, color, male or female gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

Last modified: 28 July 2024

3.2. The Admissions Process

All student applications will be reviewed by an admissions committee. As part of the admissions process, students will be required to take an admissions test as part of the application process. We reserve the right to require additional testing of any student.

Full Disclosure of Testing

It is the responsibility and desire of the Faculty and Administration to provide all GRACE students with the best possible Christian education. This work is hampered when parents fail to fully disclose the personal, educational, and medical needs of their children. Therefore, parents must provide the school with copies of any and all testing, evaluations, curriculum modifications, and educational plans (IEP's), etc., which have been conducted for their children's giftedness, special needs, or learning disorders. All documentation in the testing process and resulting evaluation reports must be directed to the Admissions Director. These are legal documents and should be kept with the cumulative records. Medical information should be shared as appropriate and necessary. Incomplete or inaccurate information may be grounds for rejection of an applicant or dismissal of a student.

Waiting Pool Process

GRACE utilizes a wait pool and not a waitlist. A wait pool will be created if a grade level is full at the time of application. Due to the anticipated number of applications, a candidate may be placed in the wait pool before the information is updated. When an enrollment seat becomes available, the Admissions Team will reach out to begin the admissions process. If you have any questions, please contact the GRACE Admissions Office (admissions@gracechristian.net).

****Applicants in the wait pool for the current school year must begin the process again next year.***

Withdrawal Process (Current GRACE Families)

2025 - 2026 School Year

- GRACE families who have re-enrolled for the 2025 - 2026 school year and choose to withdraw between:
- **March 1 - March 30** will be assessed a late withdrawal penalty of **\$2,500 per student and forfeit any tuition paid for the 2025 - 2026 school year.**
- **April 1 - December 31** will be assessed a late withdrawal penalty of **\$5,000 and forfeit any tuition paid for the 2025 - 2026 school year.**
- **January 1 or after** will forfeit any tuition paid for the 2025-2026 school year and **be responsible for 100% of the remaining tuition for each student.**

2026-2027 School Year

- GRACE families who have re-enrolled for the 2026 - 2027 school year and choose to withdraw between:
- **March 1 - March 30** will be assessed a late withdrawal penalty of **\$2,500 per student and forfeit any tuition paid for the 2026 - 2027 school.**
- **April 1 - December 31** will be assessed a late withdrawal penalty of **\$5,000 per student and forfeit any tuition paid for the 2026 - 2027 school year.**
- **January 1 or after** will forfeit any tuition paid for the 2026 -2027 school year and **be responsible for 100% of the remaining tuition for each student.**

In addition, enrollment and re-enrollment fees are not refundable.

If you are moving out of the area or have an extenuating circumstance, please reach out to Mrs. Lorna Lodholz, Director of Admissions (admissions@gracechristian.net) as soon as possible, to discuss withdrawing from GRACE.

Withdrawal Procedures (New GRACE Families)

2025 - 2026 School Year

- New GRACE families who accept an enrollment seat and then choose to withdraw their student **will forfeit any tuition paid for the 2025-2026 school year and be responsible for a late withdrawal fee of \$2,500 per student.**

2026 – 2027 School Year

- GRACE families who have re-enrolled for the 2026 - 2027 school year and choose to withdraw between:
- **March 1 - March 30**, will be assessed a late withdrawal penalty of **\$2,500 per student and forfeit any tuition that has been paid for the 2026 -2027 school year.**

- **April 1 - December 31**, will be assessed a late withdrawal penalty of **\$5,000 per student and forfeit any tuition that has been paid for the 2026 - 2027 school year.**
- **January 1 or after**, will forfeit any tuition paid for the 2026 - 2027 school year and be responsible for 100% of each student's remaining tuition.

In addition, enrollment and re-enrollment fees are not refundable.

If you are moving out of the area or have an extenuating circumstance, please reach out to Mrs. Lorna Lodholz, Director of Admissions (admissions@gracechristian.net) as soon as possible, to discuss withdrawing from GRACE.

Parents should notify the Student Information Manager in writing at least two weeks prior to a student's last day. An official withdrawal form will be issued to faculty.

- The student or parent will turn in all books and materials to the teacher. Library books, athletic equipment, and teacher-owned materials should be returned.
- The teacher will return any consumable material or supplies purchased by students.
- When all accounts are clear, the report card and a copy of the withdrawal form will be sent to the parents whose records are released to requesting schools.

Last modified: 15 July 2025

3.3. Financial Responsibility

In order to submit an application for consideration, each family must pay the non-refundable application fee.

Tuition & Fees

Once accepted, tuition and all fees become a financial obligation and are due and payable according to the agreed payment schedule for the entire school year.

- The tuition is amortized over 12 months from June to May of the following year.
- All tuition payments are received through Blackbaud Tuition Management and are due monthly on the 5th or 15th of the month. Blackbaud will apply the annual enrollment fee and returned payment fees through the system. Enrollment in the Blackbaud Tuition Management system is completed via Blackbaud.
- The school requires every family to have a current bank account, debit, or credit on file in Blackbaud Tuition Management to facilitate timely payment of tuition and fees.
- The school requires that any delinquent account be brought up to date or other arrangements be made in order for the student to remain in school. For accounts that are 90 days past due, the student will become ineligible to attend classes at the beginning of the following month.
- Tuition is prorated for students enrolling after the first day of school.
- LEAP fees are billed via Blackbaud pursuant to the signed LEAP contract. Athletic fees are billed via Blackbaud at the start of each athletic season. Other incidental fees will also be billed via Blackbaud as incurred.
- Any returned checks will be charged a late fee of \$30 for processing and bank fees.
- Report cards are held each semester, and all cumulative records at the end of the school year until all fees

and commitments are honored.

Last modified: 7 August 2024

3.4. Tuition Assistance

Applying for Tuition Assistance

GRACE Christian School has limited Tuition Assistance Funds available on a need basis. GRACE processes requests for tuition assistance through Blackbaud Financial Aid Management online application. Students interested in Tuition Assistance at GRACE Christian School are strongly encouraged to apply.

A non-refundable fee of \$45 per family will be required for processing the financial information and applications (payable to Blackbaud). The fee increases to \$55 if you are a business owner because your application needs a more in-depth analysis.

- The first consideration deadline for tuition assistance for each school year will be March 1st of the preceding year (and GRACE will strive to notify families in writing by the end of May).
- After the First Consideration deadline, additional applications will be accepted and reviewed on a rolling basis. However, it is anticipated that the bulk of tuition assistance resources will be committed to families whose applications are completed and submitted as of the First Consideration deadline.
- The Tuition Assistance Committee alone will decide whether or not to grant Tuition Assistance, and the amount of assistance may not exceed 50% of tuition.
- The Committee, Administrators, and the business office staff will make every effort to protect and respect family privacy and the confidential nature of their work.
- Any Tuition Assistance awarded must be used solely for tuition reduction. Families are still financially responsible for all other school fees (athletics, lunch, LEAP, field trips, After Care, etc.)
- Tuition Assistance decisions shall be based on financial need as demonstrated by total family income, family assets, the total amount of tuition due, account history & payment patterns, number of dependents, and any unusual financial factors. Families with a history of delinquent tuition payments will be subject to additional scrutiny.
- In addition, other non-financial criteria considered include the student's academic record, attendance record, discipline record, years at GRACE, any unique family circumstances or contributions, and space availability.
- In cases where the applicant is from a divorced family, the income and assets of both parents will be reviewed and considered by Blackbaud and the Committee if parents have joint custody. If the custodial parent has remarried, the income and assets of the stepparent will also be reviewed and considered.
- Athletic capabilities are never considered in the awarding of tuition assistance.
- Tuition Assistance applications will only be processed from families who have completed the admissions contract, submitted an enrollment contract, and paid the appropriate fees.
- In order for a Tuition Assistance application to be considered, the applicant must pay any school balances owed in full.
- Tuition assistance may be granted for limited periods of time (i.e., 3 months, 6 months, etc.), based on circumstances (particularly during a crisis situation), and it should not be assumed that it is for an entire academic year. If the crisis persists outside of the anticipated time frame, the expectation is that the family will notify GRACE with relevant resolutions or updates.

Supporting documentation for application for Tuition Assistance includes:

- Copies of the most recent IRS Form 1040, with all supporting tax schedules.
- Families must also submit all W-2 forms and current pay stubs.
- For an application to be considered complete and ready for review, all required documentation must be submitted without exception.

Upon Receiving Tuition Assistance

Once Tuition Assistance is granted, such assistance continues only as long as the family receiving Tuition Assistance remains current with its monthly payments. If the full tuition & fees amount billed fails or becomes in excess of 30 days late, your financial assistance could be in jeopardy, and a follow-up conversation is required.

Continuing good behavior by the student both in and out of school is required (based upon the Parent/ Student Handbook guidelines), or the remainder of the Tuition Assistance award may be withdrawn upon written notice by the Tuition Assistance Committee.

- Students are required to maintain a minimum 2.0 GPA average (with no F's) and to maintain reasonably good attendance records for the continuation of the Tuition Assistance from one semester to the next.
- Students who receive the NC Opportunity scholarship are required to maintain a minimum 2.0 GPA average (with no F's) and to maintain reasonably good attendance records with the North Carolina attendance requirements for the continuation of the NC Opportunity scholarship from one semester to the next.
- If a student withdraws from school during the year, or is expelled, GRACE Christian School will retain all unused portions of Tuition Assistance.

Although Tuition Assistance is typically granted for a school year (with the exception of crisis situations), the Tuition Assistance Committee may review its continuation each semester.

- Parents are expected to pay more toward their children's tuition if their financial situation significantly improves during the school year so that additional applicants may be considered. They also agree to notify the Tuition Assistance Committee in a timely manner if financial improvement is made during the school year.

Tuition Assistance is not automatically renewable for a school year. Families must reapply for Annual Tuition Assistance for each school year. GRACE offers no promise of continued Tuition Assistance for future years.

Last modified: 7 August 2024

3.5. Re-Enrollment

Current GRACE families will receive an opportunity to re-enroll and apply for a sibling in November. Applications for prospective families will open in December.

All re-enrolled students will be assessed a non-refundable re-enrollment fee. Please see the re-enrollment contract for more information.

- GRACE families who have re-enrolled for the 2026 - 2027 school year and choose to withdraw between:
- **March 1 - March 30**, will be assessed a late withdrawal penalty of **\$2,500 per student and forfeit any tuition that has been paid for the 2026 - 2027 school year.**
- **April 1 - July 31**, will be assessed a late withdrawal penalty of **\$5,000 per student and forfeit any tuition that has been paid for the 2026 -2027 school year.**
- **August 1 or after**, will be assessed a late withdrawal penalty of **\$5,000 per student and be responsible for 100% of each student's remaining tuition for the 2026 - 2027 school year.**

***Please note:** GRACE families who do not re-enroll for the 2026-2027 school year, will not be assessed a late withdrawal penalty.

If you are moving out of the area or there is an extenuating circumstance, please contact Mrs. Lorna Lodholz, Director of Admissions (admissions@gracechristian.net) as soon as possible, to discuss withdrawing from GRACE.

*A student's re-enrollment for the subsequent academic year will be contingent upon a comprehensive review of their academic performance and adherence to the GRACE Student Code of Conduct. The process will involve a comprehensive review of the student's academic/behavioral record. The student must fulfill any behavioral or academic agreements established with the administration, demonstrating their commitment to upholding the GRACE values and standards.

In addition, all tuition deposits & prepayments (made as part of the re-enrollment process) are non-refundable.

Last modified: 15 July 2025

3.6. Attendance Requirements

Attendance Policy

Students enrolled at GRACE are expected to attend school every day that classes are in session. Consistent attendance is closely linked to academic success and is essential for mastery of course content. All absences, regardless of reason, impact a student's educational experience. When planning family trips, parents are encouraged to consult the Academic Calendar and schedule travel during teacher in-service or workdays to prevent students from missing valuable instructional time. Parents play a key role in minimizing their child's absences. While students who are ill should remain at home out of consideration for others, all other absences should be limited as much as possible.

When a student must be absent, parents should notify the school by emailing the appropriate attendance address:

- **TK-6:** TK6attendance@gracechristian.net
- **Grades 7-12:** 712attendance@gracechristian.net

Daily attendance is recorded in elementary grades (TK–5), and by class period in middle and high school (grades 6–12).

Punctuality is equally important. Students arriving late must sign in at the front desk before proceeding to class. In grades TK–5, missing more than three and one-half hours in a day will be recorded as a full-day absence. Additionally, to participate in extracurricular activities such as games, practices, or performances, students must attend school for at least three and one-half hours that day. Exceptions are made for unavoidable circumstances such as medical or dental appointments and funerals; however, reasons like being tired or “resting up” are not considered valid.

In grades 6–12, tardies are tracked by class period. A tardy of 15 minutes or more is considered an absence for that period. Furthermore, three tardies in the same class will count as one absence. For additional details, please refer to the **Tardy Policy**.

Upper Campus Excused Absences

Absences are considered excused when they result from official school business, such as time spent in the administrative office, approved college visits, or participation in school-sponsored activities like field trips, performances, or athletic competitions. Absences for court appearances, scheduled surgeries, or significant medical appointments also qualify as excused. Additionally, absences due to immediate family weddings or the death of an immediate family member will be excused.

Each student may have up to four parent-excused absences per semester without the need for additional documentation; however, a **Planned Absence Form** must be submitted for these absences. Any additional absences beyond this limit must be accompanied by a doctor’s note or must receive prior approval from school administration to be excused.

Upper Campus Unexcused Absences

Absences that are not supported by proper documentation or prior approval will be classified as unexcused. Unexcused absences may lower a student’s participation grade and could jeopardize the minimum seat time required for course credit and graduation eligibility.

Last modified: 15 July 2025

Make-Up Work

Once a student returns to school from an absence, they will have two times the number of days absent to make up missed assignments, tests, or quizzes. Parents are encouraged to notify the school in advance of planned absences so that students can be provided with some of the work that will be missed ahead of time.

Excessive Absences

The State of North Carolina and our accrediting bodies require students to meet a minimum number of instructional seat hours to earn credit toward graduation.

Accumulating more than 10 absences in any class during a semester is cause for concern and may jeopardize a student's ability to successfully complete the course. When a student reaches this threshold, a meeting will be held with the campus principal, teacher(s), and parents to develop an action plan to address the missed content and help the student stay on track.

If a student accrues more than 20 absences in a semester, they will not receive credit for the course, which may also impact their continued enrollment at GRACE.

While students may be provided with make-up assignments, no at-home work can fully replicate the depth of instruction, discussion, and practice that occurs in class. The impact of absences will vary based on the course, the reason for the absences, and individual student circumstances. GRACE administration will work closely with families to find appropriate solutions. However, since GRACE does not provide homebound services, there may be instances when a student cannot complete the requirements of a course due to prolonged absence from the classroom. In such cases, medical documentation from the student's physician must be submitted to the administration to request modifications.

The administration will review each situation individually and consider exceptional circumstances when determining the best path forward. Options may include withdrawing the student from the GRACE course or substituting the credit with an approved online course.

Last modified: 15 July 2025

3.7. Tardies

Punctuality is essential for successful student performance. Students who are not in their seats when the bell rings will be marked tardy.

TK-5th Grade Students

Excessive tardiness in the elementary grades will result in a meeting with parents to discuss an action plan for improvement, as children this age rely on their parents to ensure that they arrive at school on time and ready for class.

6th Grade Students – 1st Period Tardies

Students need to arrive at school no later than 8:10 a.m. for their 8:15 a.m. class. If students are routinely late, a parent meeting will be set up to develop a plan for prompt arrival at school. In order to prepare students for Upper Campus, at the start of 2nd semester, tardies will be handled following 7th-12th grade student Tardy Consequences. Tardies in grades six through twelve are counted by period, and all tardy procedures apply to each class period. A tardy of 15 minutes or more will be counted as an absence for that period. In addition, three tardies in any given class will count as one absence for that class.

7th-12th Grade Students – 1st Period Tardies

Students need to arrive at school by 7:55 a.m. for their 8:00 a.m. class. If students are routinely late for first period, a parent meeting will be set up to develop a plan for prompt arrival at school.

7th-12th Grade Tardy Consequences

For Upper Campus students, the consequences for excessive tardiness by semester are as follows:

- At the tenth tardy per semester in all classes, the student will serve 1 day of lunch detention.
- At the fifteenth tardy per semester in all classes, the student will serve 3 days of lunch detention.
- At the twentieth tardy for the semester, the student will serve 5 days of lunch detention and a meeting will be required with parents.

Last modified: 15 July 2025

3.8. Dismissal Procedures

In order to maintain campus safety, parents, students and visitors must carefully follow the dismissal procedures.

Parent Responsibilities

Dismissal procedures require the following parent responsibilities:

- Drivers need to be alert and cooperate with school personnel in traffic control procedures.
- Drivers should not be on their cell phones while driving on school property.
- Cars should proceed slowly!
- Parents should not enter the building during dismissal.
- Any student who needs to be dismissed early must be signed out by 2:30 p.m. (Lower Campus) or 3:00 p.m. (Upper Campus).

Walking Across the Bridge for Middle and High School Students

After school each day, any student may take the shuttle to the other campus or directly to the field. Middle School (7th and 8th grade) and High School students may also walk across the bridge for athletic practices, provided they are walking in a group and have submitted parent permission (to the coach) at the start of each season.

On the Upper Campus, Middle and High School athletes may stay in aftercare at no cost until their practices begin. While waiting for practice on the Lower Campus, athletes may also sit quietly in the Martin Gym to complete schoolwork until their scheduled practice time.

Lower Campus (TK-6th)

- The [Lower Campus Traffic Pattern Map](#) should be followed.
- Carpool signs must be displayed in the front passenger window every day throughout the year until the child is in the car. Failure to display the carpool sign may result in delays in picking up your student.
- Students not picked up by 3:30 p.m. will be signed in to After Care and parents will be charged for this service.
- Students may not use school phones to make social plans. Changes in pick-up should be arranged by a parent and the school notified. Office staff will notify the student.

Upper Campus (7th-12th)

- The [Upper Campus Traffic Pattern Map](#) should be followed.
Middle (7th-8th grade) and high school students are dismissed at 3:15 p.m. They will leave the building using the designated doors:
 - Athletes and student drivers dismiss out the rear main building door to the student parking lot
 - Activity-building students and athletes may be picked up in front of the Activity Building
 - All other students exit at the front door for carpool
- Any students remaining on campus after 3:30 p.m. must report to After Care. Students going to help classes should report directly to the teacher's room and be picked up by 4:00 p.m. or go to After Care.
- Students driving to school must complete a [Parking Registration Form](#) prior to driving on campus.
- All students should park in their assigned student parking only. Students are expected to follow all guidelines on the Parking Registration Form.

Checking out a Student

Guidelines for checking out your student in the middle of the school day are listed in the Attendance section of this handbook under the heading Release of Students.

Early Dismissal

Early dismissal times are 11:45 a.m. for the Lower Campus (TK-6th) and 11:55 a.m. for the Upper Campus (7th-12th).

Last modified: 7 August 2024

3.9. Auxiliary Educational Services

GRACE Christian School is a college preparatory school with a selective admissions process. We are committed to supporting students with various disabilities and addressing their unique needs. For students with physical disabilities, the principals will develop individualized accommodation plans as needed. For students with learning disabilities, academic support is available through our special education program, LEAP (Learning Enrichment and Achievement Program). Detailed admission criteria for LEAP can be found on the GRACE website.

Last modified: 28 July 2024

3.10. Cell Phone/Electronics Policy

We strongly discourage students who have not yet reached high school from bringing cell phones or other electronic communication devices to school, as these items can be distracting and disrupt the learning environment. If communication is necessary during the school day, we encourage students and parents to use GRACE email. Additionally, the front desk is always available to assist in relaying messages to students when needed.

TK - 6th Grade

Students will be required to keep all personal electronic devices (including cell phones and smartwatches) turned off or in do-not-disturb mode and out of sight for the duration of the school day. Smart glasses are not permitted to be worn throughout the school day.

7th – 8th Grade

Students are required to keep all personal electronic devices—including cell phones and smartwatches—turned off or in do-not-disturb mode and stored out of sight throughout the school day. The use of AirPods and other Bluetooth headphones is not permitted; students should instead use wired earbuds when needed for computer use. Additionally, laptops may not be used during lunchtime, and smart glasses are not permitted at any time during the school day.

9th - 10th Grade

Upon entering class, students must place their cell phones in the designated classroom cell phone pocket holder and may retrieve them at the end of the class period. Cell phone use is not permitted during class or lunch, and this restriction also applies to AirPods and other Bluetooth headphones. Students may use wired earbuds when needed for computer work. Additionally, phones may not be used in restrooms or locker rooms at any time. Smart glasses are not permitted to be worn at any point during the school day.

Permitted Usage:

Students in grades 9–10 are allowed to use their phones during the 5-minute passing periods—for example, to check the time, read messages, or review updates related to sports or other GRACE extracurricular activities. If a student is found using their phone inappropriately (such as taking unauthorized photos, recording others, etc.), the phone will be confiscated by a teacher or administrator. Once class begins, phones must be silenced and put away. During class periods, students should not have phones or AirPods/Bluetooth headphones visible in the hallway. Teachers will require students to place phones in classroom cell phone holders as part of classroom procedures.

11th-12th Grade

Upon entering class, students must place their cell phones in the designated classroom cell phone pocket holder and may retrieve them at the end of the class period. Cell phone use is not permitted during class or lunch, and this restriction also applies to AirPods and other Bluetooth headphones. Students may use wired earbuds when needed for computer work. Additionally, phones may not be used in restrooms or locker rooms at any time. Smart glasses are not permitted to be worn at any point during the school day.

Permitted Usage:

During the 5-minute passing periods and at lunch, students in grades 11–12 are permitted to check their phones—for example, to view the time, read messages, or check updates about sports and other GRACE

extracurricular activities. If a student uses their phone inappropriately (such as taking unauthorized photos, recording others, etc.), it may be confiscated by a teacher or administrator.

Once inside the classroom, teachers will require students to place phones in classroom cell phone holders as part of classroom procedures. Phones and AirPods/Bluetooth headphones should not be out or in use in the hallway during class periods.

Discipline Progression for All Grades:

- First offense: The electronic device will be sent to the office where it will be held until the end of the school day.
- Second offense: The electronic device will be kept in the office during school hours for 3 days.
- Third offense: The electronic device will be kept in the office during school hours until the end of the current semester.

Last modified: 16 July 2025

3.11. Communication Guidelines

GRACE uses a variety of communication methods to keep parents, staff, and students aware of important events. Open, honest, biblically-based communication is strongly encouraged. All communication should be respectful and in the spirit of cooperation. Please see the [Parent Partnership Agreement](#) for general guidelines surrounding communication with GRACE employees. It is the responsibility of the custodial parent to provide all official school communication and any other requested information to the non-custodial parent in a timely fashion except if directed otherwise by the custody agreement.

When seeking to communicate on a particular subject, communication should begin at the appropriate level as follows:

Parents/Students to Faculty

- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student. A respectful demeanor is required at all times.
- If the problem is not resolved, the parent and/ or student may bring the concern to the principal. If the student brings the concern, he must have permission from his parents to do so. If the problem is still not resolved, the parents should submit the matter, in writing, to the Head of School.
- A parent conference may be requested as needed.
- Email communication is preferred. Please do not text teachers concerning school-related issues/questions.
- All communication between GRACE employees and students should be documentable and trackable.

Faculty to Parents

- Faculty should respond to parent telephone calls or email messages within 36 hours.
- A formal parent-teacher conference is offered during the first quarter.
- Conferences will be arranged as needed for any student who is experiencing academic and/or behavioral difficulties.

- If a parent and teacher cannot resolve a difficulty, the principal may be contacted.
- Faculty should address parents in a polite manner via email and in person.

Parents to Administration

- Parents or students must first present all concerns about the classroom to the teacher before approaching the principals.
- If the parents have a grievance or dispute about the school's general operation (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
- If the situation is not resolved, they should present their concerns, in writing, to the Board of Trustees.
- This procedure also applies to Board members who are acting in their capacity as parents and not as representatives of the Board.

Email & Weekly Newsletter

Email and the GRACE weekly e-newsletter (AmazingGRACE) deliver information directly to your email account. It is the parent's responsibility to use these communication channels and acquaint themselves with pertinent information. You may also find GRACE news and announcements on the [GRACE website](#) and in [Blackbaud](#).

Blackbaud

The office uses Blackbaud to record contact information for each family member. Emails sent from the school will utilize the email addresses input by each family into Blackbaud. Please make sure that you update Blackbaud if you move or change phone numbers so that, in case of emergency, we will be able to reach you as quickly as possible.

Blackbaud Family Portal (GRACE Christian My School App)

Blackbaud is accessible to all parents via gracechristian.myschoolapp.com, for the purpose of viewing their student's attendance, grades, ordering hot lunch, paying school fees and updating personal contact information and preferences. Progress reports, learning evaluations, schedules, directories, assignments, grades, calendars, course documents, major communication, and more are housed on Blackbaud.

Blackbaud School Directory Use: No Solicitation

The GRACE Christian School Directory is designed for parents to contact one another about school-related matters and activities. It is expressly prohibited to use the contact information supplied in the Directory (emails, phone numbers, and/or addresses) to solicit business.

Blackbaud is our primary tool for sharing school-wide and whole-class information with students and parents. We recommend all parents check Blackbaud daily to know what's happening on campus and in each of their children's classrooms. We created a [Blackbaud Parent Walkthrough Tutorial Video](#) to show parents how to use the site. Please be sure to review this tutorial and set up your preferences as soon as possible.

School-Wide Information

Whole school announcements and information about school events will be posted in Blackbaud News. The weekly Amazing GRACE newsletter will continue to be sent via email and will also be posted in Blackbaud News. Individual campus information will be posted in the Lower Campus Parents and Upper Campus Parents groups within Blackbaud.

Whole Class Information

Within Blackbaud, each teacher will post their class policies and procedures, syllabi, course resources, and any other information that doesn't change often to their Bulletin Board. They will also post regular one-way communication, such as weekly newsletters, announcements and reminders here. We recommend that parents select to be notified when new information is posted, as we will no longer be sending this information out via email.

Individual Communication with Parents

Correspondence with individual parents will continue to take place through email and not the Blackbaud message feature.

Parent to Teacher Communication

Parents should correspond with teachers through the individual staff member's GRACE Gmail address. Email addresses for all GRACE staff members are accessible in the staff directory in Blackbaud.

Individual Correspondence

Teachers of students in grades TK-3 will continue to use Class Dojo for informal messages to individual parents. Staff G-mail will be utilized for formal correspondence, and all newsletters and announcements will be posted in Blackbaud. Email addresses for all GRACE staff members are accessible in the staff directory in Blackbaud.

Last modified: 7 August 2024

3.12. Parental Involvement

Classroom Involvement

GRACE encourages and supports parental involvement in classroom activities and field trips. Enrichment activities and parties are planned in conjunction with the curricular goals and are supported by parents. Parents are expected to follow teacher requests and school guidelines.

Adding an Event to the GRACE Calendar or Requesting Meeting Space

GRACE relies on the gifts and talents of our many volunteer parents and grandparents to help plan, coordinate, and assist with many events during the school year. As a volunteer, you may be required to communicate with the GRACE office to add an event to the school calendar and/or request meeting space.

All events (classroom parties, fellowship events, meetings, etc.) must be approved by the appropriate campus principal. Please complete the [GRACE Event Request Form](#) in Blackbaud. Please be as thorough as possible so that the GRACE staff can effectively support your event or meeting.

Parent Teacher Fellowship (PTF)

PTF is a group of parent volunteers with staff and student representative advisors that is organized to provide opportunities for parent involvement and enhance the school community. Selected each spring, PTF officers are president, vice president, secretary, and treasurer. Several other volunteers serve on various committees including: Care and Prayer, Community Engagement and Events, Fundraising, Hospitality, Men of GRACE, and the Staff Appreciation and Classroom Parents Committee. For more details or to get involved, see Parent Teacher Fellowship in the Community section of the [GRACE website](#).

Eagles Club (Athletic Boosters)

The Eagles Club purpose is to promote and enhance the athletic programs at GRACE Christian School. We are GRACE parents that work together with school administration to accomplish this purpose. Funding support is made possible through Eagles Club memberships, concessions, admissions, and spirit wear sales. The Eagles Club meets regularly and supports our sports teams through committed volunteerism. All members are invited and encouraged to attend. For more details see [Eagles Club](#) in the SCHOOL LIFE / GRACE Communities section of the GRACE website.

Business Partner Program

GRACE appreciates the support of local businesses that have partnered with us and contributed to the success of many of our special events. We encourage the GRACE family to choose our business partners when you need their products/services. Additionally, we encourage you to consult the GRACE Business Directory, a listing of companies owned by members of the GRACE community. A listing of our business partners and information on how you can become a business partner may be found on the [GRACE website](#).

Last modified: 15 July 2025

3.13. Creationism / Biblical Integration Non-Negotiables for Instruction

Founding Principle

God created the world out of nothing, by the power of His word, and all was very good.

Guiding Commitment

GRACE acknowledges multiple evangelical theories about the process and time span of creation. We encourage respectful discussion and disagreement regarding these theories within parameters drawn from the above foundational principle.

Resulting Practice

The temporal factors of the creation work are the most conspicuous elements of evangelical diversity, in large part because they intersect with the claims of naturalistic science about the history of the universe and what beliefs about the natural world are legitimate.

Evolution as a theory of all existence is comprehensively at odds with God's revelation. GRACE's science instruction will accurately present and criticize it.

Because evangelicals offer various views regarding God's creation work, GRACE will participate in that diversity as part of the unity given in the gospel of Jesus Christ.

Evangelical views are denoted by various key terms, and these distinctive concepts appear in various combinations. While recognizing these positions cannot all be true, the science curriculum will not endorse one particular position but allow teachers to explain these views as worthy of examination and affirmation.

Non-Negotiable Parameters for Biblical Integration in Science Instruction

Rather than adopting an assessment of the various positions offered by evangelicals, GRACE is committed to the following parameters for teaching the history of creation:

- The Bible is authoritative in both fundamental principles and historical particulars. It is necessary to acknowledge that submission to the authority of Scripture can entail disagreement regarding how to delineate some of the historical claims of Scripture about the creation events. All science instruction will be determined by a humble recognition that Scripture is God's Word, even when that involves recognition that our understanding remains unfinished.
- The world had a definite beginning. Before God's creation work, nothing existed other than God himself. God made use of no pre-existing resource, but brought all things into being. His formation and crafting of the world was not constrained by any factors other than His own character and wisdom.
- By the power of His word, God created all that exists — with all the structure, particularity and malleability that is inherent in the created world. The processes and qualities of the world are expressions of God's purposes and decisions. Furthermore, creation by God's Word formed the world as determinate and understandable rather than random.
- God created all things "good" and the creation of humankind brought the entire created cosmos to the status of being "very good." An account of the creation history can include neither disharmony between man and his environment, nor any necessity of sinful action by man, nor any unkind action by God toward man.
- Adam and Eve were created as the crowning goodness of the world. Any account of creation history must cohere with and support the historical narrative of Adam and Eve as made in God's image, morally upright, and engaged as participants in historical events as expressed in Genesis 1-2.
- The world at present is not normal but subjected to frustration. Any account of creation history must cohere with and support the historical transition of humanity's fall into sin, the introduction of death and futility as the consequence of human rebellion, and the extension of that curse to the entire created order over which man was given the original task of exercising dominion. With these parameters, discussion of creation history can be meaningfully pursued with recognition of Scripture's authority and nature's complexity. GRACE is thankful to rely on and support godly teachers in this important work. In cooperation

with parents, GRACE will confidently prepare students to glorify the Lord in a world that is the theatre of His glory and the wide landscape of His generosity.

Last modified: 7 August 2024

3.14. Literary Selection Policy

Philosophy for Selection of Literary Materials

The goal of educators at GRACE Christian School, both as Christians and as college preparatory instructors, is to equip students for life. Reading texts together allows for collective discussion of issues that are spiritual, moral, social, political, and philosophical. Our desire is for the reading, activities, and discussions to draw students closer to a relationship with Jesus Christ, even though the stories and characters studied may reflect flaws in that relationship. The texts selected for instruction at GRACE Christian School should accomplish these goals.

Guiding Principle for Selection of Materials

Our guiding principle is to apply a Christian worldview while we examine the features of literature. Works are selected for literary merit, student interest, cultural awareness, appropriate lexile range, and cross-curricular connections. Books are among our best teachers of compassion and historical context and are instrumental in developing intellectual, emotional, and spiritual maturity. We read to understand experiences that relate to our status as both image-bearers of God and humans born with a sinful nature. Studying and analyzing literature with a biblical worldview, including books with 'broken' characters facing conflicts, allows us to mature into informed and effective global citizens.

Considerations for Selection of Materials

Objective of Selection Policy

Materials are thoughtfully selected for appropriateness and effectiveness in meeting educational goals at GRACE Christian School. Some non-Christian materials may be included for literary merit and educational value. Parents should be aware that not all items selected for the curricular goals will be Christian or comfortable to every family. The school desires to teach students to critically evaluate literature and for parents to be actively involved in helping their children evaluate what they read.

Responsibility for Selection

The Selection Committee is representative of faculty, staff, and administration. The Selection Committee agrees that it is the expectation of all instructors to personally read and approve books that are on their reading lists (required and recommended). Departments will have a rationale for the inclusion of material that can be supported if a book is questioned at a later time by a student/parent/board member, etc.

Selection Criteria

The selection committee should be familiar enough with content for consideration so that they choose materials for inclusion wisely.

- **Truth:** *Ultimate truth exists and is based on the Word of God, and all information can be measured by it.*
- **Authority:** *GRACE Christian School recognizes the authority of the Bible and the order God established through government, church, school, and home.*
- **Value:** *Academic standards require that many kinds of materials be made available for student use, even those which may not be consistent with biblical truth.*

Generally, materials are selected on the basis of these criteria (in no particular order of importance):

- educational significance
- contribution the subject makes to the curriculum and to the students' interests
- favorable reviews found in selection sources
- favorable recommendations based on examination of materials
- reputation and significance of the author, producer, and publisher
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high aesthetic quality and/or literary contribution, including:
 - keen awareness of the subtleties of thought and language that promote the students' creative use of language
 - characters and plot that are convincing, with evidence of growth and character development
 - sensitivity to others and their needs that gives insight to personal relationships and feelings.
- quality and variety of format
- timeliness or permanence
- high literary merit and/or factual content and presentation
- grade and/or age appropriateness

Selections will contribute to the breadth of representative viewpoints on controversial issues and noted for strengths rather than rejected for weaknesses. They may have words or ideas that deal with issues or human qualities not recommended as ways for a Christian to speak or act, but are identified as important for students to understand within the storyline.

These additional criteria will be used to determine conformity to our standards.

- **Language:**

Inappropriate language is defined as profanity or obscenity. The English department may choose some works of literature that include obscenities or inappropriate language because it reflects a character's fallen nature not because we or the author endorse using such language. Teachers will discuss this usage with the students on a case by case basis.

If a work has inappropriate language, the teacher will address the nature of the language and its purpose and impact so that students can understand the literary context. The selection may be considered on the basis of other merits for acceptance if language is an issue.

- **Sex:**

In materials in which the subject of sex is taught, described or mentioned: Is the element of sex functional

and necessary to the story? Is it mentioned or explicitly described? What is the moral tone of the entire work? Materials of sexual identity exploration will be considered on its other merits for acceptance or rejection.

- **Doctrine:**

Concerning Christian doctrine, the adopted materials should be reasonably balanced on those matters in which Christians differ by denominational traditions. Selected materials will not be used that advocate justification by works, express disrespect for the local church, and/or any other doctrine contrary to GRACE's Statement of Faith. In addition, selected material will allow for the integration of a distinctively Christian perspective and Christian discernment on issues and are not openly or covertly hostile to a Christian perspective. Discussion is encouraged so students will know the full spectrum and depth of the concepts.

- **Presentation of God:**

Works that show God as unfair or mythical or that misrepresent the person and nature of Christ (such as *Night*) will not be taught as Truth, but will be taught in context of Christ's role as Savior, Redeemer, and the Son of God.

- **Occult / Evil:**

Unless books of fantasy contain a significant amount of evil or evil triumphs over good, they will be considered separately on their other merits for selection or rejection. No materials will be selected that deal with witchcraft, demon possession, etc. unless such material is presented as satanic for the purposes of comparative religious studies.

- **Treatment of Controversial Subjects:**

Whether fiction or nonfiction, works will be evaluated by the Selection Committee. Materials dealing with drugs, suicide, immoral lifestyle, violence, etc. will be evaluated by these questions:

- Is the element informative or sensational?
- Is it instructively descriptive or explicitly descriptive?
- Is it accepted as the norm?
- What is the moral tone of the work?

The GRACE Christian School Selection Committee supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States, although the school's mission statement and core values guide the practice of these principles.

Diversity

Believing that God created man in His image, GRACE wants to utilize materials that reflect the community we serve. Therefore, we will make intentional decisions to adopt curricular materials that represent many religious, ethnic, and cultural groups and their contributions to our national heritage and global community while maintaining a Christ-centered worldview. Materials that reflect different lifestyles, i.e. sexual orientation, will be limited.

Challenged Materials

Materials will be chosen with thoughtful attention to their appropriateness for a Christian school. The school should provide a wide range of resources on all levels of difficulty with a diversity of appeal and different points of view.

Challenges of materials will be directed to the Selection Committee. The complaint must be in writing, using the [Request for Reconsideration of Material form](#). It will ask the person making the complaint to read the selection policy and complete the form prior to submitting a signed complaint.

Both the Selection Committee and school administration will review the complaint and the resource in question. A prompt response and resolution will be communicated to the person making the complaint.

Last modified: 28 July 2024

3.15. Artificial Intelligence

In light of artificial intelligence's (AI) growing impact on educational practices and elsewhere, students must understand and adhere to ethical guidelines when using AI technology.

Responsible AI use at GRACE extends to fostering digital citizenship, safety, and ethical discernment. We believe that technology, including AI, can be a powerful tool for learning and creativity, but it must be wielded with wisdom and a commitment to biblical principles. This means guiding students to use AI in ways that are truthful, beneficial, and respectful of themselves and others.

Furthermore, responsible AI use involves protecting personal safety, privacy, and social-emotional health. Our goal is to equip students to be discerning and ethical digital citizens, capable of navigating the evolving AI landscape with integrity, compassion, and a commitment to honoring God in all their interactions, both online and offline. We recognize that this is a shared responsibility and we partner with parents, guardians, and the wider community to support students in making wise choices regarding AI.

In regards to academic integrity, the usage of AI is dependent upon the instructor and their expectations for each assignment. If the assignment allows the usage of AI, it must be cited in the work. If the assignment does not allow AI usage and/or AI usage is not acknowledged by the student in the work, it will be considered cheating and will be dealt with according to GRACE's plagiarism and academic integrity policy. At this time, appropriate use of student facing AI is permitted for students in 7th-12th grade with the consent of their parents or guardians if approved by the teacher on a per assignment basis.

When using AI tools or incorporating AI-generated content, students are expected to clearly acknowledge the involvement of AI, maintain ownership of their work, and appropriately attribute any AI-generated contributions. The use of AI-generated content without proper attribution or passing off AI-generated work as one's own is considered plagiarism and is strictly prohibited. Moreover, students must exercise critical thinking skills to assess the validity and reliability of AI-generated information, always cross-referencing it with credible sources. By embracing AI responsibly and with academic integrity, we empower our students to become ethical users of emerging technologies and ethical contributors to the global knowledge community. ***In light of the ever developing AI landscape, this policy is subject to adjustments in light of best practices.***

Last modified: 15 July 2025

4. Educational Policies & Procedures

Academic Overview

Academic Documents, Supply Lists & Summer Reading Requirements

All School:

- 5. [LEAP Handbook](#)
- 6. [Summer Reading Requirements](#)

Lower Campus:

- 7. [Elementary School Curriculum Overview](#)
- 8. [Lower Campus \(TK-6\) Supply List](#)

Upper Campus:

- 9. [Upper Campus Academic Overview Page](#)
- 10. [Middle School Curriculum Overview](#)
- 10.1. Middle School (6-8) Electives
- 10.2. High School Curriculum Overview
- 10.3. High School (9-12) Electives
- 10.4. High School Course of Study
- 10.5. Honors Class Descriptions
- 10.6. Accelerated Math Policy
- 11. [Upper Campus \(7-12\) Supply List](#)
- 12. [High School Online Course Agreement](#)
- 13. [NC Community College Dual Enrollment Guidelines](#)

AP Coursework

- 14. [AP Program Overview and Commitment Form](#)
- 15. [AP Summer Work](#)

15.1. Grade Promotion Requirements

Elementary School

Elementary students who are not able to meet grade level expectations will be considered for retention.

Middle School

To receive a passing grade and earn credit in a year-long course, students must earn a two-semester average of 60% or above. If a student in grades six through eight earns more than 2 F's in math, English, history, science, or Bible, the student will not pass and will be required to repeat the grade. Failing the grade may also impact a student's ability to return to GRACE Christian School for the following academic year.

High School

To be promoted to the next grade level, high school students must pass English and have no more than two failing grades. Any grade below 60% is considered failing. To earn credit in a year-long course, students must achieve a two-semester average of 60% or higher. Students who fail a required graduation course must retake it. They may make up one semester to improve their two-semester average to the passing level.

Please note that failing two or more courses may impact a student's ability to return to GRACE Christian School for the following academic year.

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15.2. Standardized Testing

GRACE administers the ERB CTP5 (Educational Records Bureau) achievement tests each fall for all students in grades 2–8. A cognitive skills assessment is given in selected grades. The PSAT is offered to students in grades 9–11. SAT and ACT registration deadlines are communicated to students annually.

GRACE may provide “school-day testing” for the SAT and ACT to juniors. Students wishing to participate must opt in when test dates are announced and will be responsible for the associated testing fees. The availability of school-day testing is reviewed each year based on testing agencies' offered dates.

Note: All students who receive NC Opportunity Scholarship funds are required to complete standardized testing each year as mandated by the North Carolina State Education Assistance Authority (NCSEAA). Any changes in NC Opportunity Scholarship policies may affect the administration and timing of these exams.

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15.3. Library Books / Textbooks

Students are expected to take good care of all borrowed materials. If a library book is lost or damaged, the student and/or parent will be responsible for replacing the book or covering the cost of repairs. Charges will be processed through Blackbaud. Minor tears can be repaired using special book tape provided by the school; please do not attempt to repair books at home.

Proper textbook care is essential to ensure they remain in good condition for future students. All students in grades TK–6 are required to cover their hard-covered textbooks with appropriately sized, non-adhesive book covers. These covers must be placed on books within the first week of class and remain on throughout the school year. Students in grades 7–12 are encouraged, but not required, to use book covers to protect their textbooks. Self-adhesive or contact-style covers are not permitted, as they can damage the book surfaces.

At the end of the school year, or when textbooks are returned, teachers will inspect each book and document any damage beyond normal wear. Parents will be held responsible for the cost of repair or replacement if damage is found.

15.4. Homework Philosophy and Guidelines

Philosophy

Teachers may assign homework to students at any appropriate time. Below are the primary reasons for homework to be assigned.

- Students need some amount of extra practice in new concepts, skills, or facts. In certain subjects, e.g., math or language arts, there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice, or to correct any wrong answers on assignments or tests.
- Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.

Parental oversight of homework completion enables parents to be informed concerning current topics of study in the class. Parents are encouraged to use schoolwork as an opportunity to reinforce godly standards of honesty. All work submitted for grading (including homework) should be the work of the student. Outside help, including parents and tutors, should be limited to providing materials, resources, or typing. Homework reinforces the development of good study habits and may also be assigned to students to complete assignments that were started in class.

Guidelines

As a school community, we value time with family and spending your time and talents in a local church. Our policy is that no major tests or projects are due on Monday. However, due to the complexity of the Upper Campus schedule, there may be times when such a due date is unavoidable. We encourage all of our staff and students to use the weekend to rest, catch up on any missing work, and be involved in a local church.

The necessity of doing homework will vary from grade to grade and even from student to student. The guide below indicates an average time for each student. Teachers post homework assignments and require students to record them.

- Students in grades one through four should record assignments in their agenda; parents should initial the agenda daily. Lost agendas for first through fourth-grade students must be replaced. Replacement costs will be charged to the parent's account.
- Students in fifth grade and up will record assignments in a designated manner on their school-issued computers.
Parents are encouraged to check students' assignments as needed. Individual homework contracts may be assigned for students having difficulty, and parent involvement will be required.

Daily homework assignments must be handed in on the day they are due. If a homework assignment is checked in class, it may not be handed in late and the student will receive a zero for the assignment (for classes that have many homework assignments, two homework grades may be dropped per semester). Each content area in the

middle school and high school will coordinate test days to prevent too many tests and/or projects from being due on the same day. Every attempt will be made so that no more than two major tests and projects are due on the same day. No homework should be due on the first day after Thanksgiving, Christmas, or Easter break.

Daily Approximate Time (Grade/Minutes)

- Kindergarten — 10 minutes
- 1st and 2nd — 20 minutes
- 3rd and 4th — 30 minutes
- 5th and 6th — 40 minutes
- 7th and 8th — 60 minutes
- High School — 90 minutes
- AP® Classes — Each AP® class will require additional time

Parents should send a note if their child was unable to complete a homework assignment because of illness or other extenuating circumstances. Parents should also make teachers aware if their child is consistently spending more than the approximate times noted on homework assignments. See [Attendance Requirements](#) for policy regarding make-up work for absences.

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15.5. Grading System and Progress Reports/ Report Cards

Parents are able to access student grades at any time through the Blackbaud student management system. Report cards are issued at the end of each semester through Blackbaud.

Student grades on the Upper Campus are determined by a combination of assessments, which may include class participation, daily work and homework, quizzes and tests, and capstone assignments or exams. In grades 7 and 8, students complete a semester exam or capstone project, which accounts for 10% of their semester average. For high school courses, the semester exam or capstone assignment comprises 20% of the semester average. This 20% weighting also applies to middle school students enrolled in high school-level courses. The final course grade is calculated by averaging the two semester grades.

Report cards may also reflect concerns about social and emotional development and work habits. Students with outstanding accounts with the bookkeeper, librarian, or athletic department will not receive report cards or transcripts.

On a four-point grading scale, Honors classes receive an extra half point, and Advanced Placement® classes receive one extra point.

Percentages and Grade Equivalents

A+ 97 – 100	B+ 87 – 89	C+ 77 – 79	D+ 67 – 69	F 0 – 59
A 94 – 96	B 84 – 86	C 74 – 76	D 64 – 66	
A- 90 – 93	B- 80 – 83	C- 70 – 73	D- 60 – 63	

Home School and Transfer Student Transcripts

Homeschool students receive a Pass/Fail for their classes unless they were taken through an accredited educational institution. While they receive credit for these courses, any course designated Pass/Fail will not be used to calculate a student's grade point average.

The grade point average reported on the GRACE transcript is calculated based only on classes taken while enrolled at GRACE. Transfer students will be instructed how to combine their grades and credits from different institutions into a single grade point average.

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15.6. Awards and Recognition

Parents are encouraged to attend award assemblies. The recognition of good work is endorsed in the scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/ honor in areas including academics, athletics, art, music, ACSI competitions, National Honor Society (NHS), and other awards as appropriate.

National Honor Society

Eligible candidates for the GRACE chapter of the National Honor Society are selected by a faculty council that includes the principal and Upper Campus faculty. Students will be assessed for NHS eligibility at the end of July following their sophomore or junior year according to the following criteria:

- Candidates must be members of the rising junior or senior class.
- Candidates must have been enrolled for a period equivalent to one school year at GRACE Christian School.
- Candidates must have a weighted minimum cumulative grade point average of 3.7.
- Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character (note: students with disciplinary infractions may be excluded from membership), and the recommendation of the GRACE faculty.
- Candidates must have all their GRACE community service hours up to date (20 hours per year in high school at GRACE).
- After being notified of their eligibility, students may decide to complete and submit the candidate application to be considered for induction.

In addition to maintaining the standards that earn membership, NHS members attend chapter meetings, perform service projects that benefit their school and communities, and fulfill other responsibilities as required by GRACE Christian School, including the following:

- **Chapter community service project.** All chapters of the National Honor Society are required to complete a chapter service project each year. At GRACE, we have created a tutoring program to meet this requirement. NHS students are required to tutor other GRACE students a minimum of 10 hours per year. Tutoring must be with a GRACE student, because this service project is specifically for this community. Tutoring siblings will be permitted only if the sibling's teacher has signed and returned the Sibling Tutoring Confirmation Form. Students must log all hours on the NHS Tutoring Form or in the Givefinity app. A supervising adult must sign off that they witnessed the tutoring being completed. Tutoring must be completed during the school year, and hours must be submitted before the last day of school.
- **Individual service hours.** Students must also complete 10 hours of community service of their choice. This can be additional tutoring if they would like, or they can seek out and fulfill other community service needs. Students log all completed hours on the NHS Individual Service Hour form or the Givefinity app. A supervising adult must sign off that the student completed the service described. These individual service hours are **in addition** to the 20 community service hours required of all GRACE students as a graduation requirement. Service hours may be completed during the summer as long as the supervision and sign-off requirements are met. Students who consistently fulfill all of these requirements will be allowed to wear the NHS cords at GRACE Christian School's graduation ceremony.

Honor Roll

At the end of each semester, qualifying middle and high school students will be placed on the Principal's List and Honor Roll. GRACE's criteria for the Principal's List requires all A's, and the Honor Roll placement requires all A's and B's in all subjects including enrichments and elective classes. Students in modified classes are not eligible for honor roll recognition. Honor Roll is designated on the report card.

Graduation Honors & Valedictorian Policy

In order to qualify for the honor of Valedictorian of the Senior Class, a student must have received 50% of his/her high school credits from GRACE Christian School in Raleigh, NC. The student must have taken a minimum of 6 classes in their senior year at GRACE and meet state attendance requirements (no more than 20 absences). The determination of academic honors for the senior class is calculated at the end of the 1st semester of the senior year.

Last modified: 29 July 2024

15.7. Upper Campus Academic Policies

A list of middle school / high school courses by grade can be accessed in the Academic Overview on the website. The Upper Campus principal, the academic advisor, and the college counselor are available to answer questions regarding class content and to give guidance regarding courses of study.

Calculation of GPA

A student's grade point average is a single number that reflects the level of academic achievement during high school. It is only calculated based on final grades. If a student is enrolled in a class that is only for one semester, the final grade for that class will be factored into the GPA calculation at the end of the first

semester; otherwise, a student's GPA only changes at the end of the academic year. The

GPA is calculated using the following guidelines:

- Credits (denominator)
 - Each full-year class that meets every day is 1.0 credit.
 - A class that meets 2 days per week for the whole year is 0.5 credits.
 - A class that meets every day but is only one semester in length is 0.5 credits.
- Grade Value (numerator)
 - An A in a 1.0 credit class earns 4 points, Bs = 3 points, Cs = 2 points, Ds = 1 point, Fs = 0 points — regardless of where you are in the range (i.e. a 90 and a 99 both earn a 4.0).
 - The grade in a 0.5 credit class earns $\frac{1}{2}$ the value listed above.
- Quality Points (numerator): Additional value (weight) is added for Honors & AP classes
 - Honors Classes earn an additional 0.5 grade value for a 1.0 credit class and 0.25 for a 0.5 credit class
 - AP Classes earn an additional 1.0 grade value for every 1.0 credit class and 0.5 for every 0.5 credit class.
- Calculation
 - The numerator is the sum of the grade values for each class + the sum of the quality points.
 - The denominator is the total number of credits represented by the classes in the numerator.

High School Transfer Class Policy

All classes taken outside of GRACE are considered transfer classes. This includes classes taken at a prior high school, online classes, and dual-enrollment classes that are not taught on GRACE's campus.

Dual Enrollment with a North Carolina Community College (CCP)

The [NCCC Dual Enrollment Policy](#) outlines the limits and expectations of students who elect to participate in the Career and College Promise program administered through the campuses comprising the North Carolina Community College (NCCC) system. A copy of the signed agreement will be included in a student's permanent record in the office of the registrar.

Online Classes

The [Online Course Policy](#) outlines the limits and expectations of students who choose to take classes outside of GRACE and the Career and College Promise program to enhance their course of study, remediate, or accelerate their academic progress. A copy of the signed agreement will be included in a student's permanent record in the office of the registrar.

Dual enrollment and online classes are allowed for the purpose of making up credits, accelerating to the next level of a subject, or for offerings beyond the scope of GRACE. Students must have prior administrative approval to take an online class that is also offered at GRACE. Eligible juniors and seniors may participate in the North Carolina Community College CCP (College and Career Promise) program as outlined in this [Community College Dual Enrollment Document](#). Guidelines for online classes outside of the CCP program are outlined in this [Online Course Document](#). Students may use a study hall to work on an online course but must remain in the study hall classroom. *Note: In the event of a schedule conflict, preference will be given to scheduling GRACE classes over non-GRACE classes.*

Colleges receive a student's GRACE Transcript and Transfer Class Transcript.

- The GRACE Transcript records all high school-level classes taken at GRACE (including high school-level classes taken in middle school). Note: only classes taken during high school (grades 9-12) are used to calculate a student's weighted and unweighted grade point average (GPA).
- Transfer classes will be reported to colleges on a transfer transcript and will include the level of the class and the grade received. Grades for transfer classes are not used in calculating a student's GRACE GPA. Students will be taught how to calculate their blended GPA as part of the guidance given for college applications.

Drop/Add Policy

Drop / Add Policy – Any Upper Campus student (7th-12th) may drop/add during the first 10 school days with faculty and parent signature. The Drop/Add Form is found in this handbook in the [Forms](#) section. A change to a course may result in a change to the student's class schedule and is subject to space being available in all affected classes. **Drop/add is contingent upon a student's schedule being able to be successfully reworked. This may not be possible 100% of the time.**

After the initial 10 school day window, students may not drop classes without penalty. After that time, students will receive a Withdraw Passing (WP) or Withdraw Failing (WF) grade for that grading period. These designations will be recorded on the student's transcript. Students should meet with the administration at the end of a grading period to discuss options if they are failing a class that is a graduation requirement.

For classes that have both Regular and Honors students being taught together within the same class period:

- If a student's cumulative grades drop to a C in an honors-level class, they will no longer be eligible for honors in that class since they should focus on regular work to get their grades back up.
- Students may only enter the honors program during the first two weeks of the school year.
- Students may drop the honors component at any time, but all grades earned to date will stand. (This includes any project, test, or assignment for which the due date has passed.) Students must meet with the Principal to complete the "drop" process. Parent signatures will be required to drop out of the honors component.

High School Honors Courses

Honors students have additional requirements such as additional homework assignments, quizzes, tests, or projects. Note: Students in honors classes that are taught separately (i.e. all students in the class are taking honors-level) may have different honors requirements than students that are taught in classes that combine honors and regular students.

Honors assignments may include:

- Extra higher level questions on tests
- Extra written assignments
- Research papers
- Current event applications
- Extra reading with analytical questions
- Assignments to prepare students for the rigor of AP and college-level classes
- Online and technology-based assignments

All honors courses will have a comprehensive written final exam. One half extra point is awarded on the student's GPA for completed honors classes.

Requirements for taking honors-level courses:

- Students should have an A or B in the prerequisite class.
- Students must have a 3.0 GPA or higher.
- Students must have teacher recommendations (Administration will get these from teachers).

For classes that have a Regular and Honors Section:

- If a student's cumulative grades drop to a C in an honors level class, they will no longer be eligible for honors in that class since they should be focusing on the regular work to get their grade back up.
- Students may only enter the honors program during the first two weeks of the school year.
- Students may drop the honors component at any time, but all grades earned to date will stand. (This includes any project, test or assignment for which the due date has passed.) Students must meet with the Principal to complete the "drop" process. Parent signatures will be required to drop out of the honors component.

High School Advanced Placement® Courses

Advanced Placement® courses provide students the possibility to earn college credit while in high school.

Admissions to Advanced Placement® Courses

General requirements include an A or B in a previous AP course; A or B average in the subject area of the AP® course or a 3 on a previous AP® test in the subject area; recommendation from the course instructor; appropriate test scores on standardized tests as used for placement; and a minimum 3.0 overall GPA. Advanced Placement® courses will have additional fees assessed for AP® testing.

Requirements for Successful Completion of Advanced Placement® Courses

Students are required to take the College Board AP exam in order to complete the course. The College Board charges a fee for each exam. Students should understand that additional work outside the class is necessary in order to score a 3, 4, or 5 on the AP exam and receive college credit. AP® students may be required to buy supplementary materials like study guides or novels. Students should anticipate at least one hour of additional homework per night for an AP® course.

Because AP® students are required to take the College Board AP® exam, they will not be required to take the GRACE final exam in that subject. If a student does not take the AP® exam, they will receive a zero for the exam in the AP® course. Students will not be required to attend any classes on the day of the AP® exam. AP® classes will continue the remainder of the year with graded work assignments.

Senior Exam Exemptions

Senior exam exemptions are an incentive for perfect and near-perfect attendance.

Year-Long Classes: Seniors with an A average (90 or above) in a class for the second semester and 7 or fewer absences in that same class will be exempt from their final exam. Three tardies equal one absence.

Semester Classes: Seniors with an A average (90 or above) in a class for the second semester and 3 or fewer absences in that same class will be exempt from their final exam. Three tardies equal one absence.

High School Graduation Course Requirements

Upon graduation, all GRACE students are prepared to enter college with a strong academic foundation in accordance with the requirements outlined in the chart below. The required credits must be earned in high school. High-school-level classes taken in middle school do not contribute to meeting the minimum required credits for high school graduation, although they will satisfy the minimum requirements for college admissions.

GRACE makes every effort to align our course of study with the high school education requirements set by the North Carolina Department of Public Instruction (NCDPI) and prepare our students for competitive admissions to our state's public university system, the public university systems in neighboring states, and private colleges across the country.

Specific course requirements for NCDPI are noted with an asterisk. Specific course requirements of the North Carolina University System are noted with two asterisks.

Content Area	Credits earned in HS	Graduation Requirements
English	4	
Science	3	Must include 1 life science credit* **
Math	4	Algebra I, Geometry, Algebra II, plus one additional math class above the level of Algebra II**
History/Social Studies	4	Must include 1 credit of US History* **
Bible	4	1 credit earned per year at GRACE – the requirement is prorated for students who transfer to GRACE after 9th grade
World Languages	2	Must be earned in the same language
PE/Health	1	North Carolina High School Requirement*
Personal Finance	½	North Carolina High School Requirement*
Electives	2 -6 Credits	Must include 1 fine arts credit*, 1 computer science credit (starting with freshman who begin high school in the 2024-25 school year)*, Junior Seminar, and Senior Seminar.
Total	26 Credits	
Community Service	80 hours	20 hours per year at GRACE – the requirement is prorated for students who transfer to GRACE after 9th grade

High School Community Service Requirements

All high school students are required to complete a minimum of 20 hours of community service annually for each year of attendance at GRACE in high school based on the value placed on developing a heart for service. Students are encouraged to exceed this minimum threshold. Community service hours must be documented and submitted via the student's Givefinity app to receive credit.

To assist students in achieving this goal and to expose them to a variety of ministries in our local community, GRACE will communicate service opportunities in the #AmazingGRACE newsletter and via email students. Additionally, the site <http://activategood.org/> is a hub for organizations needing volunteers and a great resource for GRACE families to find service opportunities in our community.

Service Guidelines

- **NHS Service:** NHS students may not double count their required service and tutoring hours to satisfy the NHS requirement of service and the GRACE graduation requirement at the same time.
- **Mission Trips:** GRACE encourages students to experience the unique blessings and benefits that come with being part of a mission trip. Students who participate in a mission trip (with GRACE or another organization) may report 8 hours of community service per day of their trip, excluding travel days.
- **Receipt of Compensation:** For a task to count as service, no monetary compensation may be received for the completion of that task.
- **Serving in the Home:** Service inside the home is a wonderful expression of family commitment; however, household chores, babysitting, and similar family activities do not count toward the graduation requirement for community service.
- **GRACE Athletics / Team Managers:** Team Managers are recognized as a part of the team they are affiliated with and cannot submit service hours for this role.
- **GRACE Athletics / Volunteering:** Students who volunteer to work concessions at games, staff the admissions table, announce, live stream, or run the game clock may receive service hour credit.
- **GRACE Events:** Throughout the year, students may have opportunities to earn community service credit by serving at a GRACE event. These opportunities will be communicated to students as they become available.
- **GRACE Electives:** Some fine arts elective classes involve committing to performances/events outside of normal school hours. These events are considered part of the class's instruction and should not be submitted as service hours.

Documenting Service Hours

To receive credit for community service, the student must have an adult supervise the service and sign the community service form or Givefinity app for the hours. Note: Parents should not sign off as the student's supervisor for community service.

Students have two options for tracking and submitting their service hours. Both methods require students to set up a Givefinity account. Instructions for creating an account are available [HERE](#).

1. Enter your hours in the Givefinity app. ([Instructions and Examples](#))

OR

1. Submit a Community Service Form to the office for each organization you are serving. Repetitive service for the same organization (weekly volunteering) may be listed on one form with appropriate dates and hours noted and should be submitted in a timely manner.

Checking Community Service Status

Students can check the number of hours they have accumulated by logging in to Givefinity. For record-keeping purposes, community service hours for a given year begin June 1 and run through the end of May each year.

Change in Normal Grade Progression in High School

The four-year high school curriculum at GRACE Christian School is designed to prepare students for entry into competitive four-year college programs. It is expected that every student admitted to GRACE Christian School possesses the academic, social, and emotional maturity necessary to complete this course of study. Changes to this plan should only be made after careful consideration of extenuating circumstances by the appropriate administrative staff: Upper Campus Principal, Guidance Counselor, Deans of Students, College Counselor, Academic Advisor, and/or LEAP Director.

This following outlines the policies for students who, by choice or by necessity, will not follow a traditional four-year college-prep progression through their years at GRACE or who have an altered schedule due to extenuating circumstances. It provides a brief overview of each situation and links to a more detailed set of guidelines. The purpose of this document is not to provide an exhaustive list of all possible situations, but rather to outline some likely scenarios that students may encounter.

Early High School Graduation Policy

The [Early High School Graduation Policy](#) applies to high school students who are eligible to request permission to graduate from high school in three years, as defined by the stated requirements. For students approved for early graduation, a copy of the signed agreement will be included in the student's permanent record in the Office of the Registrar.

Repeating a Year

The [Reclassification Policy](#) outlines the limits and expectations for students who choose to repeat a year of high school primarily for non-academic reasons. A copy of the signed agreement will be included in a student's permanent record in the office of the registrar.

The Retention Policy outlines the limits and expectations of students who are required to repeat a year of high school due to academic reasons. A copy of the signed agreement will be included in a student's permanent record in the office of the registrar.

Double Promotion (Skipping a Grade Before High School)

Double promotion refers to the advancement of a student by two grade levels in a single academic year (the skipping of a grade level), resulting in the student completing middle or high school earlier than the standard timeline. The Double Progression Policy outlines the circumstances under which a student will be allowed to skip a grade before starting high school. A copy of the signed agreement will be included in a student's permanent record in the office of the registrar.

16. Student Life

Last modified: 28 July 2024

16.1. North Carolina Driving Eligibility Certificate

Students are required by the state of North Carolina to have their school affirm their good academic standing in order to receive their learner's permit. Per NC state guidelines, a student with two or more failing grades in a semester will not receive this certificate from the school office until passing grades are confirmed by the administration.

16.2. Social Media

Posts from students, parents, and teachers on social media sites reflect on GRACE. Students should be respectful of others and be mindful of their own digital footprint and reputation. There may be legitimate disagreement about an issue, students, parents, and teachers should never post material that is defamatory toward GRACE, its students, staff, or our core values. All parties are encouraged to seek face-to-face dialogue with GRACE administrators to resolve grievances. Failure to support the guidelines laid out in the Conduct Commitment Form may result in a family's removal from the GRACE community.

16.3. School Visits

Visitor Policy

All visitors, including alumni, are required to sign in at the front desk upon arrival. Visits are permitted only during designated times established by teachers and administration. To minimize classroom disruptions, the office will announce visitors and issue admission slips as needed. All visitors must present a valid form of identification, such as a state-issued driver's license or ID card, and parents or guests must wear a visitor badge for the duration of their stay. For safety reasons, the administration reserves the right to deny entry to any visitor.

If parents wish to speak with a teacher, a private conference can be arranged by contacting the teacher via email. Parents are asked to respect the teacher's schedule and avoid engaging in conversations during school hours or during arrival and dismissal times, as this can interfere with their responsibilities to students.

Alumni Visitors

We warmly welcome Alumni visits to our campus. All alumni must check in at the front desk, present state-issued identification, and wear a visitor badge while on campus.

Last modified: 28 July 2024

16.4. Staff Workrooms

The faculty/staff workrooms are available for faculty and staff only. Students and teachers' children should not be in the work room. Parents may set up and clean up for snacks and/or special events.

Last modified: 28 July 2024

16.5. Lockers

Lockers are the property of GRACE Christian School. Lockers are assigned to students individually and students are not permitted to share lockers. Students may not attach stickers or items to the exterior or interior surfaces of the lockers. School locks must be used and the administration retains the right of access to all lockers at any time for any reason.

For grades seventh through twelve, locks are required to be kept on the lockers at all times. A replacement fee will be assessed for all lost locks.

Last modified: 28 July 2024

16.6. Lost and Found

Found items will be kept for retrieval. Unclaimed belongings will be donated to charity on a monthly basis.

Last modified: 28 July 2024

16.7. Hall Pass Policy

Upper Campus Hall Pass Policies

If a student needs:

- To use the restroom
- Go to the front desk
- Go to the IT Help Desk
- Use the library printer
- Nurse/administration (Medical needs, ice packs, bandages, office matters)

Students will need to obtain the orange lanyard hall pass.

- Only one male student and one female student should be out at a time unless there is reason to not allow them out together.
- Students must return the lanyard to the designated wall hook.

Students will **need a pass from the librarian prior** to the set time. They will show the pass to the teacher (lunch, study hall, etc.), and the teacher will sign the back. The student will bring the pass with them to the library. If a student is finished in the library before the end of class, a "yellow" student pass will be given on the way back to class.

16.8. Lunch and Snacks

Hot lunches will be available at the most reasonable cost on all full school days, five days a week. They must be ordered online as instructed by the Hot Lunch Coordinators each month. Students may bring their own lunches on any day.

- Elementary teachers will notify the office immediately if any child forgets to bring his/her lunch so that the parent may be called.
- Parents are requested to send nutritious snacks and lunches for their children.
- Glass containers should not be brought to school.
- Students should bring all utensils from home.
- Food should be eaten during specific break times in areas designated by teachers.
- Students should not bring gum to school.
- Students are not allowed to have food and drink when using their school-issued computer.
- Vendor deliveries are not permitted (ie: GrubHub, DoorDash, and other food delivery services).

Last modified: 30 July 2024

16.9. Transportation

Activity Bus Policies and Guidelines

In keeping with our responsibility for the safety of students in our care, GRACE Christian School has instituted the following activity bus policies and guidelines, which all those riding GRACE buses to and from school-sponsored activities must follow.

Activity Bus Use Policies

1. Buses must be reserved through the Transportation Coordinator who oversees the bus calendar.
2. Buses shall generally be available for school-sponsored events on a first-come, first-served basis. Buses should be reserved using the Buses should be reserved using the Staff-Event Request form, found in the online Employee Handbook.
3. Buses will not be loaned or rented to any other organization.
4. Buses may not be for personal use.
5. Buses shall only be driven by drivers with appropriate state licensing and endorsements. Additional school training is also required.
6. 14-Passenger buses may be driven by a GRACE staff member, coach, teacher, assistant, or a GRACE parent who possesses a valid class C license and completes a driver record check, background check, and bus training through the Transportation Coordinator.
7. In the event of an accident or other emergency, the driver or other responsible adult accompanying the group should contact the school immediately. Contact information and emergency action plan procedures will be provided in the notebook kept on each bus.
8. Students traveling via GRACE activity buses to school-sponsored events are covered by insurance as a secondary carrier to insurance carried by students' families.

9. All students are expected to travel to off-campus school-sponsored events in transportation provided by the school (this includes parent-driven cars if needed). Any exceptions must be prearranged with the school by the student's parent or guardian. Students are expected to return to the school by the same transportation means unless the parent or guardian signs a release and has made other arrangements.
10. Records of all bus trips must be logged into the bus mileage log kept in a notebook for each bus.
11. Any media played on buses must be pre-approved by the Athletic Director or Dean of Students. No loud or distracting music should be played during the trip.
12. While traveling on a GRACE school-sponsored trip, each group is a representative of GRACE Christian School. All groups are expected to behave and dress in a manner consistent with the GRACE Handbook.

Last modified: 30 July 2024

16.9.1. Drivers

Athletics – Student Drivers

Only student-athletes who have received permission to drive to and from school may also drive themselves to practices and games. Student-athletes are not permitted to ride with another student driver for practices or games unless consent has been provided by both the driver's parents and the passenger's parents.

Last modified: 25 July 2025

16.9.2. Students

Students

1. Students in GRACE transportation must remain seated at all times when the bus is in motion.
2. Students in GRACE transportation must wear seatbelts (if provided) when the bus is in motion.
3. Students in GRACE transportation must keep their heads, hands, and all objects inside the bus at all times.
4. Students in GRACE transportation (High school and middle school students) of the opposite gender may not sit side-by-side.
5. Students in GRACE transportation will be courteous to class/teammates and the bus driver.
6. Students in GRACE transportation are not to interfere with anyone passing to or from a seat.
7. There will be no throwing of objects on the bus.
8. No illegal substances are allowed on the bus (i.e. Cigarettes, drugs, alcohol, vapes, tobacco products, etc.).
9. No flash cameras are to be used on the bus.
10. The bus aisles must be kept clear at all times.
11. Students in GRACE transportation are responsible for their belongings. The school is not liable for lost or stolen items.
12. The bus driver must be obeyed at all times.
13. The bus driver makes the final decisions regarding the bus and bus safety.

Last modified: 30 July 2024

16.9.3. Parents

Parents

1. Parents may use personal vehicles to carpool but must notify the Transportation Coordinator prior to the trip.
2. Parents and chaperones may ride school buses for field trips if room is available.
3. Parents and chaperones riding the bus must comply with the school's background check policy.
4. Parents are responsible for any damage done to the buses by their children.

Parent Responsibilities Regarding Athletics

It is the parent's responsibility to provide transportation to and from GRACE sporting events and to pick up athletes promptly following every event. There will be some times when GRACE will use the school bus – you will then be responsible for picking up your child from the “away” school at the designated return time if the bus is not available.

Parents will be responsible for picking up their child from GRACE at the designated return time when the bus is used. Your cooperation in this is greatly appreciated. We want to be respectful of the time and other commitments of our coaches. Carpooling is strongly encouraged; some families rely on carpooling to make it possible for their children to participate in athletics.

Last modified: 30 July 2024

16.9.4. Teachers/Coaches

Teachers/Coaches

1. In addition to the driver, at least one other adult (coach, teacher, or chaperone) is required for all trips off campus unless an exception is made in advance by the Athletic Director or Head of School.
2. Upon return to the school from a school-sponsored event, teachers and/or coaches must remain with their students until all have been picked up. Parents should make every effort to arrive promptly. If a return time is uncertain, teachers or coaches should notify parents of an expected arrival time by phone no less than 30 minutes before return.
3. Teachers or coaches should have a travel roster for all students participating in a trip, complete with student contact information, medical requirements, and insurance information. (Final Forms or Blackbaud platform recommended)

Last modified: 30 July 2024

16.10. Chapel Programs, School Day

Programs and Special Activities

The GRACE Chapel program provides an atmosphere of belonging and community that allows students to be challenged and inspired to grow closer to Christ. The Director of Christian Life organizes weekly programs that are led by staff members, pastors, guest speakers, and students. On the Lower Campus, most services are divided by grade level (TK-2nd, 3rd 6th). Campus-wide chapels take place in the gymnasium throughout the year. Worship often includes the student-led “GRACE Worship Team” (GWT).

Parents are invited to attend the chapel services, as well as other school events, such as performing arts programs or awards ceremonies that take place throughout the school year.

Last modified: 28 July 2024

16.11. Field Trips

All field trips are under the direct supervision of teachers. Trips will be well organized and well managed to provide enrichment and safety for students. Teachers will set the guidelines for all trips and will manage chaperones and their responsibilities with students.

- Parents are encouraged to participate in field trips. Chaperones must stay with their assigned group and, in order to be fully engaged for the duration of the field trip, must limit cell phone use to trip- related communication so that students are appropriately supervised. Criminal Background Checks are required for every adult chaperoning a field trip (See [Background Check Policy](#)). Based on the trip, the number of parents serving as chaperones may be limited.
- An up-to-date Emergency Information Form must be on file before a child may participate in field trips. Parents should contact the teacher before trip departure if a student is going to be absent on a field trip day.
- A signed parental consent form must be received no later than two days prior to the event or when designated by the teacher. If parental consent has not been received, the child must remain on school property.
- If parents choose for their child to opt-out of a class field trip, the student will be given assignments to meet the objectives of the trip.
- If not otherwise specified, assume that the school dress code is appropriate.

Activity Fee (Lower Campus)

A one-time activity fee is assessed via your Blackbaud account in September for each Lower Campus student to cover the cost of single-day local field trips (both in-house and off-site) for the academic year. Overnight or full-day field trips (examples: fifth-grade Wilmington trip, and the sixth-grade Spiritual Life Retreat) are not included in this fee. In addition, this fee does not cover expenses associated with enrichment classes as these are electives and not applicable to all students equally.

Overnight Field Trips

GRACE conducts several overnight field trips, international enrichment trips (HS), and mission trips (MS/HS). All adults and students participating must attend a meeting to learn about the expectations for each particular trip.

Social Media

As part of our ongoing commitment to safety, we ask that parents not share pictures or posts from field trips until the students have returned to the school.

Chaperone Responsibilities

Chaperones for field trips are required to be screened through our visitor management security system (Securly) and may be required to have a driving history check. The administration reserves the right to decline a chaperone.

A chaperone's responsibility is to ensure the safety and compliance of students. The chaperone will be assigned a group of students that they are directly responsible for during the field trip. The chaperone is under the direction of the teacher and should follow all field trip instructions and school policies (for instance, no consumption of alcohol or use of tobacco products). Chaperones shall receive the following and are expected to review the information before the field trip:

- A detailed map of the route including stops, and a schedule of the day's events.
- A list of student behavior expectations and consequences (all school policies should be enforced).
- Transportation Procedures.
- Emergency Information packets.

The teacher assigns all carpool, room, and tour groups which cannot be altered by chaperones or students. Chaperones not properly following the expectations and directions will not be permitted on future trips. Chaperones are expected to pay for themselves, and siblings are not permitted to attend field trips unless specifically invited.

Rules for the buses are listed in the General Policies section of this handbook under the heading [Transportation](#).

Last modified: 7 August 2024

16.12. Social Events

Lower Campus In-Class Celebrations

Parties

Teachers should ensure parents are aware of any food allergies or diet restrictions as parties are planned. Holiday parties may be given for Thanksgiving, Christmas, Valentine's Day, and Easter. Room parents are responsible for coordinating these with teachers.

Lower Campus parties should be limited to 30 minutes and take place toward the end of the day. The teacher is responsible for all activities related to an in-class party even if parents or students do the planning. Students are responsible for cleaning up after any parties.

School Sponsored Parties/Activities

GRACE students are expected to represent our school well wherever they go. We expect them to make good choices whether they are on campus socializing or representing our school at an outside venue. Note: THE GRACE CODE OF CONDUCT APPLIES TO ALL GRACE STUDENTS AND THEIR GUESTS.

School Sponsored Dances (High School)

- Students are welcome to arrive at 7:00 p.m.
- All students must be at the dance by 7:45 p.m., so please plan accordingly.
- Student dismissal is at 10:00 p.m. Parents can come to the venue to pick up and drive their students home if they want to leave early. -Otherwise, no student may leave until 10:00 p.m.
- Dress code checks will be conducted at the door. Ladies should be in their approved dress. Gentlemen should be in a dress shirt and dress pants.
- All outside guests must submit a Dance Guest -Form to Upper Campus administration prior to the dance.
- Outside guests must have their dresses approved prior to attendance at the dance.
- A small purse or clutch purse is acceptable for ladies. Backpacks, drawstring bags, fanny packs, large purses, and large bags are not allowed.
- The DJ has a list of songs approved by the administration, including songs added by the Student Prom Committee.
- Appropriate dancing and behavior must be followed at all times.
- Chaperones may ask students to sit out if there is inappropriate dancing.
- Students may not sit on each other's lap.
- An off-duty officer will also be at the dance to ensure student safety for the night.
- A breathalyzer will be available at the dance.
- No alcohol, tobacco products (including vaping), or any illegal substances.
- Students must stay in the dance hall for the entire dance. Students are not allowed to go to their cars.
- Students who leave the venue are not allowed to come back later.

Students will be asked to leave if they are suspected of:

- Drinking alcohol while on the premises OR having already drunk before coming in. A breathalyzer will be available at the dance.
- Smoking while on the premises OR having already smoked before coming in.
- Consuming illegal drugs while on the premises OR having already consumed them before coming in.
- Dancing inappropriately after having been warned.
- Disrespecting authority and not following the rules after having been warned.
- Creating an unsafe environment for others.
- Parents would be notified to pick up their child if they are asked to leave before the end of the dance.

Violations of these guidelines will result in being asked to leave the event and will include further consequences.

PTF and Non-Academic Events

PTF and Non-Academic Events are considered community-building events and should not be planned during instructional hours. These events should be planned across all grades and groups (elementary, middle school, high school).

Non-academic events are subject to the same level of review as field trips and should be submitted to the appropriate campus principal for approval. Upon principal approval, the event will be added to the GRACE master calendar, and appropriate facilities will be reserved.

PTF and non-academic event organizers are welcome to use GRACE facilities and resources (tables, chairs, tents for outdoor events, etc.) as they are available. Note: GRACE buses are not available for these events. Event organizers are responsible for pick-up, set-up, clean-up and return of any school items.

Organizers should plan to have volunteers within their group help with set-up and clean-up activities so that all GRACE facilities are restored to the condition they were in prior to the event.

Off-Campus Parties/Activities/Socials

When participating in off-campus activities, students are expected to conduct themselves in such a way as to reflect biblical principles of modesty, purity, obedience, and respect in both dress and speech as agreed to in the Conduct Commitment Form and handbook. Students who violate these rules and procedures are subject to disciplinary action.

GRACE also expects all parents to support the biblical standards of behavior as set forth in our Conduct Commitment. The school expects parents to respect GRACE and its families' Christian values. Parents should provide supervision that is consistent with those values whenever they are responsible for GRACE students.

Last modified: 7 August 2024

16.13. Student Council

The GRACE Student Council is a part of the National Student Council. Students seeking office must be in good standing with the school (no suspensions, etc.). They should display good Christian character and also be re-enrolled for the upcoming school year. The student council has assigned staff advisors.

Last modified: 31 July 2024

16.14. Student Dress Code Policy

GRACE Dress Code – Neat, Appropriate, Modest

We teach our young men and young ladies to live their lives for God's glory and His Kingdom. We desire to instill in them to be good stewards of their bodies and have their identity in Christ. Scripture is the ultimate authority and guides us toward righteous living. Genesis 1:27-28a says, So God created man in his image, in the image of God he created him; male and female he created them. And God blessed them. Psalm 139:14 says I praise you, for I am fearfully and wonderfully made. God created our bodies as a gift to honor Him and do His will.

General Guidelines

We strive to balance guidelines and freedom for both our male and female students, which are best for the school day. Our young men and young women should select clothes within our dress code and wear them appropriately. All of our students should be neat and well-groomed for the school day. All attire must be neat, modest, and appropriately sized – **not too small or tight and not too large or loose-fitting**.

Student dress code violations will be assessed upon entry into the building each morning. Any student wearing clothing that does not meet the GRACE Christian School guidelines must change their attire that day before they can attend class. If the student does not have another clothing item to change into, GRACE

will loan the student a clothing item so the student will be in dress code and can attend class.

Dress code violations that are detected in the classroom are considered a Level I infraction of the Student Code of Conduct. They will be addressed accordingly unless the student has incurred multiple dress code violations. If the student refuses to comply with changing into a dress code-appropriate item, the incident will be escalated to a Level II infraction of the Student Code of Conduct.

Students who are out of dress code will receive a warning, change, and the teacher will contact a parent or guardian. If the Dress Code violation is obvious the teacher will allow the student to change (if the student has a change of clothes). If the teacher is unsure whether the clothes meet the dress code, the student may be given a pass to the administration to be evaluated.

Dress Code Violation	Consequences
Dress Code Violation #1	Warning, Change, Contact Home
Dress Code Violation #2	Admin. Conference, Change, Contact Home
Dress Code Violation #3	Phone Call Home, Change, Lunch Detention, Administration enters Blackbaud Official Infraction
Dress Code Violation #4	Phone Call Home, Change, Administrative Detention, Administration enters Blackbaud Official Infraction
Dress Code Violation #5	Phone Call Home, Change, ISS, Administration enters Blackbaud Official Infraction

Dress Code Violation #6	Phone Call Home, Change, OSS, Administration enters Blackbaud Official Infraction
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*ISS-In School Suspension *OSS-Out of School Suspension

The student's Dress Code Violations and consequences will start over at the beginning of the next semester.

Dress Code Standards for Tops, Bottoms and Shoes

Students should look at the “**In-Dress Code Guidelines**” and select clothing that fits within the school standard. Please refer to the “Out of Dress Code Guidelines” below. If a student is unsure if they should wear a particular article of clothing, students should ask one of the Dean of Students (7-12) or Assistant Principal (TK-6) before wearing it to school. The administration has the final authority on the appropriateness of student attire and will ask students to change or call home to be within the dress code standards. Students who have a pattern of being out of the dress code will receive disciplinary action

according to our discipline progression.

In-Dress Code Tops (Shirts, T-Shirts, Collared Shirts, Sweaters, and Sweatshirts)

- GRACE t-shirts and sweatshirts
- Collared shirts that are plain in color, patterned and striped, or appropriate logos
- T-shirts that are plain in color, patterned and striped, and appropriate name-brand logos
- Sweatshirts and sweaters that are plain in color, patterned and striped, and appropriate name-brand logos
- Tops that have appropriate college/university logos, professional and college sports teams, and athletic logos are permitted

In-Dress Code Bottoms

- Appropriate khaki pants, chino pants, and jeans may be worn every day.
- Chino pants can be cargo or jogger-style pants (non-athletic)
- Pants should be appropriately sized, and sit securely at the waist
- Belts should be used if pants are unable to sit securely at the waist
- Leggings may only be worn under a dress code dress or skirt
- Athletic pants for PE class only

In-Dress Code Shorts

- Shorts should be appropriately sized and sit securely at the waist
- A student should be able to stand straight, with their arms by their side, and not have their fingertips reach past their shorts
- Appropriate khaki shorts, chino shorts, and jeans may be worn every day
- Athletic shorts for PE class only (GRACE PE shorts)

In-Dress Code Skirts and Dresses

- Skirts and dresses should be appropriately sized.
- A female student should be able to stand straight, with their arms by their side, and not have their fingertips reach past their skirt or dress.

In-Dress Code Shoes

- Shoes must be worn at all times.
- Sneakers, dress shoes, leather shoes, boat shoes, leather sandals, and Crocs with a strap
- Elementary school students must have heel straps or closed backs. Crocs must have a strap positioned behind the heel.

Out of Dress Code Guidelines for Tops, Bottoms and Shoes

Out of Dress Code Tops and Guidelines

- Inappropriate writing/graphics (including racial language or imagery, sexual language or imagery, violent language or imagery, or political language or imagery) or any idea or belief that goes against the Bible and its teaching is not acceptable.
- Tops should not have any politically focused attire for specific candidates or movements.
- Tops must be long enough to cover the midriff, and the bottom of the top must fit appropriately below the waistline at all times.
- A female student should be able to stand straight, with their arms raised above their head, and not have their midriff exposed.
- Tops should not be sleeveless or tank top-type shirts
- Tops must cover all parts of the chest and back
- Tops may not be sheer, show any undergarments, or come off the shoulder
- Plain white or gray undershirts, cropped tops, tank tops, and shirts from other high schools are not acceptable
- Tops should not have any reference to any pop culture, specific band, musician, concert tour, movies, actors, actresses, TV Shows, or restaurants.
- No athletic jerseys and t-shirt jerseys (NFL, NBA, NHL, etc)
- Tops shouldn't have graphics such as (Superheroes, cartoon characters, anime characters)
- GRACE athletic team uniforms
- If students choose to wear layers (with sweaters, jackets, sweatshirts), the shirt underneath the top layer must also be in dress code

Out of Dress Code Bottoms and Guidelines

- Holes, distress, or tears in jeans, pants, or shorts are not allowed
- Sweatpants, athletic pants, fleece pants, athletic joggers, yoga pants, spandex leggings, flannel pajamas, or athletic shorts are not allowed
- Pants, including jeans, must be loose-fitting. Fabrics may not be sheer; no undergarments or outline may show
- Students are not allowed to wear their GRACE team uniforms or team warm-ups

Shorts that are not appropriate:

- A student should be able to stand straight, with their arms by their side, and not have their fingertips reach past their shorts.
- Any type of athletic shorts, including shorts that are mesh, sweatpant material, yoga shorts, spandex, and shorts with large logos.
- Shorts should not have any logos on the front. (i.e., athletic logos, brands, or slogans)

Skirts and dresses that are not appropriate:

- Athletic skirts and dresses (i.e., tennis skirts/dresses are not permitted)
- A female student should be able to stand straight, with their arms by their side, and not have their fingertips reach past their dress or skirt.
- Leggings may only be worn under a dress code length skirt/dress, but the dress must not have their fingertips reach past the dress or skirts.
- For uneven hemlines, the shortest part of the hemline must not have the fingertips reach past their dress or skirts. Long shirts are not dresses.
- Dresses should not be sleeveless or tank top-type dresses
- Dresses must cover all parts of the chest and back
- Dresses may not be sheer, show any undergarments, or come off the shoulder

Out-of-Dress Code Shoes

- Athletic slide, non-leather flip flops, slippers*

Other Dress Code Guidelines

Grooming

- Hair/extension color should look natural (including color and highlights)
- Hair should be neat and well-groomed
- Hair should not cover the eyes
- Gentleman: Face must be clean-shaven (sideburns no longer than the bottom of the ear)
- MALE SENIORS ONLY: May have neat facial hair; must be well groomed

Accessories (Hats, Jewelry, etc.)

- Pierced ear jewelry is permitted. Gauges, multiple rings on the ears, large hoops, or any ring deemed indecent (size or style) by administration is prohibited. Students may not wear spiked or studded jewelry, including bracelets, chains, chokers, or rings. Body piercings or tattoos may not be visible at any time.
- Head coverings such as hats, bandanas, animal/character accessories, sweatbands, and hoods are not permitted inside the school.
- Sweatshirts with hoods may be worn, but the hood may not be worn while in the building.
- Sunglasses may only be worn inside in the case of a documented medical need.
- No blankets may be worn in the school.
- Male students should not dress in a way that represents them as a female student.
- Female students should not dress in a way that represents them as a male student.
- Face coverings (masks) have the same dress code guidelines as tops.

GRACE Spirit Day

These are fun days for our community, and it is fun to see students show their school pride. We ask students to be mindful of our dress code standards as they dress up. Even on special spirit days, athletic- type pants/ shorts or spandex leggings are only allowed if they are stated in the spirit day guidelines (for example, pajama day). Each Spirit Day will give out specific guidelines.

Change of Clothing

Students with two dress code infractions in a semester will be required to bring in two dress code outfits (top and bottom) to change into if there is another violation. The clothing must be labeled and put into a locker or stored by the classroom teacher. We also encourage students to have a change of clothes (extra top, bottom, belt, socks, etc.) in case of an emergency. If available, GRACE may provide students with a change of clothing to change into if needed.

The administration has the final authority on the appropriateness of student attire. If a student is unsure if they can wear a particular piece of clothing, they may ask the Assistant Principal (TK-6) or Dean of Students (7-12) for clarification before they wear it.

Dance Dress Code

Formal Dress Code Guidelines for Gentlemen

The following guidelines should be followed when renting or purchasing formal wear. The emphasis for all gentlemen is attire that is neat and appropriate for the occasion.

Gentlemen are required to wear formal clothes which follow these guidelines:

- Collared dress shirts with long sleeves worn with a tie or bow tie; suit with a tie or sport coat. (No sports shirts, golf shirts). (Ties/bowties are optional for homecoming but required for prom.)
- Collared dress shirts must be fully buttoned (one undone button under the collar is acceptable)
- Dress or formal pants with a belt
- No jeans, athletic pants, t-shirts, shorts, canes, or wallet chains
- No flip-flops, athletic slides, or slippers
- No baseball hats or head coverings

Male students should not dress in a way that represents them as a female student.

Formal Dress Code Guidelines for Ladies

The following guidelines should be followed when renting or purchasing formal wear. The emphasis for all ladies is formal wear attire that is modest and appropriate for the occasion.

Ladies are required to wear a formal dress, ladies' pantsuit, or jumper which includes these guidelines:

- Regardless of the neckline, attire must not reveal cleavage.
- Strapless dresses are appropriate when modest and properly fit.
- Dress length should be below fingertip length when shoulders are relaxed and arms straight. Lace or

sheer fabrics are not included in the fingertip length measurement. Hi-lo dresses are measured at the highest point of the opaque fabric (front, back, or side).

- Dress slits should be no more than four inches above the knee. The measurement is from the crease in the back of the knee to the highest portion of the slit.
- Midriffs must be completely covered (no see-through materials or cut-outs), and no two-piece dresses unless the top completely covers the skirt, even with arms raised.
- Dressbacks should be at or above the bra line.
- Backlines and sides must cover the torso, chest, and back and should be no lower than a normal bra strap.
- The sides of dresses must be solid with no cut-outs or sheer material.
- Dresses that are cut to be form-fitting must not be skin-tight.
- Ladies are permitted to wear a feminine pantsuit or jumper. Men's pant suits with a necktie should not be worn.
- Feminine pant suits or jumpers must meet the same coverage requirements as dresses.
- No flip-flops, athletic slides, or slippers.
- All formal dresses, pantsuits, and jumpers must go through the approval process.

The administration reserves the right to approve attire that is deemed modest and appropriate for the event. Female students should not dress in a way that represents them as a male student.

GRACE Athletics Game Day Attire

TEAM JERSEY TOPS

Team jersey tops can be worn for the OPENING HOME GAME and the LAST HOME GAME of the regular season. Team jersey tops can be worn for special events when approved by the Athletic Director, such as Senior Night, Tailgate Bash, Homecoming, and Play for Kay.

This applies to the following teams ONLY:

- JV and Varsity Football
- Girls Lacrosse
- Varsity Boys Tennis
- Varsity Boys Golf
- Varsity Boys and Girls Soccer
- MS Boys and Girls Soccer
- MS and Varsity Baseball

TEAM T-SHIRT, HOODIE, OR WARM-UP TOP:

Some jerseys do not conform to our school-day dress code standards (because of the nature of the uniform top), so in alignment with our current dress code policy, the following teams can wear a GRACE-approved team t-shirt, hoodie or warm-up top on game days:

- Volleyball
- Girls Tennis
- MS and Varsity Cross-Country
- Varsity Track & Field

- Cheerleading
- Basketball
- Swimming

In addition to this:

Any GRACE Athletics team can wear their team t-shirt, hoodie, or warm-up top on any game day. Student-athletes are NOT to wear sweatpants or warm-up pants on game days nor any pants or bottoms that do not align with the GRACE dress code policy.

Last modified: 19 August 2024

16.15. School Hours

Students are expected to arrive at school in sufficient time to be prepared for class. With the exception of authorized use of school property, students are expected to leave school premises within a reasonable time after school activities have concluded

- TK – 6th Grade classes are from 8:15 a.m. – 3:00 p.m.
- TK – 6th Grade students may enter the building at 7:40 a.m.
- TK – 6th Grade students may enter the classroom at 7:50 a.m.
- 7th – 12th Grade classes are from 8:00 a.m. – 3:15 p.m. There is a 7:55 a.m. warning bell.
- 7th – 12th Grade students may enter the building at 7:30 a.m.
- Early dismissal times are 11:45 a.m. for the Lower Campus (TK-6th) and 11:55 a.m. for the Upper Campus (7th-12th).
- Office hours are from 7:30 a.m. until 4:00 p.m.

Last modified: 28 July 2024

16.16. Before Care and After Care

Before Care

For the convenience of working parents who need to drop off students early, Before Care will be provided on the Lower Campus beginning at 7:40 a.m. and the Upper Campus beginning at 7:30 p.m. Lower Campus students should report to the Martin Gymnasium. Upper Campus students should report to the Student Center. Parents will not be allowed to enter the building during morning carpool.

After Care

After Care is provided from 3:00 p.m. until 6:00 p.m. for grades TK-6, and from 3:15 p.m. until 6:00 p.m. for grades 7–12. Parents interested in this program should register their students in advance. Online signups are accessible through Blackbaud [forms](#). A fee is charged for this service and an additional charge is levied for students picked up late. Drop-ins are allowed on the Upper Campus and parents are charged for this service.

After Care Closings – After Care is closed for all students on the following holidays: Labor Day, Veterans Day, Thanksgiving Holiday, Christmas Holiday, Martin Luther King Jr. Day, Presidents Day, and Easter Holiday.

After Care Sick Policy – Our After Care policy is the same as the regular school day. If your child becomes ill, you will be contacted by the After Care staff to arrange immediate pick-up.

After Care Snacks – **After Care does not provide daily snacks.** Please provide an appropriate snack and extra water bottle for each regular school day and a lunch and snack on early dismissal days.

Last modified: 28 July 2024

16.17. Release of Students

For the safety and security of our students the following procedures have been adopted:

- Teachers are instructed not to release a student to anyone until the office calls for the student. The teachers and principal have the responsibility and custody of all students while they are in school.
- Parents must sign students out in the lobby or office before they are released from the classroom.
- Students who need to leave early for any reason must be signed out no later than 2:30 p.m. on the Lower Campus or 3:00 p.m. on the Upper Campus.
- Parents must email the school no later than 12:00 if a student will be leaving early or will have a change in carpool. Emails may be sent to TK6attendance@gracechristian.net (for TK-6th grade) or 712attendance@gracechristian.net (for 7th–12th grade), and the reason should be stated therein. Parents of Lower Campus students should also copy the teacher on the email so that they are aware of the potential disruption of the student's daily schedule.
- If a student's dismissal plans need to be changed after 12:00 p.m., the parent should call the front desk for assistance.
- A child will not be released to anyone other than the individuals authorized by the legal parent or guardian. A parent note to the teacher must be sent if the child is to ride in a different carpool. Custodial parents must submit a copy of the current custody document, which will be kept on file with the student record.
- Anyone who is not on the authorized list, a parent must email tk6attendance@gracechristian.net or 712attendance@gracechristian.net giving permission and naming the person and that the person must show an ID.
- Students who will be picked up by car services (Uber) must have a parent contact the attendance office via email before dismissal to express written permission to do so.
- Students who drive to school may only leave early or for appointments with written parental permission. The permission should be delivered to the front desk receptionist before school or by emailing 712attendance@gracechristian.net. The student should sign out before leaving and sign back in when returning. **A telephone call is not sufficient.**
- **We do not have an open lunch policy for high school students.** Students who have appointments during the lunch hour should present a note stating the reason for check out. **Parents may not permit their upper-campus students to leave campus for lunch.**

Early Dismissal for Seniors

Seniors who receive academic approval from both the Principal and the Director of College Counseling, along with parental permission, may, if their schedules permit, arrive late to school or leave early for the following purposes. Before leaving campus, students must complete and submit the [Permission for Late Arrival/Early Dismissal Form](#) to the office.

- Late Arrival due to a first period Study Hall
- Early Dismissal due to a last period Study Hall
- Early Dismissal due to work, internship, apprenticeship, etc.
- Early Dismissal due to dual-enrollment college courses
- See forms section for Arrive Late / Early Dismissal Form

Last modified: 6 August 2024

16.18. GRACE Technology Devices Acceptable Use Policy

All technology resources are the property of GRACE including information stored on school devices and cloud-based accounts. The use of GRACE technology resources is a privilege, not a right. Students are expected to follow school guidelines in the use and care of devices and other technology resources. the following guidelines for device use. These guidelines include device safety and security, digital citizenship, classroom rules of conduct, device monitoring, and the care and handling of school owned devices. Each subsection is detailed below.

Last modified: 31 July 2024

16.18.1. Parental Responsibility

- Parents are responsible for reviewing this GRACE Devices Acceptable Use Policy with their child.
- Parents are responsible for monitoring their child's internet activities on a regular basis. Filtering reports that show when and what internet sites the student has accessed at school and at home are available for review upon request.
- Parents are responsible for monitoring the media their child may access on their device to ensure it meets family guidelines.
- It is strongly suggested that parents allow students to only use devices in a common area where activities can be monitored.
- Parents have the right to inspect and review a student's device at any time and should have full access to the device, including student's passwords.
- Parents are expected to pay for any repair or replacement costs due to negligence or abuse of the device that is not covered by the warranty.

Last modified: 31 July 2024

16.18.2. Student Responsibility

GRACE Christian School provides students access to technology as a means to promote achievement and provide diverse educational opportunities. However, the use of these resources is a privilege, not a right. Specifically, the student will adhere to the following guidelines for device use. These guidelines include device safety and security, digital citizenship, classroom rules of conduct, and the care and handling of school owned devices. Each subsection is detailed below.

Student Classroom Guidelines

- The student should arrive at school each day with a fully charged device. **Failure to charge the device is equivalent to not being prepared for class and will be considered a discipline offense.**
- When entering a class, the student should not open the device without teacher permission.
- The student should close the device when it is left unattended on the desk or when asked to by the teacher.
- Laptop use in study halls is for instructional purposes unless permission is granted by a faculty member.
- Middle school students are not permitted to use their GRACE MacBook or iPad during lunch.
- Headphones are prohibited in class unless permission is granted by a faculty member.

Student Digital Citizenship

- Students' online conduct should always be responsible, ethical, and polite. Cyber Bullying, such as personal attacks or threats made by or against our students, are to be reported to responsible school personnel immediately.
- Students should use appropriate language in all communications and avoid profanity, obscenity, and offensive or inflammatory speech in chat and within social media posts.
- Consuming or seeking out obscene and explicit materials, including graphic and violent images, pornography, vulgar media (music, TV, movies, games, podcasts, or books), are prohibited and subject to disciplinary action. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.
- Inappropriate use of the device camera is prohibited.
- Inappropriate sites will be filtered and blocked. A student should always report an inappropriate website accessed accidentally so that the IT Department can correct the problem and the student will not incur an internet violation.
- Students are not to download VPNs or alternate browsers attempting to go around the GRACE installed content filtering.
- Copyright: Illegal use or transfer of copyrighted materials is prohibited. The student will follow copyright laws and should only download files that he or she is authorized and legally permitted to reproduce.
- The student should not attempt to access networks beyond their authorized access. This is hacking, and it is highly prohibited.
- The student may only use his or her school issued MacBook or iPad and charger. Personal devices are not permitted on campus. Use of another student's device is prohibited.
- Account security: The student may not use another person's password or account. The student will not share passwords or attempt to discover passwords and will make every effort to keep all passwords secure and private. Sharing a password could make the student liable if problems arise with its use and could be subject to disciplinary action. The student must not reveal identifying information, files, or communications through the internet.

- The student will not connect any personal technologies such as devices and workstations, wireless access points and routers, etc. to school owned and maintained networks. Connection of personal devices such as iPads, smart phones, personal computers and printers are permitted but not supported by GRACE technical staff. Home internet use is the responsibility of the student both in cost and configuration.

Student Device Care and Handling

- The student is responsible for the device at all times and may not leave it unattended.
- The device must remain in the approved case at all times. The device will be taken if the student fails to use the case and will be returned once the case is put back on.
- Unsupervised devices must be secured in a place safe from theft or damage.
- The student is responsible for regularly backing up school documents in a physical location (flash drive, external hard drive, device folder) as well as in the Cloud (Google Drive or OneDrive). This precaution is necessary so that if a device is damaged, students are always able to retrieve their work. **Failure to back up documents does not constitute an excuse for not turning work in on time.** The student will abide by the following care and handling expectations:
 - Do not eat or drink near the device.
 - Do not allow pets near the device.
 - Do not use the device near water.
 - Do not use the device near flames, candles, or fire.
 - Do not leave the device near table or desk edges, on the floor, or in sitting areas.
 - Do not stack items on top of the device.
 - Do not check the device as luggage at the airport.
 - Do not tamper with hardware or software.
 - Do not close any items in the glass/lid of your device.
 - Do not damage or vandalize technology tools.
 - Do not remove school identification or name tags from the device.
 - Do not install alternative browsers or VPN, or hamper school installed security software.
 - Do not mark the device in any way.
 - Do not use water or other cleaning solutions on the device. Wipes that are designed for cleaning electronic screens may be used on screens.
 - Do not carry the computer by the screen

Last modified: 31 July 2024

16.18.3. Offenses and Consequences

Misuse of technology results in the discipline, legal, and/or monetary consequences listed below. All offenses will be tracked using the discipline section of Blackbaud. Offenses outside of this list will be reviewed by GRACE Administration to determine the appropriate consequence. All offenses/warnings are cumulative. In cases where the consequence is “To Be Determined,” the consequence will be assessed depending on the individual situation.

Offense	Consequence
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Not following school rules in regards to device policies, including inappropriate websites.	To be determined by administration
Misusing the device as per teacher instruction	1st Offense: Verbal warning 2nd Offense: Taken for class period and parent contacted 3rd Offense: To be determined by administration
Transporting device without the appropriate case	1st Offense: Verbal warning 2nd Offense: Taken for class period and parent contacted 3rd Offense: To be determined by administration
Physically damaging or sabotaging any school-owned device	To be determined by administration. Appropriate fees will apply
Leaving device at home, not having device charged, or having no power supply	Alternative assignments and classwork must be completed at home

Further Consequences May Include:

- The device will not be allowed to be taken home and must be checked out from the help desk each morning and checked back in at the end of the school day.
- The device will only be allowed to be used at certain times of day or in certain classes as determined by the Administration.
- Detentions or other consequences may be assessed.
- A conference with administration, parents, and students will be held.
- In cases of abuse or misuse, appropriate fees may be assessed.
- Total loss of the use of the device may be necessary.

Last modified: 6 August 2024

16.18.4. Terms of Device Loan

Loan Period: Devices will be issued to 5th – 12th grade students at the distribution/orientation session at the beginning of the school year. The device must be returned, with the accompanying power supply and case, at the collection time at the end of the school year.

Acceptable Use: The student should comply at all times with all information communicated within this GRACE Device Acceptable Use Policy. Any failure to comply ends the student's rights of possession effective immediately. The student will also be subject to disciplinary action. Continued student's use will be subject to determination by the administration.

Liability: If the property is not returned or is damaged, the student is responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed and provided to the technology department. If the device is lost because of negligence (as determined by the IT Department), the student is responsible for the full replacement cost of the device. Any device not returned at the end of the school year or when the student leaves GRACE, will be reported to authorities as stolen.

Repossession: If the student does not timely and fully comply with all terms of this agreement, GRACE has the right to retrieve the device at any time.

Scheduled Evaluations: Regular inspections of the device will occur. A student with a damaged device who fails to report the damage will be subject to fines and to discipline.

Device Security: Each device has two kinds of security installed and configured on it.

- *Software and Configuration Security* is in place to prevent downloading or installing software, removing software, and changing system settings. Attempts to bypass or hamper the security software will be addressed by administration.
- *Internet Filtering Security* automatically filters all student access to the internet both at school and at home. Reports that show when and what internet sites the student has accessed at school and at home are available for review with this filter package upon request.

Last modified: 31 July 2024

16.18.5. Device Difficulties or Damages

The student is responsible for reporting any technical issues affecting the performance of the device to the teacher in the classroom or to a member of the technical staff or administration. This needs to occur in a timely manner.

All physical damage must be reported immediately to a responsible adult. It then must be reported to the IT Department as soon as possible. The IT Department will arrange for repair and a loaner device as needed.

Maintenance & Repair Information

If a device is deemed intentionally damaged, or if damages are not covered by the manufacturer's warranty, the student is responsible for the full cost of the repair. If a student damages a device continually, the incident will be thoroughly reviewed to determine if additional consequences or restrictions will be needed.

Several Restrictions Apply:

- Dishonest, Fraudulent, Intentional or Criminal Acts: Will not pay if damage or loss occurs in conjunction with dishonest, fraudulent, intentional, or criminal acts.
- Misuse and abuse due to negligence: Will not pay if damage occurs in conjunction with not following the guidelines outlined within this document.
- Loss: The student who loses his or her device will be responsible for the full replacement cost.
- Payment and Repair Fees: All repair fees must be paid in full before a device will be returned or reissued.

Loaner Devices

GRACE is committed to students continuing work when encountering technology problems. The GRACE IT Department will attempt to repair the malfunctioning device as quickly as possible. If available, a loaner device will be issued for the student to use while the affected device is repaired and returned.

16.18.6. Statement of Parent/Student Agreement

Annually, all students and parents are required to sign an agreement regarding the GRACE Devices Acceptable Use Policy which states the following:

By signing this agreement, we (both students and parents) agree to abide by the conditions outlined in the GRACE Devices Acceptable Use Policy, as well as outlined in the Student Handbook. We assume responsibility for the care and proper use of GRACE technology, including backing up personal data.

GRACE Christian School is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions, or reasons beyond the school's control.

Information obtained via the internet and other sources using GRACE technologies is not guaranteed as to its accuracy or quality. We understand that should we fail to honor all the terms of this policy, future internet and other electronic media accessibility may be denied. Furthermore, students may be subject to disciplinary action outlined in the GRACE Christian School Parent/Student Handbook and, if applicable, their device may be recalled. We as a family accept responsibility for abiding by the terms and conditions outlined for using these resources for educational purposes. We acknowledge that we are financially responsible to pay for any repair or replacement cost due to negligence or abuse of the student devices as set in the Student Handbook.

This agreement is included in and is required to be "signed" by each parent and student through Blackbaud.

Last modified: 31 July 2024

16.19. Student Behavior Policy

Philosophy

A significant part of GRACE Christian School's mission is to develop a loving community. Primarily, we want each student to grow in "loving God with all of his or her heart, soul, mind and strength" (Mark 12:30) and to also grow in "loving one's neighbor as oneself" (Mark 12:31). Discipline is central to this process, for the Scriptures emphasize that "God disciplines those He loves" (Deut. 8:5; Heb. 12:5-11), in order that we might grow in holiness and righteousness; thus, reflecting His nature and bringing Him the honor, renown, and glory that He is due, as evidenced through our daily lives.

As Christ taught, the central evidence of our love for Him will be responding to His love for us with growing obedience. Similarly, our love for each other will be marked by "considering others as more significant than ourselves, as well as not just looking out for our interests, but also for the interests of others" (Phil. 2:3-4), which is established in Jesus' example.

With this understanding established, discipleship at GRACE is viewed as both a process and a product. God

expects parents and other authorities to train children so as to produce Christ-followers continually becoming more self-disciplined and requiring less supervision as they mature.

God-given responsibilities in the discipline process exist not only for parents and teachers; they also exist for students. During school hours and at other school-related and school-supervised functions, students are expected to respond to school faculty and staff members with obedience in heart and action, as well as being respectful in nature. Any failure to maintain a Biblical attitude of respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary action which is appropriate for the violation. GRACE expects parents to support the administration in such disciplinary action by at least encouraging obedience and respectfulness towards the actions of the school's designated authority. (Rom. 13:1).

GRACE Christian School exists to partner with parents in their God-given responsibilities, especially in developing whole-hearted followers and lovers of Christ. GRACE assumes parents will direct and discipline their children with these goals in sight. Similarly, GRACE will pursue these same ends. If parents choose to follow a different course in directing and disciplining their children, then parents and students should realize that GRACE Christian School may not be the choice for them.

GRACE Christian school desires to work with students to see them develop as whole-hearted followers of Christ who love Him with all of who they are and who love others well. In handling discipline and discipleship, forgiveness is an integral part of the process, but forgiveness does not do away with or alleviate consequences for actions. This is in keeping with the Lord's discipline of us because of His great love for us, and more importantly in order that He is duly honored in and by our lives. The Scriptures reinforce that grace is extended to us when we humble ourselves (Prov. 3:34; James 4:6; I Peter 5:5).

Repentance is the conduit through which we receive grace for forgiveness of sin and enabling us to live in His ways.

Counseling through challenging situations

We strive to disciple, mentor and guide students through many different circumstances, incidents and situations. Our goal is to point our students to Christ and to treasure Him above all things. While students are at GRACE, there will be times when a student will struggle in a variety of matters. We are here to partner with parents, counsel the student, and give them additional support when needed.

If a student is struggling with mental health, we encourage the student to reach out to talk to the school guidance counselor. If additional support is needed beyond the care of GRACE, outside resources may be recommended and a contract will be made to help support the student at GRACE. If it is deemed necessary for the student to be absent from GRACE for a period of time to be evaluated, a re-entry plan will be put in place by the school. If a student has expressed that they intend to inflict self-harm, a formalized suicide assessment will be required and communicated as we form a plan for re-entry to GRACE or point the family to another school or facility that is better equipped to help the student.

If a student is struggling with a pattern of behavior that is contrary to Scripture, we will provide counsel and pastoral care to the student. We encourage our students to ask questions, seek wisdom and develop a Biblical Worldview while they are students at GRACE. We have many great interactions with students as we mentor and disciple them. If the student has expressed an unwillingness to this counsel or a continued pattern of behavior

that is contrary to our handbook, we may have to ask the student to withdraw as we are no longer able to partner as a school and the family at this time.

While students are at GRACE, we have a heart to guide them in a way that is honoring to the Lord and gives glory and honor to Him. We appreciate the support and partnership with students and parents.

Last modified: 28 July 2024

16.19.1. Student Code of Conduct

GRACE Christian School is committed to the philosophy and principles of Christian education. Student conduct which works against school philosophy, will not be condoned. The guidelines listed herein are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. GRACE students will be held accountable for their actions at all times, 24/7, on or off campus. As it relates to social media, student online profiles and posts should be in alignment with the GRACE Code of Conduct and should be consistent with the GRACE standard and lifestyle. Posts by GRACE students that are deemed inappropriate or degrading of others may result in disciplinary action. We trust that our students will respond with positive attitudes and conduct. Students and parents are required to sign a Conduct Commitment form and return it to the designated teacher during the first week of school. These forms will be kept on file in the office.

GRACE students should be committed to the Christian standards of behavior. Daily actions should be guided by I Timothy 4:12, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity."

As a member of the GRACE student body, students must promise to uphold the following standards of behavior whether on or off campus at all times:

Reverence /Respect

Display respect for school rules, those in authority, and others, including peers & classmates. Respect for the authority of any staff member at any time either in or out of school is expected of each student. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion. Respect should always be displayed for persons of differing races, religions, sex, nationalities, and abilities. Conduct and attitude should be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.

Privacy

Respect the privacy of others by avoiding behavior of a physical, romantic, or overly affectionate nature; avoiding conversation of a personal nature about others; avoiding the private space and belongings of others.

Integrity

Maintain Christian standards of integrity and honesty in academics, relationships, and accountability.

Purity

Maintain a temple appropriate for the indwelling Holy Spirit in thought, word and deed.

Civic Responsibility

Use school, church, and public property carefully. School property shall be protected. Malicious or careless defacing or damaging of school property which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardians. This includes the chewing of gum since it can cause destruction of school property.

Last modified: 28 July 2024

16.19.2. Investigation and Confidentiality

The administration will investigate violations of the school discipline policy and will take appropriate and prayerful action as deemed necessary.

GRACE reserves the right to conduct a search of any student's personal property when there is reasonable cause to believe they have possession of illegal or unauthorized materials. Student lockers are the property of GRACE and are loaned to students for their use. GRACE reserves the right to inspect lockers and their contents at any time deemed necessary by the administration. If any illegal or unauthorized items are found, such items will be confiscated. Local law enforcement will be contacted in the event that illegal items are discovered.

Parents may be required to attend a meeting where the violation will be discussed. Failure to answer an inquiry fully and truthfully during the course of an investigation concerning a violation of school discipline policy constitutes obstruction of such investigation and is grounds for discipline itself.

Persons may provide information confidentially if they desire. However, uncorroborated information provided in such a manner will not be the sole basis for disciplinary action. There is no right to receive the identity of any individual providing information that forms a basis for disciplinary action.

Last modified: 31 July 2024

16.19.3. Violation of Rules and Procedures

All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), appropriate discipline, restoration of fellowship, etc. GRACE does not administer corporal punishment. Discipline is to be based on the student's attitude and circumstances.

Any violation of school rules or procedures (including violations occurring during a "prank") may subject the student to disciplinary action including, but not necessarily limited to, reprimand, detention, removal from leadership and extracurricular activities, suspension, or expulsion. A student may also be required to be placed on a Behavior Management Plan. In all circumstances, the teacher maintains primary responsibility for administering the school discipline policy with administrative support as deemed necessary.

A student under discipline or expulsion may be precluded from returning to school property or attending school-related events, including but not limited to homecoming, prom, athletic events, etc.

GRACE reserves the right to report offenses that may constitute a violation of criminal laws to the proper authorities and to press charges against the student if the situation warrants.

GRACE reserves the right to deny continued enrollment or re-admission to any student whose actions demonstrate that it is not in the school's best interest to do so. The determination of whether it is in the school's best interest to allow continued enrollment or re-admission is at the school's discretion.

The administration is responsible for determining penalties for these offenses. Penalties may include apologies, restitution, detention, suspension, expulsion, loss of graduation or other privileges, or other appropriate measures. Additionally, community service projects may be assigned as part of the discipline/ restoration process.

Last modified: 16 July 2025

16.19.4. Discipline Progression

This structure provides a general framework for understanding disciplinary expectations at GRACE. As such, it is a general framework, and the administration/staff reserve the right to discipline each situation as they believe are in the best interests of the Kingdom, GRACE, and the student. Consequences for technology violations may range from Level I to Level V, depending on the severity of the offense.

Level I

All Grades: Classroom Discipline

The Administration provides each classroom teacher guidelines to handle minor classroom offenses.

- 1st Offense: Verbal Warning
- 2nd Offense: Redirection
- 3rd Offense: Parent Signed Reflection (Lower Campus) or Student written action plan (Upper Campus)

Level I offenses that may result in Classroom Discipline may include, but are not limited to:

- Classroom disruption
- Disobedience/defiance
- Disorderly conduct
- Dress code violation
- Minor technology violation
- Not completing assigned work

Level II

TK-6th Grade – Administrative Discipline

The Lower Campus Administration supports discipline policies established by classroom teachers. At times a student may reach the level on the classroom management plan that requires a visit to the office. For some students, this may be a conversation with an administrator to correct the behavior or address the classroom discipline issue. For some offenses, additional administrative discipline is required.

Level II offenses that may result in Administrative Discipline may include, but are not limited to:

- Inappropriate language (profanity, obscene, inflammatory language or gestures)
- Intentionally being in an unsupervised area; avoiding staff/faculty supervision
- More than 3 technology violations
- Repeated Level 1 offenses after parent contact
- Use of physical force to resolve conflict

7th-12th Grade – Administrative Detention

Administrative detentions will be served on specified days. If a student cannot make the detention, they will need to serve two detentions to make up for the one. Students are to be on time for their detention, or they will face additional discipline. Issues leading to a detention can include, but are not limited to:

- Repetitive classroom issues such as: disruption of class; chewing gum; food/drink in class, etc.
- Inappropriate behavior
- Inappropriate language
- Outside of class without permission
- Repetitive school offenses, including technology and dress code violations
- Public displays of affection
- Loitering after school
- Intentionally being in an unsupervised area; avoiding staff/faculty supervision
- Accumulated more than 6 tardies in a semester
- Three dress code violations in a semester

Level III

TK-6th – Detention

Administration may determine that the next level of discipline is detention. Administrative detention will be served on specific days. If after school detention is required, the school will provide parents 24-hour notice so that arrangements can be made. Students are to be on time for their detention, or they will face additional discipline.

Level III Some offenses that may result in detention may include, but are not limited to:

- Bullying: either physical, cyber, or verbal
- Destruction of school property
- Hoarseplaying resulting in injury
- Disrespect to a faculty or staff member
- Excessive tardies
- Inappropriate behavior/gestures
- Lying

- Possession of toy or simulated weapons
- Repeated Level 1 or 2 offenses
- Repeated dress code violations
- Stealing
- Weapon Facsimile

Repeated misbehavior may result in a student being placed on probation.

7th-12th Grade – Administrative Detention

Administration may determine that the next level of discipline is detention. Administrative detention will be served on specific days. If after school detention is required, the school will provide parents 24-hour notice so that arrangements can be made. Students are to be on time for their detention, or they will face additional discipline.

Level III Some offenses that may result in detention may include, but are not limited to:

- Destruction of school property
- Violation of standardized testing guidelines
- Persistent disruptive behavior
- Repeated level 2 infractions
- Disrespect to a faculty or staff member
- Skipping class/school
- Leaving school without permission
- Profane, obscene, or vulgar language
- Lying
- Weapon Facsimile

Level IV: Suspension or Expulsion

TK-12th Grade – Suspension

Any student violating level IV disciplinary offenses will be subject to suspension from GRACE Christian School. The period of suspension is at the discretion of the administration depending on the severity of the infraction. The offending student may be given off-campus suspension, in-school suspension, or a virtual instruction only option at the administration's discretion with the inclusion of additional consequences as determined by the administration. Students serving suspension will be required to make up all work missed during the suspension. Tests and quizzes must be taken in the office at the same time as the regular class. All make-up work, other than the tests or quizzes completed during the suspension period, must be handed in to the student's respective teachers on the first day the student returns to class after the suspension.

Make-up work will be graded without penalty if handed in on time. Although work may be made up, suspensions are unexcused absences. Students serving an in-school suspension will be required to pay a \$50 administrative fee per day of suspension. The fee will be billed through Blackbaud. During the duration of a suspension, students may not participate in or attend any school activities, including athletics (games and practices), dances, theater productions, etc.

Level IV offenses that may result in suspension or expulsion can include, but are not limited to:

- Cheating, plagiarism, forgery, and copying homework (subsequent offenses)
- Bullying: either physical, cyber or verbal
- Stalking: either physical or cyber including text, emails, DMs, social media etc.
- Fighting
- Retaliation
- Eighteen tardies in a semester
- Repeated level 3 infractions
- Unauthorized use and/or entry of computer files, including by-passing any security measure installed (such as a VPN or personal device hotspots) on computers without faculty permission. In addition to suspension, the student will receive a zero on the test or assignment.
- Possession, use, supplying, or selling of tobacco, tobacco products, alcohol, or illegal drugs
- Defiance
- Possession of pornography; computer/internet use for pornographic, defiant, malicious, or vicious purposes
- Selling or supplying prescribed drugs
- Improper use of over-the-counter drugs or prescription drugs on or off school property
- Harassment or threats related to the school environment and/or to people
- Sexual misconduct
- Contact of a sexual nature
- Verbal abuse of a sexual nature
- Sexual innuendos and gestures
- Other serious sexual misconduct
- Possession or use of a weapon in a threatening or dangerous manner which is perceived to be capable of inflicting physical harm
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device of any type, whether loaded or unloaded, on school property or at any school-related activity
- Repeated violations of discipline
- Immoral or illegal activities
- Obstruction of an investigation concerning a violation of school discipline policy
- Vandalism
- Theft
- Racist behavior, language, or symbolism

Level V: Expulsion

TK-12th Grade – Expulsion

At the discretion of the administration, students may be given the opportunity to withdraw from GRACE rather than face expulsion. Students who are asked to withdraw under these circumstances may not be present on campus for any activities without the express permission of the administration.

Expulsion is the last resort of disciplinary action. Expulsion of a student will be determined by a division- level principal and the Head of School. Grounds for expulsion include any serious misconduct or pattern of behavior in violation of the Code of Conduct as described previously. Expelled students are to leave the campus immediately

and are not to return without permission of the administration. Expelled students forfeit the tuition for the remainder of the semester in which the action takes place.

Restoration after Expulsion

All requests for re-admittance to GRACE after an expulsion will be considered on a case by case basis, and the decision of the administration is final. Guidelines for student restoration after an expulsion are as follows:

- Any student requesting re-admittance to GRACE after an expulsion must make an application for admittance as a new student.
- A student's request will not qualify for consideration until a minimum of one year has passed since the expulsion.
- The administration may require that the student receive counseling by a pastoral counselor or licensed professional counselor approved by both the family and the school, and may require monthly progress reports to the administration for six months and then quarterly thereafter.
- Any student allowed to return to GRACE following an expulsion will return on probation status.
- Conditions for the probation will be determined on a case by case basis by the administration.
- Appropriate apologies and restitution will be required as deemed necessary by the administration.
- The requesting student and parents will be required to meet with members of the administrative team prior to any re-admittance.
- The student will be required to submit a letter to the administrative team, detailing lessons learned, repentant heart and behavioral commitments if allowed to return to GRACE by the administration.

Last modified: 8 August 2024

16.20. Cheating / Plagiarism

Plagiarism is defined as the presentation of another person's ideas, phrases, or words as the student's own work (including Cliff Notes, online essays, internet research, another student's work, or using Artificial Intelligence (AI) and claiming it as your own original work). A student sharing their work is as much at fault as the one receiving it, and will receive the same consequence. Students should not email or share their work with other students as this is cheating. The use of online translators for foreign language work is prohibited.

Lower Campus

On the Lower Campus, plagiarism/cheating/copying will be handled on a case-by-case basis. There is a developmental gap between our youngest and oldest students, so there will also be a disparity in how these types of situations will be handled. Older students will be held to a standard more closely tied to what is outlined on the Upper Campus. Our ultimate goal is to foster growth and maturity in each student. These situations can be great learning opportunities in the lower grades.

Lying – intentionally misleading or giving false information to a classmate, teacher, or staff member through actions, statements, written word, or objects.

Cheating – acting dishonestly or unfairly in order to gain an advantage. (ex. Looking at your notes during a test, copying work from a friend or letting a friend copying work, sharing answers before, during, or after a test, using a calculator when not allowed, etc)

Plagiarism – taking someone else's work or ideas and passing them off as one's own. This can come in the form

of copying directly from a book, magazine, internet, or a classmate's work or using someone's idea without citation. (Definitions taken from New Oxford American Dictionary)

In order to prepare 6th-grade students for Upper Campus, at the start of the 2nd semester, cheating/ plagiarism will be handled following 7th-12th grade student guidelines.

Upper Campus

Inadequate Paraphrasing

The student loses 10 percentage points.

Plagiarism/Cheating/Copying/Unacceptable Collaboration

- 1st offense – Zero on the assignment, phone contact with parents by the teacher, student conference with administration.
- 2nd offense – Zero on the assignment and day of suspension, phone contact with parents by administration.
- 3rd offense – Zero on the assignment, 3 days of suspension, administrative conference with student and parents.

Disciplinary Procedures

All discipline will be handled on a case by case basis and as is developmentally appropriate. Teachers will verify to make sure there has truly been a violation of honesty. Teachers will refer the student in violation to the Assistant Principal, Deans of Students, or Principal with all information in written form. The Assistant Principal, Deans of Students or Principal will talk with the student and determine the appropriate consequence. The student's disciplinary history and the nature of the offense will be taken into account when consequences are given. Parents will be notified through a phone call or email.

Last modified: 28 July 2024

16.20.1. Bullying Prevention and Intervention Plan

Bullying Prevention and Awareness

At GRACE Christian School, we believe that each student is a unique and special creation of God and should be treated as one of God's image bearers (Gen 1:26, 27). GRACE is purposeful in striving to create a safe learning environment for all students to be free from bullying behaviors. GRACE takes a proactive approach through intentional bullying prevention and awareness among students, staff, and our school community.

Bullying is defined as "the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological. It can happen

face-to-face or online.” Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.

There are three types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone’s things
- Making mean or rude hand gestures

GRACE uses specific bullying prevention and awareness approaches in the classroom, chapel services, and staff to student education, including the following:

- Using scripts and role plays to develop skills;
- Students are encouraged to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance and not remaining a silent bystander;
- Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- Emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
- Enhancing students’ skills for engaging in healthy relationships and respectful communications, and engaging students in a safe, supportive school environment that respects diversity and difference.

Reporting Bullying Situations by Students, Parents/Guardians, and Others

GRACE Christian School expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee immediately.

Reports may be made verbally or in writing to the principal, teacher, or other staff member.

Students, parents, guardians, and others may request assistance from a staff member to complete a written report. Anonymous reporting will be investigated, but no disciplinary action will be taken against an alleged aggressor solely based on an anonymous report. Students will be provided with practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with the principal or designee.

Teacher and Administration Responses to Bullying

Teacher and administration responses to a bullying situation or a report of a bullying situation will include the following:

Ensure the safety of the targeted student

- Teachers will alert the principal or designee immediately
- The principal or designee will investigate the situation to determine if the behavior meets the definition of bullying or if it is an isolated incident that can be resolved.
- If behaviors constitute bullying, the following appropriate action/s will be implemented:
 - Meeting with the targeted student and the student exhibiting bullying behavior, separately with the principal or designee. The target will not be forced to meet with the other student.
 - Promoting safety for the targeted student and others
 - Prohibiting retaliatory action
 - Supporting the continued safety of the targeted student by developing an action plan should bullying behavior continue in the future
 - Communication by the principal or designee with all teachers and administration of the students involved so the targeted student has assistance if needed throughout the school day
 - Communication with the principal or designee and the parents of both students involved in the bullying situation to provide resources on how to help their student navigate the situation
 - Teaching appropriate behavior through skills-building and continued counsel with appropriate staff
 - Disciplinary actions as outlined in the handbook**

Last modified: 31 July 2024

17. Health and Safety

17.1. Emergency Drills

GRACE ensures its staff and students are well-trained in following appropriate procedures in case of an emergency. These procedures include fire drills, tornado drills, emergency evacuations, and lockdowns. Fire drills are practiced each month.

GRACE meets the safety standards set forth by the State of North Carolina's fire, health, and safety departments and is registered with and meets the requirements set forth by the State of North Carolina's Department of Non-Public Education.

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17.2. School Nurse

GRACE has a full-time school nurse who assists in health promotion and education, provides evaluation and care for students with an illness or injury, manages and administers student medications, and works in partnership with teachers and the lunchroom staff regarding food allergies. While the nurse supports all students TK-12, the nurse's office is located on the Lower Campus, and the nurse is called to the Upper Campus for illness and injury evaluation on an as-needed basis.

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17.3. First Aid

All GRACE faculty and staff members are required to attend CPR/EpiPen/First Aid training classes taught by the American Red Cross. Defibrillators are strategically placed on each campus at easily accessible locations in the event of an emergency.

If a student is injured, he/she will be sent to the nurse's or healthcare office. If unable to safely move to the office, the nurse will be called to come to the student. If the injury is serious enough to warrant a call to the parent or emergency personnel, the supervising teacher will complete a student injury/accident report.

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17.4. Allergies

Parents of children with allergies are expected to provide GRACE with complete information regarding their child's condition and what steps should be followed in the event of an allergic reaction. Please complete an Allergy/ Asthma Action Plan form if your child has a food or significant environmental allergy.

Lower Campus Allergy Table – The Lower Campus lunchroom has a table designated as an "Allergy Table" for students with severe nut allergies. This table is a nut-free zone and cleaned prior to use each day. A child with a severe nut allergy may pick a friend to eat with them at the Allergy Table provided there are no nut products in the friend's lunch.

All forms are found in the [FORMS](#) section of the handbook.

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17.5. Medication

Students who will need any over-the-counter or prescription medication administered while at school:
Please complete the *Request for Medication Administration form*.

- All medications and forms must be submitted to the office by the parent or guardian.
- Over-the-counter medication must be in its original bottle and clearly marked with the student's name and date of birth.
- Prescription medication must be in its original bottle and clearly labeled with the name of the student, name of the medication, dosage, duration of treatment, and prescriber's name.
- Controlled substances must be received by the school nurse directly from the parent/ guardian. The school nurse and parent/ guardian must complete a pill count and hand-off form together.
- Medication is not to be kept with the student, in a locker, in the classroom, nor is it to be administered by a teacher.

Students with a food or significant environmental allergy or asthma: Please complete the *Allergy/ Asthma Action Plan* form with your health care provider and submit it to the school nurse by the first day of school.

Students who plan to possess and self-carry emergency medications such as epinephrine or an inhaler: Please be sure to complete page 4 of the *Allergy/ Asthma Action Plan* form with your healthcare provider and parent/ guardian, and then make arrangements with the school nurse to demonstrate the skill as well.

- Middle and high school students with life-threatening allergies are encouraged to self-carry an epinephrine auto-injector (i.e. EpiPen) if deemed appropriate by their healthcare provider and parent/ guardian, in addition to providing the medication to the healthcare office.

Students with diabetes: Please complete the *Diabetes Medical Management Plan* with your healthcare provider and submit it to the school nurse prior to the first day of school.

All forms are found in the [FORMS](#) section of the handbook.

Last modified: 31 July 2024

17.6. Medication Administration and Storage Policy

Medication Administration and Storage Policy

Need for Medication Administration and Standards

Students with medical conditions may require medication to be administered during school hours.

The principal shall determine which employees will participate in the medical care program prior to the commencement of each school year and thereafter as circumstances require.

The principal shall designate one or more school personnel on each campus to have initial and annual training with the school nurse regarding the storage and emergency use of rescue inhalers, epinephrine auto-injectors, and glucagon administration.

Unlicensed assistive personnel (UAP) may assist students with medication administration. These include any

designated and trained school staff. A program of careful instruction, with ongoing technical assistance and supervision from the school nurse, is essential. School personnel should remain knowledgeable of best practices, state laws, local policies, guidelines, and record keeping. On-going communication with parents/guardians is an essential part of safe medication administration.

Parent or Legal Guardian Responsibilities

- Limit medication requests during the school day to those necessary to keep the child at school. Students should not receive the first dose of a newly prescribed routine medication at school due to an unknown response.
- Complete a Request for Medication Administration form and/or Allergy/ Asthma Action Plan form for school personnel to administer medication at school. Separate request/permission forms must be completed for each medication to be given at school.
- Students with asthma, diabetes, or at risk for anaphylactic allergic reactions may possess and self-administer medication on school property within certain parameters. Students possessing life-saving medications should complete page 4 of the Allergy/ Asthma Action Plan form.
- Review and adhere to the Student Handbook Medication Policy.

School Nurse Responsibilities

Responsibilities of the school nurse include:

- Participate in the development and annual evaluation of written school policy and procedures for medication administration.
- Coordinate the medication process according to the adopted policy.
- Provide training for school staff who are assigned the responsibility for administering and safely securing medications at school.
- Regularly audit the completed forms and procedures for quality, accuracy, safety, and compliance with written guidelines. Address audit variances and recommend changes to policy/procedure if identified.
- Serve as a consultant to principals, school staff, and parents regarding medications.
- Review medication orders for appropriate usage, dose, route of administration, and side effects that may be expected.
- Regularly assess the effectiveness of student medication plans and communicate findings to parents and physicians.
- Assure access to emergency medications for all students and aid for students who need assistance.

Responsibilities related to medication storage at school

- Provide proper storage space to ensure that medications are secure yet readily accessible to staff and students. Security for medications must be planned on an individual basis. Stock epinephrine auto-injectors cannot be locked. Rescue inhalers and individually ordered epinephrine auto-injectors should be readily accessible. Controlled substances or other medications at high risk for diversion should be locked with access limited to the school nurse, school staff person designated to administer medication, and the principal or their designee.
- To assure the protection of controlled medications from diversion, the Drug Enforcement Agency Title 21 Code of Federal Regulations 21 CFR 1301.72 requires the storage of Schedule I and Schedule II medications within a locked cabinet within a room with a locked door. They must be stored under a

double-locking mechanism.

- Designate staff who will be trained to provide care for students with diabetes, including administration of ordered medications.
- Provide refrigerated storage for medications as needed using a lock box if necessary. Medications are to be kept separate from food. Appropriate temperature ranges for the medications, as directed on the label, must be maintained and monitored.
- Designate one or more persons to be responsible for the security and administration of the medications. A backup person will be needed when the designated person is absent.

Responsibilities related to medication administration at school

All medications administered at school must have a written or electronic request signed by the parent or legal guardian. Consent may be verified for common over-the-counter medications on Blackbaud (as completed by the parent/ guardian) or a completed Request for Medication Administration form.

All “rights” of medication administration listed below must be upheld in the school setting when giving medication:

- Right student – Always verify by asking the student’s name.
- Right medication—Always compare the label on the bottle with the medication request/authorization form signed by the health care provider.
- Right dosage – Always double-check the dosage on the pharmacy label with the dosage on the medication authorization form.
- Right time – Check the Request for Medication Administration form for the time the dose is to be given. Up to 30 minutes before or after the prescribed time is acceptable.
- Right route—Check the Request for Medication Administration form and pharmacy label to verify the route of administration, such as by mouth or dropping it in the eye or ear. If any uncertainty is present, contact the parent/ legal guardian.
- Right documentation – Immediately document in writing or via Blackbaud that medication has been given.

Medication Variance or Mistake

Any variance should be documented and reported. UAP should be told that variance reporting will not be used punitively; it will be used to ensure the best outcome for the child. Honesty and prompt reporting are always in the best interest of the student and the employee. Examples of variances include:

- missing a dose of medication
- giving duplicate doses of a medication
- giving a medication to the wrong child
- giving the wrong medication or the wrong dose
- giving the medication at the wrong time
- giving the medication by the wrong route
- failing to correctly document administration

Special Circumstances

Building Evacuation:

Schools may need to evacuate for various reasons. It is important that emergency medications be available to students at all times. In the case of building evacuation, emergency medications should be removed from the building by the school's designated staff member. Evacuation drills should include the removal of emergency medications for practice and in case they are needed during the drill.

School medication providers should be assigned a known location during a school evacuation that allows staff and students to access emergency medications. It is the medication provider's responsibility to ensure that students have access to their emergency medication. Confidentiality and safe storage of medications during an emergency should be maintained.

Each medication given during such emergencies should be documented in accordance with policy. If the medication log is not available during evacuation, document the administration of medication in a temporary manner that can be retained and add that document to the medication administration log upon return to the building.

Field Trips:

- Prior to the field trip: The original medication container used at school or repackaging one day's worth of medication should be prepared. Parents should be instructed to request an extra pharmacy- labeled, child-resistant vial for field trip use. Ensure that the label includes the student's name, name of medication, time to receive the medication, and any instructions. The school nurse should provide the attending faculty member a list of all students on the field trip who will need medication and the name of the adult who is trained to give the medications for that field trip. The telephone number of the school nurse should be provided.
- On the day of the field trip, the trained medication administrator/ faculty member will pick up all medications, copies of medication authorization/documentation forms for each medication, and allergy/ asthma action plans. All medication and forms should be protected and secured in a locked box or a wearable backpack to ensure they are never left unattended. The medication administrator will be accountable for all student-labeled medication containers, unused emergency medications, and student information sheets.
- Upon returning to school after the field trip: the designated field trip medication administrator will return all student-labeled medication containers, unused emergency medications, and student information sheets to the school nurse or the daily medication staff member. The field trip administrator will ensure documentation of all medications administered and completion of variance forms if needed. The school nurse or medication staff member should check the field trip list to ensure that all student medications are accounted for and documented.

Last modified: 31 July 2024

17.7. Illness Policy

To stop the spread of illness to other children and school staff, **please keep your child(ren) at home when they are sick or feeling unwell.**

Symptoms of can illness include, but are not limited to, cough, shortness of breath, fatigue, muscle or body aches, headache, sore throat, congestion/ runny nose, nausea, vomiting, diarrhea, and fever.

Please email attendance (TK6attendance@gracechristian.net or 712attendance@gracechristian.net) and the teacher if your child is going to be absent.

Individuals must also stay home for:

- Fever 100.4 or greater (until fever-free without the use of fever-reducing medications for 24 hours)
- Vomiting/ Diarrhea (until 24 hours symptom free)
- Pink Eye/ bacterial conjunctivitis (until 24 hours on medication)
- Strep throat (until 24 hours on medication)
- Head lice (Head treated and no lice prior to return)
- Contagious chickenpox (stay home until all chickenpox lesions have crusted/ scabbed and no new lesions for 24 hours)
- Open sores from any infectious disease or undiagnosed rash
- Other contagious illnesses

If a student becomes ill during the school day, he/she will be sent to the office. The parent will be called and must arrange to pick him/her up promptly. Some illnesses may require a re-check before students are allowed to return to class. . For extended absences lasting more than three consecutive school days, a doctor's note will be required for the student to return to school.

Last modified: 16 July 2025

17.8. Trained Service Dogs

Policy

Although GRACE Christian School is not covered under the public accommodations provisions of the Americans with Disabilities Act (ADA), or a place of public accommodation otherwise, GRACE recognizes the importance of Trained Service Dogs to provide services to persons with disabilities. Skilled companion animals, therapy dogs, facility dogs, police dogs, search and rescue dogs, family or companion pets are not classified as Trained Service Dogs. It is our policy to establish a Trained Service Dog Team under the authority of the Head of School upon receipt of a [Trained Service Dog Request Form](#). This team reviews the student's cumulative records, academic and/or medical support plan, as well as the request form and any required supporting documents, then collectively decides whether to grant or deny approval of the Trained Service Dog during the school day or related events. If approval is granted, the team will also create a specific written agreement that outlines the accommodations, including details about how the Trained Service Dog will be handled and cared for on a daily basis. The campus principal and at least one additional member of the team, will then meet with the parents making the request to discuss the details of the plan.

This team will continue to communicate with and advise the family regarding the Trained Service Dog as long as the dog is approved to be on campus and shall make any and all decisions regarding the applicability and adherence to the components of this policy.

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Procedural Manual

Purpose

Trained Service Dogs provide services to a person with disabilities including: hearing dogs, guide dogs, seizure alert dogs, diabetes alert dogs, mobility dogs, seizure alert dogs, and autism dogs.

Scope

Parents of a student with a disability and appropriate accommodation must seek approval for a Trained Service Dog to accompany their student while at school through the [Trained Service Dog Request Form](#). Any animal or trained service dog is personal property and cannot be brought onto school property without prior approval.

A Trained Service Dog must not pose a direct threat to the health or safety of any students, school personnel or other persons. Unnecessary barking, growling, whining, or aggression will not be tolerated. The Trained Service Dog may not interfere with the educational program of any student, create an undue hardship on the educational work environment or the safety of others. The Trained Service Dog must be clean, well-groomed and have no offensive odor. Urination or defecation is not acceptable, except in the agreed-upon location(s). The Trained Service Dog may not solicit attention or food, take food or other items, or otherwise cause any distraction for students or school personnel.

School Administration reserves the right to deny or revoke a request for access of a Trained Service Dog to the facility. The school does not assume responsibility for the care or conduct of a Trained Service Dog. The student and family are liable for any and all damages to facilities, equipment, or other persons caused by the dog.

There may be a probationary period designated for the introduction of the Trained Service Dog. During this time (duration to be designated by the Trained Service Dog Team), the school may require the experienced trainer to assist the student and dog at school and train any other individuals who need to be trained to work with or around the dog. Any cost of such a visit will not be the liability of the school.

At any time, the campus principal may change the program and the schedule if the Trained Service Dog places an undue hardship on the educational or work environment or if any of the above regulations are not met.

Responsibilities

Parents and the student of a Trained Service Dog must ensure that the dog:

- Is clean, well-groomed and does not have an offensive odor.
- Does not urinate or defecate in inappropriate locations.
- Does not solicit attention or distract any students or school personnel.
- Does not vocalize unnecessarily, such as barking, growling, or whining.
- Shows no aggression.
- Does not solicit or take food or other items from students or school personnel.
- Does not interfere with the educational program of any student.

School administration, teachers, and personnel may wish to consider providing the following:

- A rest place for the service animal.
- A designated area where the dog may relieve itself.
- Emergency plans for fire drills, evacuation, and lockdowns.
- A class and/or schoolwide program to educate others about how to behave appropriately around the service animal.

Procedures

Parents of a student with a disability and a need for appropriate accommodation seeking approval for a Trained Service Dog to accompany their student at GRACE Christian School must request approval for the Trained Service Dog to be present in the school or at school-sponsored events. Parents should complete the [Trained Service Dog Request Form](#) and attach appropriate documentation (listed on the request form). Documentation will be required to identify that the service animal is in good health, free from parasites and has received all recommended vaccinations. The Trained Service Dog Request and appropriate documentation must be submitted annually to the campus principal and approval received prior to the Trained Service Dog being allowed on the campus and in the buildings.

Last modified: 31 July 2024

17.9. Inclement Weather

On days of snowfall, emergencies or other hazardous weather conditions, GRACE will notify families, faculty and staff of closings and re-openings as soon as decisions are made. This notification will initially be sent via our Parent Alert system and will also be posted on the [GRACE website](#) (in GRACE News), on the [GRACE Facebook page](#), the GRACE website, and on [WRAL](#) (TV Channel 5).

- The GRACE academic plan is based on having 1,025 instructional hours per year. If, due to inclement weather, we fall below this, the administration may make plans to make up the missed time.
- Upper Campus students will be responsible for all pre-assigned work and for online turn-ins.
- Add absences

Last modified: 31 July 2024

17.10. Background Check Policy

Purpose of this Policy

To provide a procedure for background checks to ensure a safe school environment. This policy will govern the use of background checks for all staff, faculty, coaches, substitute teachers, drivers, contractors, volunteers, visitors, or any persons using any of the GRACE Christian School facilities.

Background check requirements for specific functions:

Employees

- At the time of initial employment, a full background check is performed.
- For employees who are in the financial department, a credit search is also required.
- A sex offender registry search is performed at least annually.

- Full background checks will be repeated every three years.

Substitute Teachers

- A full background check is required before the first day working.
- A sex offender registry search is performed at least annually.
- Full background checks will be repeated every three years of employment with GRACE Christian School.

Coaches

- A full background check is required before the first day of work.
- A full driving record check is required for all coaches responsible for driving team members.
- A sex offender registry search is performed at least annually.
- Full background checks will be repeated every three years of employment with GRACE Christian School.

Bus Drivers

- A full background and driving record check is required before the first day of work.
- Bus drivers need to be willing to submit to pre-approval and random alcohol and drug testing.
- A sex offender registry search is performed at least annually.
- A Motor Vehicle Record check is repeated every two years.
- Full background checks will be repeated every three years of employment with GRACE Christian School.

School Volunteers

- Level One Volunteers – Volunteers within the classroom only and who are supervised in their interactions with students are required to be screened through an immediate sex offender registry search upon their arrival to volunteer. Field Trip volunteers who are not driving are also included in this level of volunteers.
- Level Two Volunteers – Volunteers who may drive or be unsupervised with students (as in an overnight field trip), are required to have a full background check performed. Upon each visit to GRACE, an immediate sex offender search will be conducted. Full background checks on volunteers must be repeated every three years.

Independent Contractors/Tutors

- Necessity of full or partial background checks is at the discretion of the administration based on contact that may occur with students.
- Upon each visit to GRACE, an immediate sex offender search will be conducted.

Procedure for Obtaining Background Check

GRACE Christian School uses “Securly” on each campus to immediately screen visitors, volunteers, coaches and employees using the National Sex Offender Registry. This information will be obtained by scanning an individual’s license in the Securly system upon admittance into the buildings or as the administration deems necessary in the case of employees.

GRACE currently uses an external vendor to perform full background and driving record checks. Anyone required to have a full background check performed must complete an application and waiver via [this link](#). The type of information that can be collected and verified through the background check and/or motor vehicle driving check includes, but is not limited to: name, date of birth, social security number, current and former addresses and driver's license number and state of issuance. This online application and waiver should be submitted within one week of the individual needing to have this check completed to allow sufficient time to receive the results.

Any individual required to submit to a background check through Securly or who refuses to sign a release form is no longer considered eligible to perform work or other activities on GRACE Christian School's campuses.

Evaluation of Results

Whereas the background check results include driving records, there are specific instances in which these records would preclude an individual from some capacities of volunteering at GRACE. In the event of the following findings, an employee, coach or volunteer would **NOT** be allowed to transport students:

- Two (2) or more traffic violations within the past 3 years (may be subject to review after 1 year without infractions).
- Single violation reflecting disregard for the safety of self and others within the last 5 years.
- A single revocation or suspension of the driver's license within the past 10 years.
- A single driving while impaired conviction within the past 10 years.

If the background check returns information on a prospective employee, coach, bus driver or volunteer that indicates criminal history, the school administration will first work to verify that the results match the correct individual. It may be necessary for the school administration to inquire further about the nature of the criminal history to determine the ability to employ an applicant or allow the participation of an individual as a volunteer at GRACE.

The results of a criminal history will be considered by the Executive Leadership Team to determine the suitability of an individual for employment and/or as a volunteer. However, any conviction of **“crimes against children or other persons”** (see below) will result in an automatic designation as unsuitable for employment or volunteering.

It should be noted that pursuant to NC law, it is unlawful for anyone registered as a convicted sex offender of a crime relating to minor children to be on school property. The Securly system will identify anyone attempting access to GRACE who is listed in the National Sex Offender Registry immediately so that proper action may be taken by the school administration.

Privacy Concerns Regarding Background Reports

GRACE Christian School considers all information obtained from an investigative background check or Raptor search to be confidential. This information will only be used as a part of the employee, bus driver, coach or volunteer screening process. GRACE will maintain a copy of every background report result within its secure files maintained by Human Resources. The school will provide the screened individual with a copy of the results at the individual's request.

Definitions

- For the purposes of this policy, “full background check” includes a Social Security trace, a statewide criminal history, a national criminal search, and a national sex offender registry search.
- The following conditions or findings are considered “crimes against children or other people”:
 - Aggravated murder
 - First or second-degree murder
 - First or second-degree kidnapping
 - First, second or third-degree assault
 - First, second or third-degree assault of a child
 - First, second or third-degree rape
 - First, second or third-degree rape of a child
 - First or second-degree robbery
 - First-degree arson
 - First-degree burglary
 - First or second-degree manslaughter
 - First, second or third-degree extortion
 - Indecent liberties
 - Incest
 - Vehicular homicide
 - First-degree promoting prostitution
 - Communication with a minor for immoral purposes
 - Unlawful imprisonment
 - Simple assault
 - Sexual exploitation of minors
 - First, second-degree criminal mistreatment
 - Endangerment with a controlled substance
 - Child abuse or neglect
 - First or second-degree custodial interference
 - First or second-degree custodial sexual misconduct
 - Malicious harassment
 - First, second or third-degree child molestation
 - First or second-degree sexual misconduct with a minor
 - Patronizing a juvenile prostitute
 - Child abandonment
 - Promoting pornography

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17.11. Conceal Carry Law

North Carolina General Statute § 14-269.2 provides that it is a Class I felony for any person to knowingly possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property [any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated the school] or to a curricular or extracurricular activity sponsored by a school.

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17.12. Safety (Closed Campus)

GRACE is a closed campus. Students do not have permission to leave campus for lunch. Any student arriving late or leaving early during the day always needs to sign in and out at the office.

All visitors will be required to provide their driver's license to the receptionist for a security screening prior to receiving their visitor's badge. If there is a safety concern, the administration may deny entry to any visitor.

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17.13. Security (Police Partnership)

Cary Police offer a service to the schools in the area (including private schools) to have a presence on campus that GRACE uses periodically. Cary Police and Fire, as well as Raleigh Police and Fire, will observe some of our drills and advise the school on protocols for different situations that might emerge in our day to day administration. Local law enforcement also utilize school facilities to practice tactical drills during after hours.

As part of their continuing ongoing safety initiative, Cary police may have canine units that will sweep Cary based facilities at different times during the school year. Students should not be alarmed as this is part of a public and private school effort to keep our school safe.

*Last modified: 31 July 2024**Last modified: 22 April 2025*

18. Athletics Handbook

Athletics handbook is visible/accessible here: [Athletics Handbook](#)

Last modified: 31 July 2024