

Grace Brethren Jr. & Sr. High School



PARENT/STUDENT HANDBOOK Addendum C

REVISED: JULY 29, 2022

GRACE BRETHREN JR./SR. HIGH SCHOOL PARENT/STUDENT HANDBOOK ADDENDUM (C)

A. Vision Statement

To honor Jesus Christ by making disciples and teaching them to love God and people.

B. Mission Statement

Grace Brethren Schools, in partnership with church and family, proclaim Christ in all we do. We will nurture the whole student in an academic environment through a Biblical worldview, providing an opportunity for each one to mature in Christ and to accurately handle the Word of truth in a secular world (*2 Tim 2:15*).

C. Statement of Philosophy

Verses: 1 Corinthians 8:6, Colossians 1:16-17

The education process is dependent upon basic philosophy to provide the right viewpoint, basic truths, and principles for interpreting the facts encountered in life and the study of all subject matter. We believe that the concepts foundational to this truth are:

1. God is the Creator and Sustainer of all things and the Source of all truth.
2. God maintains control over His entire universe.
3. True meanings and values can only be ascertained in the light of His person, purpose and work.
4. Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered position.

We, at the Grace Brethren Schools, fully trusting the power of God, have set ourselves to the task of teaching children that in life we must seek a proper relationship with God. This teaching is concerned not only with the counsel of God as revealed in His Word but also in the counsels revealed in His world. We desire to teach that ALL truth is God's truth, and Jesus Christ is CENTRAL in all truth; again not simply in the Word, but in history, geography, music, arts, and the universe (*John 14:6*).

D. Educational Philosophy

The process of Christian education includes the integration of scriptural truth in every academic discipline and in every activity of school life as a primary goal. More specifically, our program seeks to show God revealed in His Word and in creation and to guide the student into conformity with His revealed will. The ultimate objective is that God be glorified in the life of the student (*Romans 11:36*).

1. The Spiritual and Moral Growth of the Students

In order to realize these foundational goals, the following educational objectives are emphasized:

- a. Teaching the essential doctrines of the Christian faith
- b. Building a knowledge of God in students and helping them to develop a consistent Christian philosophy of life
- c. Developing an understanding of the Bible as the final authority in all matters of faith and practice
- d. Developing a Biblical sense of right and wrong and teaching students reverence toward God and all authority
- e. Presenting Christ as Savior and Lord who offers a personal, saving relationship by grace through faith
- f. Encouraging students to develop a desire to know and to do the will of God
- g. Teaching students consistent daily Christian living and service, equipping and encouraging them to witness for Christ

2. The Academic Achievement of Students

- a. Promoting academic excellence
- b. Helping students gain a thorough comprehension and command of the fundamental processes of communication
- c. Developing creative and critical thinking skills

- d. Teaching students how to research and use the scientific method in drawing appropriate conclusions
- e. Promoting the proper use of Biblical criteria for evaluation and application
- f. Imparting knowledge of the world and current affairs in all fields, including technology and science and relating them to God's revealed will for humankind
- g. Teaching and encouraging the formation of good study habits
- 3. The Personal and Social Development of Students
 - a. Developing a Biblical understanding of God and self
 - b. Fostering wholesome, personal relationships through the development of social skills based on the Christian concept of love
 - c. Promoting good citizenship through developing an understanding and appreciation for our Christian heritage of freedom and human dignity as they are expressed in the American experience
 - d. Teaching a realistic, Biblical view of life, work, and leisure and providing skills for future endeavors
 - e. Developing the proper attitudes, understanding, and skills needed to establish God-honoring homes
 - f. Promoting care of the body as the temple of God
 - g. Imparting a Biblical attitude towards possessions and encouraging their wise use for the glory of God
- 4. Collaboration With the Parents or Guardians of Students
 - a. Cooperating with the parents or guardians in every phase of the student's development, especially as it relates to the school program
 - b. Assisting families in making their homes God-centered
 - c. Providing a resource for families to assist them in present and future decisions

E. Continuing School Improvement Plan (CSIP)

Our **Continuing School Improvement Plan (CSIP)** represents a condensed version of our Statement of Philosophy and Educational Philosophy. In order assist in the implementation of our CSIP, we have adopted the acrostic "GBS". Each letter represents the future of Grace Brethren Schools students' success as they matriculate to the next level of learning and life.

GROWING in the grace and knowledge of Jesus Christ.

BUILDING competence through academic excellence.

SERVING Christ through a lifetime of obedience.

F. Statement of Faith

We Affirm and Believe in the Following:

BIBLE:

The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (*2 Timothy 3:16; 2 Peter 1:21*). The One True God: existing eternally as three persons—the Father, Son and Holy Spirit (*Luke 3:22; Matthew 28:19; 2 Corinthians 13:14*).

LORD JESUS CHRIST:

His preexistence and deity (*John 1:1-3*), incarnation by the virgin birth (*John 1:14; Matthew 1:18-23*), sinless life (*Hebrews 4:15*), substitutionary death (*2 Corinthians 5:21*), bodily resurrection (*Luke 24:36-43*), ascension into heaven and present ministry (*Hebrews 4:14-16*) and coming again (*Acts 1:11*).

HOLY SPIRIT:

His personality (*John 16:7-15*), deity (*Acts 5:3-4*) and His work in each believer, baptism and indwelling at the moment of regeneration (*1 Corinthians 12:13; Romans 8:9*) and filing (*Ephesians 5:18*) to empower for Christian life and service (*Ephesians 3:16; Acts 1:8; Galatians 5:22-23*).

MAN:

The direct image of God, created male and female as determined by God, unchangeable by human intervention (*Genesis 1:26-28, 2:18-24*); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (*Genesis 3:1-24, Romans 5:12, John 3:3-5*).

SALVATION:

A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (*Ephesians 2:8-9; Titus 3:5-7; 1 Peter 1:18-19*).

CHURCH:

One true Church, the body and bride of Christ (*Ephesians 1:22-23, 5:25-32*), composed of all true believers of the present age (*1 Corinthians 12:12-13*) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (*Ephesians 4:11-16*).

CHRISTIAN LIFE:

A life of righteousness, good works and separation unto God from the evil ways of the world (*Romans 12:1-2*), manifested by speaking the truth (*James 5:12*), maintaining the sanctity of the home (*Ephesians 5:22-6:4*), settling differences between Christians in accordance with the Word of God (*1 Corinthians 6:1-8*), not engaging in carnal strife but showing a Christ-like attitude toward all men (*Romans 12:17-21*), exhibiting the fruit of the Spirit (*Galatians 5:22-23*) and maintaining a life of prayer (*Ephesians 6:18; Philippians 4:6*), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (*James 5:13-18*).

SEXUAL PURITY:

God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts and practices are sinful and outside of God's revealed will. (*Genesis 1:27,28, 2:18-25, Leviticus 18:22-24, Proverbs 5:15-23, Matthew 5:27,28, Romans 1:24-32, 1 Corinthians 5:9-13, 6:9-11, Ephesians 5:22-33*).

ORDINANCES:

The Christian should observe the ordinances of our Lord Jesus Christ which are: (1) baptism of believers by triune immersion (*Matthew 28:19*) and (2) the threefold communion service, consisting of the washing of the saints' feet (*John 13:1-17*), the Lord's Supper (*1 Corinthians 11:20-22, 33-34; Jude 12*) and the communion of the bread and the cup (*1 Corinthians 11:23-26*).

SATAN:

His existence and personality as the great adversary of God and His people (*Revelation 12:1-10*), his judgment (*John 12:31*) and final doom (*Revelation 20:10*).

SECOND COMING:

The personal, visible and imminent return of Christ to remove His Church from the earth (*1 Thessalonians 4:16-17*) before the tribulation (*1 Thessalonians 1:10; Revelation 3:10*) and afterward to descend with the Church to establish His millennial kingdom upon the earth (*Revelation 19:11-20:6*).

FUTURE LIFE:

The conscious existence of the dead (*Philippians 1:21-23; Luke 16:19-31*), the resurrection of the body (*John 5:28-29*), the judgment and reward of believers (*Romans 14:10-12; 2 Corinthians 5:10*), the judgment and condemnation of unbelievers (*Revelation 20:11-15*), the eternal life of the saved (*John 3:16*) and the eternal punishment of the lost (*Matthew 25:46; Revelation 20:15*).

G. Admissions

Grace Brethren Schools, in partnership with church and family, proclaim Jesus Christ in all we do.

We will nurture the whole student in an academic environment through a Biblical worldview, providing an opportunity for each one to mature in Christ and to accurately handle the word of truth in a secular world.

In order to do this, our school requires students to:

1. Be receptive to instruction in and through a Christian worldview as well as desirous of learning more about a personal relationship with Jesus Christ.
2. Be submissive to the policies and procedures set forth by Grace Brethren Schools.
3. Have parents/guardians who support the philosophy and educational process of Grace Brethren Schools, its administration, teachers, and staff.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices

H. Academic Information

1. Accreditation

Grace Brethren is accredited by the Western Association of Schools and Colleges (WASC) and by the Association of Christian Schools International (ACSI). It is also a member of the approved Secondary Schools of the University of California.

2. Online Student Support

- a. FACTS is the Grace Brethren Schools tool for online communication with parents. It provides real time interaction with grades, homework, and lesson plans.
- b. Our parent and student portals are located at gracebrethrenschools.com under Community. These portals allow families to find student handouts, forms, and other school documents.
- c. Naviance is the college software used in the college planning and application process.

3. Grading Policy

A standard percentage scale is used schoolwide:

93% - 100% = A (4.00) EXCELLENT
90% - 92% = A- (4.00)
87% - 89% = B+ (3.00)
83% - 86% = B (3.00) ABOVE AVERAGE
80% - 82% = B- (3.00)
77% - 79% = C+ (2.00)
73% - 76% = C (2.00) AVERAGE
70% - 72% = C- (2.00)
67% - 69% = D+ (1.00) BELOW AVERAGE
63% - 66% = D (1.00)
60% - 62% = D- (1.00)
59% and BELOW = F (0.00) FAILURE

Grades earned in all high school Honors or Advanced Placement courses will receive an extra full grade point bump when calculated into the cumulative Grade Point Average (GPA). This point bump will apply, however, only to grades of C or better.

Grades earned in remediation at Grace Brethren or an approved outside institution will be averaged into the cumulative GPA. For eligibility consideration, the full grade (not the average) will be considered when calculating the GPA.

4. Final Examinations

Comprehensive finals are given at the end of each semester. The final may be worth no less than 10% and no more than 20% of the student's overall grade. A special exam schedule for final examinations will be published near the end of each semester through the Lancer Beat and posted in the Front Office. Seniors and 8th grade students take second semester finals early.

ALL FINANCIAL OBLIGATIONS MUST BE CURRENT IN ORDER FOR STUDENTS TO TAKE FINAL EXAMS AT THE END OF EITHER SEMESTER.

5. Grading Periods

Teachers are required to update their grade books every two weeks. An official progress report will be available on the parents' FACTS account every five to seven weeks. Regular weekly progress reports serve as a marker of your child's academic progress at that time but will not be seen on the student's official transcripts.

Permanent transcript grades are sent home at the end of each semester. The report card will not include a conduct grade but will include attendance information as well as comments from teachers.

Eligibility for school athletics and other co-curricular activities is determined by each six-week grading period. For more information on student eligibility see the Probation and Ineligibility section of this Parent/Student Handbook.

All courses which have been marked as 'incomplete' on a student's report card must be completed within four weeks of the end of the semester or a grade of 'F' will be entered.

6. Class Standing

Class standing will be based on the total number of credits successfully achieved.

- a. To be eligible for sophomore status and activities, a student must have completed 70 credits at the end of freshman year.
- b. To be eligible for junior status and activities, a student must have completed 140 credits at the end of sophomore year.
- c. To be eligible for senior status and activities, a student must have completed 210 credits at the end of junior year.

Students who are unable to matriculate to the next grade level due to poor grades and insufficient credits must make up all necessary coursework over the summer. If a student is unable to complete the credits necessary for matriculation, a meeting will be scheduled with the student, parents, Academic Advisor, and the Principal to determine if the student will be eligible to return to GBS in the fall.

In order to advance in any Math or Foreign Language course, students must have earned at least a C- or better. If this is not the case, students will be required to repeat these courses in summer school.

If a student receives a D in Math or Foreign Language in the first semester, he/she may waive the summer school requirement by achieving an 80% or better by the end-of-the-year. This does not apply to first semester Fs.

7. Course Selections

Course Selection Meetings will occur in the spring of each year for the following school year. It is important to note that every effort is made to accommodate a student's desired course selections. However, in some cases, students may not receive all the courses they choose.

8. AP, Honors, and Advanced Level Courses

AP, Honors, and other advanced level courses are intended to challenge a student beyond the already difficult level of college preparation. Students who wish to challenge themselves in these courses must accept full responsibility for the rigorous educational demands.

Students must meet the prerequisite standards in order to take advanced level courses.

Prerequisite requirements are as follows:

- a. A- or better in the previous non-Honors or AP class.
- b. B or better in the previous Honors or AP class.
- c. and/or a teacher recommendation.

Advanced Placement (AP) Tests: AP tests are taken in an attempt to receive college credit for work completed in high school and to demonstrate proficiency in subject matter to accentuate a student's college acceptance potential. College credit will depend upon the score received on the tests as well as the requirements set forth by individual colleges. These tests are administered by GBHS.

Students taking AP Courses agree to the following:

- I have met the prerequisites for the course. The prerequisites are that an 80% or above is required in an AP/honors course of the same discipline the previous year or 90% or above in a non-AP/honors course.
- I understand that by enrolling in an AP course I am agreeing to take the corresponding AP Exam in May; it will be at my own expense (\$94). The fee will be split between the November and December tuition statements.
- I realize that the expectation is that I will not withdraw from this AP course at the end of the first semester. I will have up to six weeks into the fall semester to withdraw from the course and enroll in a subject equivalent course.
- I understand that if I am enrolling in any AP course, I will not receive an extra grade point bump for the first semester if I choose to drop the course at the end of the first semester.
- I understand that if I receive a score of 1 on the AP Exam, I will not receive an extra grade point for the fall or spring semester for that course.
- I realize that if I do not take the AP exam for the corresponding course that I am enrolled in, I will not receive an extra grade point for the fall or spring semester for that course.
- I understand that I may appeal by October 15th to GBHS administration to not take the AP exam. Extending circumstances, as determined by GBHS administration, are the only reasons the students may be excused from taking the exam.
- I understand that accommodations are limited to only 50% of extended time on tests if applicable, with appropriate and necessary documentation

Dual Credit: Some classes offered at Grace Brethren High School may be taken for dual credit at a college. Please see Student Service for further details.

9. Class Withdrawal/Changes

- Students may add/drop courses during the FIRST week of each semester. Legitimate requests to add or drop courses during this period may be initiated at the request of the student, parent, teacher, or an administrator. Proper paperwork must be filled out and approved by Student Services before a change is made. This paperwork can be found in Student Services or the Front Office.
- Withdrawing after the first week of school, and before the end of the seventh week, will result in a 'W' on your child's permanent transcript. However, the 'W' notation will not affect the student's cumulative GPA.
- Withdrawal after the seventh week of the semester will result in a 'W/F' grade which will affect the student's cumulative GPA.
- All class changes require a parent's signature and Student Services approval.
- All schedule changes are subject to appropriate prerequisites and schedule accommodations.

10. Senior High Graduation Requirements

Class	GBHS Requirements
Bible*	each semester enrolled
English	4 years
Math (must successfully complete Algebra II)	3 years
Science (Biology and Chemistry are required)	3 years
History	3.5 years
Foreign Language (2 years of the same language)	2 years
Expository Composition	1 semester
Critical Thinking and Composition (in 11th or 12th grade)	1 semester
PE (2 semesters) or Sports (2 seasons)**	2 semesters or 2 seasons
Visual Performing Arts (2 semesters in the same discipline)	2 semesters
Electives	remaining units

*Bible is required for each semester of attendance at GBS. Required Bible credits are waived for any semester the student does not attend GBS.

**Successful participation in one interscholastic sport qualifies a student to fulfill one semester of graduation requirements for PE. A full year of cheerleading will fulfill both semesters of the graduation requirements.

- PE credit limited to 4 semesters
- Transcripts of transfer students will be evaluated and approved by Administration.
- Seniors MUST be enrolled in a minimum of six (6) courses each semester; however, a full course load of seven (7) classes is highly recommended. Students who do not have a 2.6 cumulative GPA or higher and a minimum of 210 units at the start of their senior year are not eligible for a free period.

In order to participate in the Graduation Ceremony and/or receive a Grace Brethren High School diploma with distinction, seniors must meet the following requirements:

- Complete all academic requirements and accumulate the 270 credits necessary for graduation
- Have all financial obligations to the school paid in full
- Have a satisfactory disciplinary record
- Have a minimum GPA of a 2.0

Any student failing to meet these academic or disciplinary requirements may petition the Principal for inclusion in the graduation ceremony. Diplomas, however, will not be conferred until all academic requirements are met.

11. Junior High Promotion Requirements:

Class GBJH Requirements:

Class	GBJS Requirements
Bible	each semester enrolled
English	2 years
Math	2 years
Science	2 years
History	2 years
Academic Skills & Speech*	1 semester each
PE (2 semesters) or Sports (2 seasons)	2 semesters
Electives	6 semesters

*Academic Skills and Speech are waived if a junior high student initially enrolls in eighth grade.

12. Eighth Grade Promotion Requirements:

In order to receive a Promotion Certificate, 8th grade students must complete all academic requirements outlined above as well as the following:

- a. Have all financial obligations to the school paid-in-full
- b. Have a minimum GPA of a 2.0 in all core classes
- c. Have no more than 3 semester Fs in their two years of junior high*
- d. Have a satisfactory disciplinary record

*Any student receiving a grade of F in any core subject for the semester must attend summer school before promotion to the 9th grade. The student must be enrolled in a summer school program to meet this deficiency in order to participate in the Promotion Ceremony.

13. Meeting Graduation or Promotion Requirements In Alternative Ways

Transfer Students: Upon acceptance to Grace Brethren Jr/Sr High School, all approved credits and Graduation or Promotion requirements from previous educational institutions will be counted towards graduation. Any coursework taken off campus must be approved by Administration and documented with a transcript.

a. For High School Students Only:

All classes must be taken at Grace Brethren High School or Grace Brethren Summer School with the exception of:

Foreign Language: Students may satisfy their two-year foreign language requirement in an alternative setting. The alternative setting must be presented to and approved by Student Services prior to taking the class.

Math: Math may be taken off campus for advancement purposes.

Physical Education: Off-campus Physical Education credits will be considered based on adequate levels of the following conditions:

- A thorough description of the activity.
- An explanation of the rigor and physical requirements of the activity.
- The level and frequency of competition.
- The number of hours per week the student is engaged in this activity.
- The signature and contact information of a coach or official who can verify all of the above.

b. Other Policies:

- i. Students are prohibited from taking an off campus course in lieu of maintaining full time status. Students must be enrolled in seven courses in the 7th through 11th grades and in at least six courses in the 12th grade.
- ii. Students may not take an off campus course for credit in lieu of having a seventh class on campus.
- iii. The total number of credits that may be taken off campus may not exceed 45 credits throughout the four years of high school.

14. Probation and Ineligibility

- Students are required to have a 2.0 or above cumulative GPA to graduate from GBS. If a student's semester GPA falls below 2.0 at the end of any grading period, the student will be placed on Academic Probation for the following grading period.
- Additionally, any student who has an F on their report card could also be placed on Academic Probation, regardless of his/her GPA, at the discretion of the Principal. While on Academic Probation, students may continue to participate in athletic and co-curricular school activities.
- Should the student have below a 2.0 GPA at the next grading period, he/she will become academically ineligible. Ineligible students may not participate in either athletic events (including

practices in season) or co-curricular activities (such as drama, music, leadership, clubs or field trips). Students will remain academically ineligible until their GPA is brought to a 2.0 or above at the next grading period. Parents will receive formal, written notice of all such academic standings.

- All probationary and ineligibility guidelines meet or exceed those as put forth by the California Interscholastic Federation (CIF).
- Should a student become ineligible in the last grading period of the year, summer school may be used as a grading period to rescind this ineligibility.

15. Honor Roll and Awards

Inclusion on the Honor Roll is based on the student's weighted grade point average (GPA) for the semester just completed.

Laureate	4.00 Average w/all As at 90% or above
Highest Honors	4.00 Average and above
High Honors	3.67 – 3.99 Average
Honors	3.00 – 3.66 Average

- Students with a D or F in any subject for the semester are excluded from the Honor Roll.
- Honor Roll recipients are honored twice per year at an awards chapel. Parents are welcome to attend these events and will be notified of their occurrences.
- Honor graduates are students who earn the requisite cumulative GPA over the course of all four semesters of junior high or all eight semesters of high school.

In addition to these yearly academic awards, the following are the list of special awards presented to promoting eighth graders:

- The Hope of America Award:** The Hope of America award, presented by the Kiwanis Club, is one that recognizes and encourages graduating elementary and middle school students who possess outstanding leadership ability, ethical, and moral character, achievement in academic studies, and show promise of future success and service to the community.
- The David Award:** This award is conferred upon both a male and female student who exemplify excellence in the four areas of academics, athletics, leadership, and spiritual maturity.
- The Selah Award:** This award is conferred upon both a male and female student who exemplify excellence in the four areas of academics, arts, leadership, and spiritual maturity.

Each year, a special senior awards ceremony will be held. At this event, the following senior awards may be conferred:

- Valedictorian:** Principal's Advisory Committee, in consultation with the faculty, bestows this honor to a senior with a high GPA who has displayed outstanding leadership and involvement in activities/sports. The Valedictorian is chosen from amongst the top ten highest GPA students in their senior class.
- Salutatorian:** Principal's Advisory Committee, in consultation with the faculty, bestows this honor to a senior who can best present the history of the class. The Salutatorian is chosen from amongst the top ten highest GPA students in their senior class.
- The Daniel Award:** This award is conferred upon both a male and female senior who exemplify excellence in the four areas of academics, athletics, leadership, and spiritual maturity.

- d. **The Jubilant Award:** This award is conferred upon both a male and female student who exemplify excellence in the four areas of academics, arts, leadership, and spiritual maturity
- e. **The Lancer Citizenship Award:** This award recognizes a student who is an example of a future model citizen through their spiritual development, social and academic growth, and involvement on campus. The Citizenship Award recognizes a student who best exemplifies these qualities.
- f. **The Lancer Service Award:** This award is presented to the senior who has stood out over their high school years as an individual who reaches out in service to others, thereby exemplifying Christ-like love for God's creation.
- g. **The Lancer Leadership Award:** This award recognizes seniors who lead their fellow students selflessly for the encouragement of others and the edifying of the school.
- h. **The Spiritual Leadership Award:** This award recognizes a student with a high level of academic and spiritual enthusiasm who also shares this enthusiasm with classmates. The recognized student demonstrates a desire for Christlikeness which they share with classmates and staff alike.
- i. **The International Student Award:** This award recognizes an international student who demonstrates quality in all aspects of life at Grace Brethren. This student shows excellence in academics, activities, and interactions during their time as a Lancer.
- j. **Laureate Graduate:** This graduation status is awarded to students who earned a 90% or above in every class throughout their rigorous four-year program at Grace Brethren High School career.
- k. **Grace Brethren Excellence Awards:** Grace Brethren faculty and Administration gives this award to the top 10% of students from each class in five separate categories: Academics, Leadership, Christian Service, Arts, and Athletics.

16. Student Records

- Student school records are kept in the school office. According to the California State Department of Education:
- "Parents of currently enrolled, or former students, have an absolute right to access any and all student records related to their children, which are maintained by school districts or private schools. The editing or withholding of any such records, except as [specifically] provided for [by law] is prohibited." (Section 49069)
- Parents who wish to view their student's school records must make an appointment with the Registrar.
- It is the policy of Grace Brethren Schools that student discipline records never be issued to any individual other than the parent or guardian.
- Official transcript requests need to be made in writing to the Registrar. Grace Brethren graduating seniors who are applying for colleges and/or universities will receive official transcripts for every school to which they apply. Please allow 48 hours, during the school week, to fulfill requests.

17. Testing

- **The PSAT 8/9:** This test acquaints students with the SAT but does not substitute for it. 8th and 9th grade students take this during our fall testing time.
- **PSAT/NMSQT:** The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is given annually by the school each October. The PSAT acquaints students with the SAT but does not substitute for it. **Sophomores and Juniors are required to take this test.** The results provide students with information on their potential performance on college entrance exams. This is the only qualifying test for the National Merit Scholarship program which offers recognition and scholarships for high achievement.

- **SAT and ACT Tests:** The SAT and ACT tests are national aptitude tests which are required by most four-year colleges for entrance. Information about these tests are available in the Student Services office and in their grade specific college packets. These tests are administered on various Saturdays during the year at a variety of test sites. It is recommended that these tests be taken in the fall and spring of the junior year and in the fall of the senior year.

I. Attendance Policies

1. Absences

- Every day at GBHS is important for students. Families should make every effort to schedule appointments, family vacations, and other absences around the academic calendar.
- Parents of an absent student should communicate (via telephone, e-mail, etc.) the reason for the absence to Front Office by 8:30 a.m. All students must be signed in and out at the Front Office by a parent during school hours.
- If a student misses more than 30 minutes from one period, he/she will be considered absent.
- An absence must be cleared with a note **within three (3) days** of a student's return to school. Failure to do so will result in the recording of the absence as a truancy. The student is responsible for obtaining the missed work from their teacher(s).
- Students with excessive absences will meet with school administration according to the following schedule:
 - Less than six absences (9 in G Block): Student and parent monitor the student's attendance.
 - Six absences (9 in G Block): Student/Parent conference with the Dean of Discipleship to discuss attendance. The student is placed on an attendance contract to help improve attendance.
 - Ten absences (15 in G Block): Students who are absent ten times in a semester will make themselves eligible for forfeiture of credit. Forfeiture of credit will be denoted on the transcript as a withdraw/fail.

*Absences based on 90 minute classes.

Truant Absences: Truancy is being absent from school, all or part of a day, without parental or administrative permission. During school hours, students are required to stay within the boundaries of the campus. All students arriving or departing during the school day must sign in and out in the Front Office. Before and after school hours, students are the sole responsibility of their parents whether they are on campus or not. Truancy is serious and may result in up to three days of suspension on the first occasion.

Make-Up Work: Students are required to determine what work and/or tests were missed by contacting their teachers and to initiate arrangements with those teachers for making up the work and/or tests. A lower grade or zero may be given for work not turned in on time. All teachers have their make-up policy included in their class syllabus.

Late work for any class may not be accepted after final semester grades are posted.

2. Closed Campus Regulations

GBS maintains a closed campus. In order to ensure campus safety and security, students and visitors must comply with the following requirements:

Student Passes: To leave the classroom during class time for any reason, the student needs permission from the teacher and a written pass from the teacher.

Visitor Passes: Any visitor (student, alumni, parent, youth pastor, etc.) must obtain and display a visitor's pass issued by the Front Office. Visitors must report to the Front Office immediately upon entering the school grounds, with a picture I.D. All student visitors must abide by GBS dress and conduct standards. Any former student who has withdrawn or been expelled from school needs administrative approval 24 hours in advance of their visit to campus.

Free Block: A free block is a privilege extended to SENIORS ONLY and may be revoked at any time. Seniors must have a minimum cumulative GPA of a 2.6 and be current on all graduation

requirements at the end of their junior year in order to have a free period at any point in their senior year. Seniors who drop below a 2.6 or do not meet graduation requirements after the first semester of their senior year will not be eligible for a free period.

Seniors who have their first or last block free may come late or leave early and need not be present during that free period. Seniors are not authorized to leave campus for lunch unless their free block is immediately before or after lunch. Chapel attendance is required regardless of when a free block occurs.

Eligible seniors must complete a Free Block Request Form BEFORE participation each semester. Seniors must sign in and out at the Front Office when leaving campus. A senior will receive one warning if he/she leaves the campus without signing out during his/her free block. After a second occurrence, he/she will receive an in-house suspension and his/her free block privileges will be revoked.

3. Tardy Policy

Students have a responsibility to the class and to themselves to be on time. Being on time instills an important life lesson and is therefore taken very seriously. The following policies regarding tardiness are strictly enforced.

Students who are late to school in the morning must report to the Front Office to obtain a late slip. During the course of the day, students are expected to be in their seats by the start of class – not just entering the room. **Students who are 30 or more minutes late to a class will be considered absent rather than tardy.** Students who are tardy between periods must obtain a pass from the Front Office before going to class.

Examples of excused first period tardies are as follows:

- a. Sickness with parental verification by note or telephone call.
- b. Medical appointment with verification by note from the doctor or parent.
- c. Auto accidents, direct or indirect involvement (subject to verification).
- d. Unavoidable breakdowns (flat tire, dead battery, etc.)
- e. Unique, unavoidable circumstances, as confirmed by the Administration.
- f. Bus delays or breakdowns.

The Administration will be responsible to determine whether an absence or tardy is excused or unexcused.

The school office will notify parents by letter of excessive tardies. All tardies will be recorded by administration.

Tardies will be accumulated per semester.

- Four unexcused tardies: The student will serve a 60-minute detention after school.
- Eight unexcused tardies: The student will serve a 2-hour Saturday School. Students will be charged a \$25 fee for this detention.
- Twelve unexcused tardies: The student will serve a 4-hour Saturday School. Students will be charged a \$50 for this detention and will be directed to the Dean of Student Life for appropriate further discipline.
- Fourteen unexcused tardies: The student will also be referred to administration for further discipline which may include the loss of school privileges and/or suspension.

J. Code of Conduct

1. Philosophy of Discipline

Students are expected to be respectful, cooperative, courteous, orderly, and respond properly to correction (*Hebrews 13:17*). Restorative discipline at Grace Brethren Schools includes biblical counseling as well as other corrective measures. Disobedience is ultimately an issue of the heart (*Luke 6:45*). GBS will deal with disobedience from this Biblical perspective. Grace Brethren Schools does not

release discipline records. Students, regardless of age, are considered by Grace Brethren to be under the authority of their parents as well as the school.

GBS students are expected to adhere to all policies regarding behavior both on and off campus including weekends, holidays, and summer break. The Administration may uphold all disciplinary procedures for inappropriate behavior during these periods.

2. Disciplinary Procedure

All employed adults on campus may refer a student to the Administration for disciplinary measures. While in the classroom, students must be directly accountable to the instructor for their behavior and must abide by all classroom rules and regulations set forth by each teacher. Instructors are responsible for keeping discipline in their own room and may, as a consequence, conduct their own after school detentions.

The Dean of Student Life will be the first point of contact for all discipline events on campus. Serious misconduct is referred to the Principal who will take further appropriate action.

In cases of possible expulsion offenses, the student will be immediately suspended. The student and his/ her parents will then have an opportunity to meet with school Administration to determine whether or not the student should be allowed to return to school. All final decisions regarding expulsion will be referred by the Principal to the Head of School. In certain cases, a student may be asked to leave the school for disciplinary measures.

In such instances, the parents must withdraw their child in written form. If a student who leaves for disciplinary reasons desires to return, they will do so on a Disciplinary Probation. The terms of this probation may vary depending upon the infraction of the student.

Offenses which will result in disciplinary action (which may include expulsion) include:

- a. Physical and/or verbal abuse towards another person
- b. Destruction of school property
- c. Smoking or vaping
- d. Drug, tobacco, or alcohol use
- e. Stealing/cheating
- f. Disrespect to a teacher or other adult
- g. Lying
- h. Sexual immorality
- i. Profanity
- j. Truancy
- k. Harassment
- l. Bringing weapons, controlled substances, or contraband on campus
- m. Willful disobedience
- n. A rebellious attitude
- o. Recruiting or promoting beliefs contrary to biblical Christianity
- p. Being openly hostile towards Christ and the Gospel

3. Intimacy On Campus or at School Activities

Public displays of affection are inappropriate and prohibited. This includes holding hands, hugging, kissing, and inappropriate caressing. Infringements in this area will be referred to the Dean's office.

4. Bullying and Harassment

Grace Brethren Schools maintains a stringent harassment policy for all students and employees. Any form of bullying or harassment (sexual, verbal, written, including cyber harassment, or physical) is absolutely prohibited.

Any incident of possible bullying or harassment should be brought immediately to the attention of an administrator who will thoroughly investigate the matter. Disciplinary action up to and including

dismissal from school will be taken against any student who is found to have engaged in harassment, either personally or electronically.

Harassment includes (but is not limited to):

- a. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes
- b. Degrading words used to describe an individual including: suggestive, obscene, or threatening letters, notes, electronic communications, or invitations
- c. Physical conduct: touching, assault, impeding, or blocking movement
- d. Unwanted sexual advances
- e. Making or threatening reprisals after a negative response to sexual advances
- f. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects, or pictures, cartoons, or posters
- g. Verbal abuse of a sexual nature, including sexually graphic verbal commentaries about an individual's body

5. Academic Integrity

In the Administration of any coursework the following standards will be maintained.

Students will receive a failing grade if they:

- a. Revealing answers to other students
- b. Turning around in their seats
- c. Passing notes
- d. Possessing notes under, around or on their desk*
- e. Making hand or mouth communications
- f. Copying homework, reports, projects, cyber-cheating
- g. Using any electronic device to convey information to others

*Teachers may make exceptions for open book or open note tests

Students who cheat on any assignment will be referred to the Dean of Student Life's office for disciplinary action.

- Confirmed cheating offenses during course work will result in a grade of 0 on the assignment as well as other disciplinary action.
- A second offense will result in additional disciplinary action.
- A third offense of cheating may result in a recommended withdrawal from Grace Brethren.

Plagiarism: Plagiarism is stealing the thoughts and/or ideas of another person and passing them off as your own. Alexander Lindey calls it "taking the product of another person's mind" (Plagiarism and Originality). The emphasis here lies in the word "product." A product is something that has been created through the course of time and energy.

The **Modern Language Association** (MLA) Handbook (5th ed. 30) stipulates three major forms of plagiarism:

"Failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase."

"Paraphrasing another's argument and presenting it as your own."

"Presenting another's line of thinking and presenting it as your own."

Note that in each of these instances statements such as *apt phrase*, *argument*, and *line of thinking* all imply a great deal of effort on the part of the writer—his/her final product. Students at Grace should use common sense when determining what it is we should cite. For example, it is unnecessary to cite familiar proverbs ("Ignorance is bliss"), well-known quotations ("I have a dream..."), and common knowledge ("Hawaii is the 50th state"). However, the best rule of thumb is: When in doubt—CITE! Failure to utilize proper citations is plagiarism.

Turning in a paper already written for another class is a common temptation among students. This form of self-plagiarism is cheating. Even if the paper is moderately re-worked, chances are you have not done enough analytical thinking and writing to constitute a new assignment. That said, there is nothing wrong with returning to an issue you have previously explored and re-exploring it. The best option in cases such as this is to discuss with your teacher the dilemma and see what he/she suggests. They may want you to turn in the original paper along with the newer version to confirm a substantive effort.

Collaborative activities are very common in education today. Of course, when more than one individual is doing the research and writing, where does the line of “sharing information” get drawn? The first thing you should do in such a situation is to make sure that the role of each individual in the group is clearly defined, if your teacher has not already done so. Then, it is appropriate to offer credit to each person individually for the tasks completed. What you want to avoid is “copying”. No one needs to tell you when you are doing this. If you are honest with yourself, you know when you are taking someone else’s information and passing it off as your own.

Assistance on papers by parents, friends, or siblings is very common. However, it is inappropriate for these individuals to do any form of writing or re-writing of the text. Re-writing includes crossing out sentences and/or paragraphs and offering “new” wording. Copyediting, on the other hand, is acceptable. This includes offering editing advice on grammar, spelling, and common errors, such as using to when it should be too.

Plagiarism on any writing assignment will result in the issuance of an immediate zero on that assignment. Furthermore, it will be referred to the Dean’s office for disciplinary action.

- A second offense will result in additional disciplinary action.
- A third offense of plagiarism may result in a recommended withdrawal from Grace Brethren.

*All students who miss a final exam must have administrative approval prior to making up their exam. Make-up finals may incur a grading penalty.

6. Detention Policies

Students assigned detentions, whether by the classroom teacher or the Administration, are to report to the assigned classroom, or area, at the close of the school day and remain for the duration of the detention. Athletics, work, and other co-curricular activities are not allowable reasons to miss detention.

Tardiness or absence from detention will result in further discipline which may include suspension. Students in detention are not allowed to communicate in any manner with other students during their detention period unless exception is made for a service project to be fulfilled during detention time. Failure to comply may result in additional discipline. Detention activities may at times include appropriate and safe labor activities on campus.

7. Saturday School

Saturday School may be assigned by the Administration to help improve student behavior. Saturday School begins at 8:00 a.m.

Students serving Saturday School will be charged \$12.50 per hour on their school account. Students who are 15 minutes late will be considered absent. Absence from Saturday School will result in still being billed for Saturday School as well as further discipline which will include a rescheduling of Saturday School and may include suspension. Rescheduled Saturday School attendance will require an additional fee.

8. Suspension Policies

Students serving an out-of-school suspension are the responsibility of the parents for the duration of the suspension. Length of the suspension is determined by the severity of the offense in the judgment of the Administration. Length is normally from one to five days. It is also the responsibility

of the student and parents to obtain assignments from the instructors for the suspension period, and to have all assignments completed on time when the student returns. Non-academic offenses do not result in an academic punishment. Students will be accountable for academic work during a suspension period and it will be due upon return. All individual teacher policies regarding late work will also apply. All students who miss a final exam must have administrative approval prior to making up their exam. Makeup finals may incur a grading penalty.

9. School Investigation Policy

GBS endeavors to provide a safe and orderly learning environment. The school considers it in the common interest for all staff, parents, and students to truthfully participate in the resolution of investigated circumstances.

In the course of investigations by school officials of situations which potentially endanger the safety and/ or orderly operation of the school, students may be questioned about their activities and those of other students and/or persons. Such conversations are considered to be *conditionally privileged* communications and will be deemed confidential as allowed by law. Students are expected to be cooperative and truthful when questioned as part of any such investigation. Parents will always be notified of an investigation that includes their child, though the notification may be after the investigation has taken place.

10. Search and Seizure Policy

As part of the endeavor to maintain a safe environment, GBS administration may conduct searches of students and their book bags, lockers, vehicles and/or possessions (including cell phone contents, i.e., text messages, pictures, and videos) at any time. Furthermore, students may be asked to pull-up their social networking site to allow an administrator to examine its contents. In situations where a student's person is to be searched, care and consideration will be taken by the school to make the search process as comfortable and convenient as possible for the student. A parent or guardian will be notified immediately following such a search.

All prohibited materials found in a search are seized and confiscated. In instances where there may be a violation of civil law, the local authorities will be notified. When a student refuses to permit a search, a parent/guardian will be contacted for permission. Failure of the parent/guardian to give permission will result in an immediate suspension pending a further disciplinary hearing. In addition, the student will be referred to the Principal to commence the dismissal process for failing to abide by the policies, procedures and regulations set forth in the Parent/Student Handbook. If unlawful conduct is suspected, the police will be contacted during this process.

11. Drug Testing Policy and Procedures

a. Policy:

It is the policy of Grace Brethren Jr/Sr High School to randomly test selected students for prohibited drug use. Spiritual accountability, and a safe environment are the immediate goals of the policy. Ultimately, our goal is to bring such students to an understanding of who Christ is, and that He made them and why it is sin to abuse their bodies in this manner. We believe that students discovered using drugs are brought to the light by God. As a Christian school, we consider it our responsibility to shepherd them through this sin.

b. Selection Process:

Students selected for regular testing will be those reasonably suspected of past or current drug use. **Reasonable suspicion includes, but is not limited to:**

- i. Students who transfer from another school with a known drug use history.
- ii. Students who are re-entering the school environment after having spent time in rehabilitation.
- iii. Students who have admitted to experimentation with or extended use of drugs/alcohol.
- iv. Students who have been previously disciplined for a drug/alcohol related event by parents, school officials, or local authorities.

- v. Students who at any time exhibit behavior consistent with being under the influence of drugs/ alcohol.

In addition, any student identified as a potential user may be asked to submit to a drug test. This may be a student who does not fit any of the above categories if there is a reasonable suspicion of drug use. In such cases, the student will be subject to all search and seizure policies as outlined in the Parent/Student Handbook. Any student who exhibits behavior consistent with being under-the-influence of a drug or alcohol while at a school event, may be tested by an administrator or sent to a testing facility. This may include, but is not limited to, the use of a breathalyzer or a urine test.

The initial request to test any student for any reason will be made only by the Dean of Student Life, Dean of Academics, Athletic Director, or the Principal. Normally testing will be approved by the Principal prior to its administration.

In certain cases, students may be asked to take more extensive tests off campus at a pre-authorized facility. The parents of the student will incur the cost of such tests.

c. Procedures:

The testing panel may include, but is not limited to, testing for following contraband drugs:

- i. Amphetamines/methamphetamines, cocaine, opiates, marijuana, barbiturates, benzodiazepines (valium, Librium, Xanax, and other tranquilizers), and synthetic marijuana.
- ii. The testing procedure will be a urine test. For synthetic marijuana, a separate test kit will be necessary.
- iii. The sample amount is typically 30 ml, at a minimum.
- iv. An administrator of the school will oversee the test. The administrator will be trained in this procedure per the manufacturer's guidelines. A female administrator will oversee female students. A male administrator will oversee male students.
- v. Prior to administration of the test, the student may be subject to a physical search of his/her clothing. This is to prevent use of any means of altering the test results.
- vi. Students will provide a sample in a private restroom stall. The administrator in charge will ensure security and confidentiality during the procedure. The administrator will wait outside the restroom stall door for the student to complete the test.
- vii. If a donor cannot produce a sample, he/she will be asked to drink a glass of water. They will wait under supervision until a sample can be produced.
- viii. Once a student is asked to produce a sample, they will remain in the constant observation of the administration until the sample is produced.
- ix. Results will be examined solely by the administration. All attempts will be made to ensure confidentiality. Information about the test will not be shared with any other non-administrator without parental permission.
- x. The school is not responsible for confidentiality if the student who is tested shares the information with his/her peers.
- xi. Parents will be contacted immediately following the test in routine cases. In cases where a student is tested unexpectedly due to investigation, parents will be notified in a timely manner. Parental notification will not interrupt the investigative process.
- xii. Students must not tamper in any way with the sample provided or the findings of the test. Tampering will result in their immediate withdrawal or expulsion from Grace Brethren Schools.
- xiii. If a student refuses to take part in the testing, parents will be immediately notified, and the student will be withdrawn or expelled from Grace Brethren Schools.

- xiv. In extreme cases, or for student safety, the police may be notified. This may be triggered by refusal to take part in the test.
- xv. **NEGATIVE TEST RESULTS:** The student will be released to normal activities. Parents will be notified.
- xvi. **POSITIVE TEST RESULTS:** Will be documented. The student will be immediately re-interviewed by the administration. Divulgence of details regarding his/her usage is expected. Parents will be notified as soon as possible. Positive results may result in a student's withdrawal or expulsion from Grace Brethren Schools.
- xvii. During the interviewing process, students are expected to share any knowledge they have regarding other students involved in drug use. Every effort will be made to keep the source of this information confidential. Failure to share such information may impact the student's future enrollment in Grace Brethren Schools.
- xviii. Final discipline decisions regarding the student's withdrawal from school will be made by the Principal and the Head of School. In cases where expulsion seems necessary, the Principal will make this recommendation to the Head of School for final approval.
- xix. Grace Brethren Schools provides random drug testing at no extra cost to their families.

12. Electronic Device Policy

- a. Cell phones and other electronic devices will be confiscated if they are seen, heard, or used during on-campus student activities without faculty permission and supervision. This policy has two main implications:
 - Students may only use technology in the classroom with teacher permission.
 - When using technology in the classroom, it must be class related.
- b. Recording of students on campus at any time is strictly prohibited unless specific permission has been given from the supervising adult.
- c. To access eTextbooks, it is preferred students use tablets or laptops instead of cell phones.
- d. Although we encourage students to use technology to improve their education, GBS cannot guarantee the opportunity to charge devices on campus.
- e. Students should leave one earbud off during breaks and lunches in order to hear announcements read over the loud speaker.
- f. GBS reserves the right to conduct searches of text messages, pictures, and video content for security purposes. Student-owned devices may be confiscated at any time during the school day.
- g. Electronic devices will be confiscated if they are used on campus in an inappropriate manner. If a device is confiscated for the first time, the student may retrieve his/her device from the Front Office at the end of the day.
- h. After this first warning, the following discipline schedule will be followed:
 - 2nd Violation: 1 hour detention
 - 3rd Violation: Two hour Saturday School - \$25
 - 4th Violation: Four hour Saturday School - \$50
 - 5th Violation: Referral to administration for further discipline.
- i. The use of school or student owned devices on campus should be in support of education and research which is consistent with the educational objectives of GBS. Electronic devices must not be audible to the public without faculty consent.
- j. Students must abide by the Network Agreement which was electronically signed during enrollment.
- k. Students are responsible for their own devices. If a device is used improperly, it will be confiscated regardless of who is using it. Additionally, the school is not responsible for lost, damaged, or stolen devices.

13. Revoking of School Privileges

Students involved in disciplinary infractions may, as part of their consequence, lose some or all of their student privileges. These include, but are not limited to, positions in leadership, participating in student activities, free block privileges, Grad Night, Junior-Senior Banquet, Senior Luncheon, and Graduation.

14. Food In the Classroom

- a. Food is allowed in the classroom only if specifically permitted by the teacher for special events. On our CenterPoint Campus food is not allowed, but water may be brought to class. Other drinks may be brought to class at the teacher's discretion. They all must have screw top lids.
- b. No gum is allowed on campus during school hours.

15. Prohibited Materials

- a. Bicycles, skateboards, rollerblades and scooters are not allowed on campus at any time.
- b. Guns, knives, firecrackers, and/or any other weapons of any description are strictly prohibited on campus.
- c. Toys, playing cards and other material not related to the curriculum are not to be brought on campus without permission.

16. Medications

Medications must be left in the Front Office with physician instructions on dosage and use which are to be outlined on the **H2 Form**, submitted by the parent to the Front Office. **H2 Forms may be obtained in the Front Office for the physician to complete.** Students are not permitted to carry medications on campus or at any school related activity without a written directive from a physician and approval from Administration. The school will not give any medication to a student without a completed H2 Form on file. Medication must be brought to the Front Office and checked in with parental instructions.

Grace Brethren Schools requires that each student's parent/guardian present proof of proper immunization in accordance with current state law. Students with allowable exemptions from immunizations will be temporarily excluded where there is cause to believe that the student has been exposed to a communicable disease.

17. Damage of School Property

Students who break or damage school facilities or equipment (i.e., desks, lockers, textbooks, etc.) will be financially responsible whether the damage is done intentionally or accidentally.

18. Assemblies and Chapel

Chapel attendance is required for all students. Seniors with a free block must attend chapel regardless of when their free period falls.

NOTE: All policies described in this handbook apply at all school sponsored events both on and off campus.

K. Dress Code

GBS bases its dress code upon two criteria:

- Biblical standards of modesty (1 Timothy 2:9, Romans 12:1)
- The desire for a neat, clean and attractive appearance, being courteous of our neighbors while avoiding extremes.

To maintain modesty, dress should be distinctly masculine or feminine. Students are not permitted to dress like the opposite gender (Deuteronomy 22:5). Dress and appearance codes will be enforced at all times including after school activities or any other school functions.

We acknowledge that some of the specific standards below reflect community preferences and we in no way attempt to equate them to levels of spirituality.

Parental Note: GBS believes it is not only the school's responsibility to determine dress code, but also the student's and parent's responsibility to adhere to a dress code conducive to a proper learning environment.

1. General Dress Requirements

- a. **Shirts:** All students must wear an unaltered Grace Brethren polo shirt to school each day. These can be purchased through Land's End. Clothing worn under Grace Brethren polo shirts must be school colors, which includes red, black, white, and grey.
- b. **Sweatshirts:** All sweatshirts, including hoodies, worn on campus must be produced by the school. Button up shirts, including flannels and plaids, may not be worn over the required Grace Brethren polo. Only jackets or Grace Brethren sweaters or sweatshirts may be worn over a Grace Brethren polo.
- c. **Pants and shorts:** Students may wear shorts, jeans or other types of pants of any color. However, they must be of a single uniform color, pattern (plaid or stripes are acceptable), or fade. No bleach marks, fade streaks, discoloration, holes or frays will be allowed at any time. Clothes may not have a camouflaged print.
 - Jeans must fit properly and may not be either excessively baggy or tight. Belts are preferred and students may be required to wear a belt if deemed appropriate by Administration.
 - Shorts may not be excessively baggy or tight. All shorts must be no shorter than three inches above the kneecap. Students may not wear tights or yoga pants in an attempt to try to conform to the dress code.
 - Sweatpants, warm-ups, athletic shorts or recreational clothing may not be worn unless authorized by Administration.
 - Beach attire is not acceptable on campus. No board shorts, bathing suits, cut offs or other beach attire is allowed.
- d. **Skirts and Dresses:** Dresses and skirts are acceptable for girls but may be no shorter than three inches above the kneecap including any slits, even if tights and leggings are worn underneath. Any dress or skirt must be worn with a Grace Brethren polo.
- e. **Shoes:** Shoes must be worn at all times. Closed toed shoes are recommended. All footwear must have a back or heel strap. Flip flops or slippers are not allowed on campus. Heels on any shoe may not be higher than two inches.
- f. **Headwear:** No hats, hoods or other headwear of any kind are allowed on campus during school hours. Headwear may be allowed during inclement weather but is subject to approval by the Administration.
- g. **Logos:** Jackets worn to school may not have a logo, but they may have a manufacturer label which is smaller than 1 square inch. Any clothing permitted above which promotes Grace Brethren sports, school, clubs or other organizations is allowed.

2. General Physical Appearance

- a. **Hair:** Hair may only be subdued natural colors and must be well groomed and kept out of the face. Hairstyles and colors must not be extreme.
- b. **Tattoos and Piercings:** No visible tattoos or body piercings, including nose piercings (covered or not), or gauges are permitted at any time. Girls may also wear earrings as long as they are not excessive or pose a distraction.
- c. **Jewelry or any other accessories:** Sunglasses may only be worn outside. All other accouterments must be kept simple and non-distracting. Pendants or any other type of symbols must be representative of the characteristics as described in Philippians 4:8.

Specific Requirements for Boys:

- Hair may be no shorter than a #1 cut. Hair must not extend below the middle of the ear, below the eyebrow or over the top of the shirt collar. Hair may not extend out more than 4

inches from the head. Sideburns must be no lower than the bottom of the ear. Hair tinting, bleaching or tipping is not permitted. Boys may not put their hair in a ponytail or bun.

- Students' faces must be clean-shaven
- Earrings for boys are never allowed while on campus or while attending a school related activity.
- Boys may not wear make-up or nail polish except if it is part of a school-related drama production.
- Boys are not allowed to go shirtless on campus. This includes athletic events and summer practices.

Specific Requirements for Girls:

- Girls may wear make-up and nail polish that is modest and not heavy.
 - Shirts must not reveal any cleavage and must not be excessively tight.
 - A girl's waistline must be covered at all times.
- d. **Athletic Dress:** The approved PE uniform will be available through Lands End. This uniform must be worn and not altered in any way. Girls are not permitted to roll their shorts. In the event of cold weather, you can wear loose-fitting sweat pants or warm ups. Yoga pants, leggings and form-fitting sweats are not permitted.
- e. **Spirit Days:** Modesty must be a priority. All mandates of the Dress Code still need to be followed unless a divergence from this section is specifically apply to the day (e.g. on a sports dress day, team logos would be permitted). Tank tops, tights, leggings, hats and immodest apparel are not permitted. Students not participating in the specified Spirit Dress must be within regular dress code.
- f. **Formal Banquet Attire:** All formal attire must be modest and avoid extremes that some might find distracting or offensive. All general school guidelines apply to formal banquets, including, but not limited to, the policies regarding facial hair, piercings and tattoos.

Boys' Attire: We expect young men to wear nice pants, dress shirts and ties. Jeans are not allowed. Tuxedos and sport coats are encouraged but not required.

Girls' Attire: Skirts and dresses must be no shorter than 3 inches from the top of the kneecap. Length is measured according to solid fabric, not lace or sheer fabric. Slits must observe the same guidelines. Low cut necklines are not permitted. Dresses may not be cut below the bust line, either in front or on the sides. There should be no visible cleavage. One shoulder, halter and spaghetti straps are allowed. Dresses may be backless as long as they are not cut below the navel and the sides are covered up to the bust line. Dresses may not have any cutouts or holes on the front or sides, even if covered by sheer fabric. Bare midriffs are not permitted. Dresses may not be excessively tight. All female students, either GBS or guests, must return a signed formal dress code agreement prior to the purchase of their formal ticket.

*Students who are not dressed appropriately for formal banquets will not be permitted into the event. No refunds will be given.

When selecting clothing and hairstyles, students need to consider each of these questions:

- Is it modest and properly fitted?
- Does the clothing present a health or safety hazard?
- In choosing what clothes to wear today, whose attention do I desire and whose approval do I want?
- Am I seeking to please God or impress others?
- Is what I wear consistent with biblical values of modesty, self-control, love for my brothers and sisters and respectable apparel or does my apparel reveal identification with biblical values?(1 John 2:15-17)

*In deference to the Dress Code Guidelines set forth for our students, we request that parents and visitors dress modestly while at school or at school functions.

*In cases of any disputes with the Dress Code, all final decisions will be made by the Administration.

5. Dress Code Enforcement Procedure

GBS reserves the right to make the final decision in regard to dress. Parental review and support is vital to the upholding of dress code standards. When a student is in violation of the handbook, they will be able to return to class when they are properly attired. Students whose attire does not meet the standards at a school function may be asked to leave. Dress code violations are cumulative for each semester.

- 1st VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire.
- 2nd VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. A 60-minute detention will be assigned. Under certain circumstances the school may provide alternative clothing for the day.
- 3rd VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. A two hour Saturday School (with a \$25 fee). Under certain circumstances the school may provide alternative clothing for the day.
- 4th VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. A four hour Saturday School (with a \$50 fee). Under certain circumstances the school may provide alternative clothing for the day.
- 5th VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. Students are able to return to class when they are properly attired. The student will be referred to administration for further discipline. The student and the parent will be required to attend a conference with a school administrator before the student is allowed back in school.

L. Student Activities

1. Student Leadership

GBHS Student Leadership is made up of a group of students who desire to be servant leaders. For students who desire to serve in this way, there are two different avenues available. First, there are elected positions which include ASB and Class Officers. Second, there are appointed positions which may include multiple administration approved positions.

The responsibilities of the class officers are as follows:

- a. Lead activity projects
- b. Assist with activity projects
- c. Participate in all spirit activities
- d. Provide ideas for activities and projects
- e. Create opportunities to enhance the school environment and culture
- f. Be role good models
- g. Be strong participants in chapel
- h. The ASB President or Vice President may attend Principal's Advisory Committee

2. Athletic Participation

Each year, students who plan on participating in interscholastic athletics must have a physical examination, as well as other forms, completed in order to play. Once completed, forms must be turned in to the Athletic Director PRIOR to tryout and/or practicing for a team.

The costs of the insurance and the physical examination are the responsibility of the parent and are not included in the athletic fee. If a student needs insurance, information can be obtained from the GBS Business Office.

There is a fee for participation in all Junior High and Senior High sports. Participation in second or third season athletics will be denied if past athletic fees have not been paid in full.

Participation in athletic contests is left to the discretion of our coaches. Playing time is not guaranteed to any athlete at any level. When a sport has more than one level (i.e. Varsity, JV, Fresh/Soph), it is up to the coach to determine which level the athlete participates on. Which level an athlete plays on can also change and be adjusted during the season at the coaches discretion.

In each season of sport, the athletic fee will be billed to student's tuition account. The bills will be charged on September 1st for fall sports, on December 1st for winter sports, and on March 1st for spring sports.

If an athlete is on the game roster for 1/3 of the games as a team member in any sport, it will be considered that the athlete played the whole season for billing purposes. If they complete less than 1/3 of the games, the account will be adjusted to reflect a need for only 50% payment. Injuries are an unfortunate part of athletics and any such occurrence will be taken into consideration.

3. Clubs

GBS encourages students to participate in clubs. All clubs must have approval from the Administration. Students may start a club with the approval of the Administration, the approval of the Student Council, and a GBS staff member to supervise it. Clubs for the school year may include but not limited to the follow:

- a. **National Honor Society (NHS):** The purpose of this organization is to create enthusiasm for scholarships, stimulate a desire to render service, promote leadership, and develop Christian character in the students of Grace Brethren High School. Its objectives are 4-fold: Scholarship, Service, Leadership, and Character.
- b. **CSF/CJSF:** The California Scholarship Federation emphasizes high standards of service, scholarship, and citizenship for California middle and high school students. CSF (High School) and CJSF (Junior High School) encourages service to the school and community while fostering pride in scholastic achievement. CSF and CJSF are clubs for those who achieve high academic honors.
- c. **National Art Honor Society:** The objective of the National Art Honor Society is to inspire and recognize students who have an outstanding ability in art or who wish to improve their artistic skills.
- d. **Mock Trial:** Mock Trial is designed to give students a basic understanding of the law and how our legal system works, an insight into the various roles in our justice system, and developing critical thinking skills needed to perform these roles.
- e. **Robotics:** Robotics is a club dedicated to the following purposes: Build your own autonomous robot from parts supplied to you, learn basic computer programming, and use it to control your robot, take your robot to competitions with other schools and have a BLAST!
- f. **ASB (Associated Student Body)/Student Leadership:** The objective for ASB Members is to provide an avenue for the elected students to experience the value of serving their classmates while learning leadership skills that will positively impact their future.
- g. **Equestrian Club:** The purpose of this club is to introduce students to the world of horses. Students will not only learn how to ride, but will learn proper care of a horse, anatomy, and the various forms of riding competition. Meetings occur both on campus and at an off campus "ranch" location.

4. Dance Policy

Dancing is not permitted on the GBS campus nor is it sanctioned or sponsored by the school at any of its activities. Pursuant to educational and developmental programs, aerobic exercise, and movement and use of choreography in theater and musical productions may be deemed appropriate.

5. Junior-Senior Banquet

The Junior Class coordinates the Junior-Senior Banquet in honor of the graduating Seniors. This event is held in the spring of each year and is attended exclusively by Juniors and Seniors. Students may bring guests from outside schools who are at minimum Juniors or Seniors, no more than one year out of high school, and no more than 20 years old. Outside guests must be of the opposite gender from the

accompanying Grace Brethren student. A form must be filled out and returned to Administration no later than one week prior to the event for approval on all outside guests.

6. Senior Grad Night

Grace Brethren High School participates in the Disneyland Senior Grad Night. This event is for **seniors only**. All students must be transported to and from Disneyland by the school and follow all school conduct guidelines.

7. Attendance Requirements

To be eligible for co-curricular activities, students must attend school for at least 50% of the day of the activity. This includes, but is not limited to: sports practice and games, music and theater practices and performances, and student leadership meetings and activities (e.g., Pep Rally, Homecoming, Junior-Senior Banquet, etc.).

M. Parent partnership Opportunities

1. Parent Teacher Fellowship (PTF)

The PTF is an association open to any parent and teacher of students attending Grace Brethren Jr/Sr High School. Its purpose is two-fold:

- a. To provide a means of communicating information that the school believes is important in supporting the parents, faculty, and Administration.
- b. To provide parents and the school staff a vehicle by which they can support the educational programs and goals of the school.

2. Lancer Booster Club (LBC)

Those participating in this organization are committed to improving the school's athletic programs by encouraging participatory support by parents and students at games and events. They accomplish this goal by developing fundraising activities to provide non-budgeted "extras" for the various teams and to provide an example of spectator sportsmanship at all times.

3. Fine Arts Booster Club (LBC)

Those participating in this organization are committed to improving the school's Fine Arts programs by encouraging participatory support by parents and students at games and events. They accomplish this goal by developing fundraising activities to provide non-budgeted "extras" for the various programs.

N. Emergency Procedures

1. Staff CPR and First Aid

All school staff members have CPR and First Aid certifications and update these certifications on a regular basis.

2. Emergency Preparedness

Fire drills and lockdown drills are conducted regularly. The teachers review earthquake procedures with students following these drills.

3. Emergency Medical Response

If a student is injured or becomes ill during the day, the school will contact the parents or other legal guardians for instructions on how to best manage the situation. In the event that the parents cannot be reached, the school will employ the directions given on the emergency medical form or take the best possible action available. In the event that a student needs immediate medical attention, emergency medical services will be contacted. It is vital for each student to have a current emergency form on file with up-to date emergency contact phone numbers.

4. Evacuation Plans

In the event of an emergency on the high school premises, students may be evacuated to ensure their safety. Should the need ever arise, students would be evacuated to one of the other Grace Brethren Schools' campuses or to Grace Church of Simi Valley.

5. Emergency School Closures

In the event of an emergency school closure, the GBHS staff will seek to notify parents and keep them updated. Grace Brethren notifications may include:

- a. Text messages
- b. Website Updates
- c. Answering Machine Messages
- d. Posted Signs on the Buildings

In the event of an emergency school closure, students may need to be retained until Administration and/or government authorities deem conditions safe for all our school families.

O. General Policies and Procedures

1. Lockers and Personal Possessions

Students are assigned lockers and combination locks. It is the students' responsibility to secure their lockers. GBS is **not liable** for personal items that are stolen, lost, or damaged. This also includes lost textbooks. Students are not permitted to use personal locks on their assigned lockers. Students will be issued one free lock upon enrollment. If that lock is misplaced, students will purchase an additional lock from the GBHS Student Store.

All articles left in the classroom, locker areas, front office, or grounds will be placed in the lost and found located on campus. Valuables (i.e., cameras, jewelry, rings, etc.) will be turned in to the Front Office. Periodically, items not claimed will be donated to a local ministry.

NOTE: Student books and personal items left at school inside lockers or inside/outside the buildings are the sole responsibility of the student.

2. Lunch Program

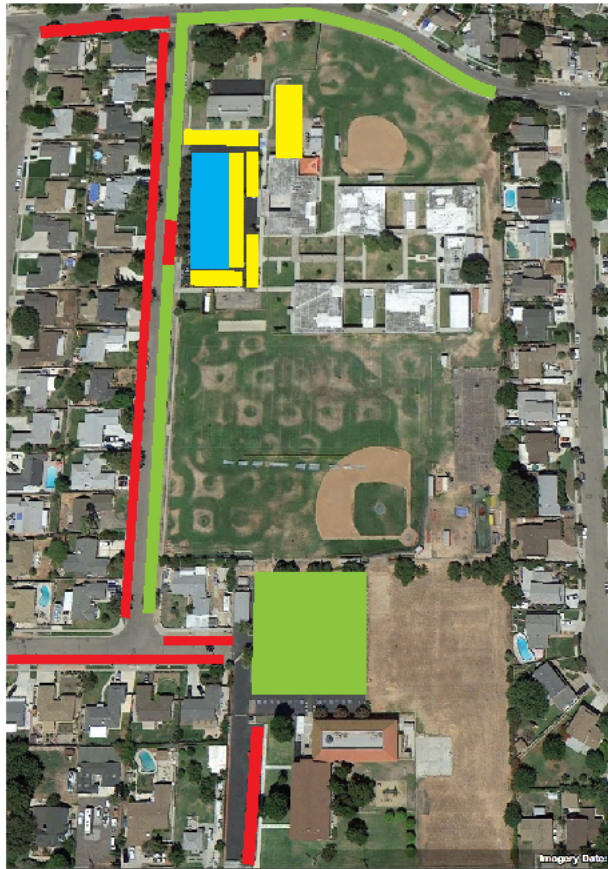
Students may bring their lunch or buy pre-packaged lunches available through various vendors in the community. The Snack Shack is to be used before and after school, during lunch, and during breaks only.

3. Parking and Driving On Campus

Caution should always be adhered to when driving to school, on campus, at Centerpoint Church, and at Grace Church of Simi Valley. Reckless and irresponsible driving will result in the revoking of parking privileges. Students must not loiter in or around their cars, before, during, or after the school day. Students may not go to their car during the day if it is parked on the street. Loitering before, during, or after school at Centerpoint Church or in the Centerpoint Church parking lot is prohibited.

All students who will be driving to school must register their vehicles (car, truck, and motorcycle) in the office and receive a parking permit. This will enable school officials to find the driver in case of an emergency. Students who do not have a parking permit posted on their car, will receive a warning. If there is a second violation, the student will be disciplined according to the scale below.

The school's good neighbor policy requires students to park on the sides of the streets that line the perimeter of the school. This is the west side of Cherry Avenue and the south side of Elizondo Street. Student parking is located off Royal Avenue in the parking lot of Centerpoint Church. Seniors may only park in the first row of the main Cherry Avenue parking lot when space is available. Students may not park in faculty or visitor parking zones.



Parking Map

■ Student Parking
 ■ Visitor, Staff, Permit Parking
 ■ No Parking
 ■ Senior Parking

1st Violation: Warning

2nd Violation: 1-hour detention

3rd Violation: 2-hour Saturday School - \$25

4th Violation: 4-hour Saturday School - \$50

5th Violation: Referral to administration for further discipline

*Audio played in cars may not be at a volume at which it can be heard from outside the vehicle.

In order to protect the safety of the students/children, if an authorized individual—attempting to pick up a student, is suspected of being impaired and/or under-the-influence, GBS will deny the release of the student/child.

4. Student Pictures

Student pictures will be taken annually. You will be advised of the date, cost, etc.

All Seniors must sit for regular school pictures for ID purposes and for the official yearbook photo. Arrangements for Senior portraits must be made via the approved school photography studio that also handles student pictures. Appointments are to be scheduled at the parent/student's discretion and must be completed by the start of school. This will insure consistency and meeting of the yearbook guidelines.

If a student does not sit for a school picture, he/she will not be included in the yearbook.

5. Textbooks

GBS contracts with an online textbook vendor called MBS Direct for all textbook purchases. Details about how to order books, and more information on MBS can be found at www.mbsdirect.net.

6. Transportation

Transportation to high school sports or other Co-curricular events will be by school bus whenever possible. Occasionally, parents will be asked to drive. Parents who drive students for a school activity must have a valid driver's license as well as current proof of insurance on file in the Front Office. Parents who volunteer to transport students to and from field trips do so of their own volition and as a volunteer activity. Such parents are not eligible for mileage or gas reimbursement.

7. Tutoring

After school until 3:30 p.m., GBS instructors are all required to make themselves available for free after school tutoring. Tutoring times should be scheduled with individual instructors.

8. Payment Policy

Tuition is due on the 1st of every month with a 10-day grace period before it is considered delinquent. Tuition must be received no later than close of business on the 10th of every month. Postmarks on the 10th are not accepted as on time. The late fee for any unpaid balance will be assessed a flat \$35 fee on any balance over \$100.00 on a monthly basis.

Should an account go over 30 days without full payment, the family will be placed on an 'all cash' basis for all incidentals (i.e., lunch, sports, student store, etc.) until the account is brought current. Should an account go over 60 days without full payment, the student(s) will be not be allowed to attend classes until arrangements have been made to bring the account current.

9. Commerce

The buying, selling, or trading of personal goods is not allowed on campus.

P. International Students

Grace Brethren High School is a certified I-20 issuance school. As such, the school allows a limited number of international students to enroll in our program.

1. Admissions Qualifications and Procedures:

- a. All new student applications must be made online at www.gracebrethrenschools.com. International students must fill out the appropriate application for I-20 students.
- b. To be eligible for admission, all students must obtain an F-1 Student Visa.
- c. The application fee is \$495.00. After acceptance and upon completing enrollment, there will be an enrollment fee of \$795.00. Once enrollment is complete, the student's I-20 will be issued. Application and enrollment fees are non-refundable.
- d. As part of the application process, international students must take a language assessment exam.
- e. International tuition rates are different from domestic rates. Tuition rates can be found on the school website under Admissions/International Students.
- f. Grace Brethren High School does not accept students who wish to transfer into the senior year, unless they have studied for at least one full year prior in an accredited educational institution in the United States.
- g. Students may not be older than 19 years of age at any time during their course of study at Grace Brethren High School. Students who will turn 20 years of age during the school year are not eligible for admission.

2. Admitted Student Policies and Procedures:

- a. Once admitted, international students must attend the New Student Orientation prior to the first day of school.
- b. At least one adult representative from the international student's host family must attend the Host Family Orientation, held prior to the start of school.
- c. International students may be refused enrollment at Grace Brethren High School if they have less than a 3.0 cumulative GPA.
- d. Unless for approved emergency reasons, return visits to a student's home country which result in missed school will not be approved. In such cases, all absences will be unexcused. All other policies regarding missed school days will be enforced.

- e. International students will be held responsible to all other policies and procedures as set forth in the Parent/Student Handbook.
- f. In the event that an international student withdraws from the school, notification of I-20 transfer must be made within two weeks of the end of school. After this time, the student's I-20 will be terminated in the SEVIS network.
- g. Students are not to use Uber/Lyft unless they are over 18 years of age.
- h. In order to switch agencies or host families, students must follow the steps outlined in the Grievance Form and have International Student Administrator approval.
- i. Aside from designated holiday breaks, international students are not permitted to travel overnight during the semester unless they have the International Student Administrator's approval. An International Student Travel Form will need to be completed and given to the officer.
- j. Each international student will voluntarily submit to the authority of his or her host family and voluntarily be involved in the activities of the family, including attending church, if requested, having meals together and spending time with the family in order to improve language acquisition and learn more about American culture.
- k. Students are expected to produce their own academic work and not copy the work of others.
- l. While it is encouraged that all students are in the International Club, it is required for international students to be in one additional co-curricular activity.
- m. In order to drive, the student must possess a California's driver's license, insurance, and written permission from both parents and host family on file at the school.
- n. Students must be full-time students to remain in SEVP status.