

# GRACE

Preparatory School of Stafford, Virginia

*Building a firm foundation for a life of serving Christ*

## Parent / Student Handbook 2017 - 2018

*Home of the Warriors*

*“Be strong in the Lord and in His mighty power.”*

*Ephesians 6:10*

***Grace Preparatory School***

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*www.GracePrepSchool.org*

Grace Preparatory School is a University-Model® school and is Certified by the National Association of University-Model® schools (NAUMS)

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# UMS – A NEW CONCEPT IN EDUCATION

## GENERAL UMS INFORMATION

*GPS Ministries, Inc.*, consists of a University-Model® school, Grace Preparatory School of Stafford, and the related ministries designed to develop, support, and propagate it.

As an organization subject to the Lord Jesus Christ, it seeks to participate obediently and effectively in fulfilling His mandate to the Church, as stated in Matthew 28:19-20, the Great Commission, by helping to build the body of Christ through academic education, Christian discipleship, and related ministries, including especially those family education ministries uniquely necessary for a university structured format.

Through developing and implementing a new educational alternative, GPS Ministries endeavors to train and encourage believers, both young and mature, to worship their Lord and Savior by living in ever greater and more effective obedience to Him (Rom. 12:1-2).

This ministry is intended to work in partnership with Christian families and other ministries of the Church to provide helpful resources necessary in the discipleship of young believers for true success, beyond, and even apart from higher education.

Grace Preparatory School is fully accredited by the Southern Association of Colleges and Schools (SACS), a division of AdvancED, an organization which accredits primary and secondary schools throughout the United States.

## THE MODEL

**Grace Preparatory School of Stafford** is modeled after a successful University-Model school, Grace Preparatory Academy, in Arlington, TX. University-Model® school (UMS) is an educational alternative which combines a university-simulated schedule and learning techniques along with parental involvement. Grace Preparatory School is fully certified by the National Association of University Model® schools.

University-model education takes the best aspects of traditional, full-time public and private schools, as well as home schools, and molds them into one model. UMS uses a university-style schedule adapted to the elementary, junior, and senior high levels. Professional teachers conduct central classroom instruction. Elementary students attend classes on Tuesday and Thursday while secondary student attend school on Monday, Wednesday, and Friday. Students spend alternate days at home where parents continue their instruction or monitor student progress. Teachers provide parents with detailed instructions for days spent at home, commonly called satellite home study days.

UMS serves a wide variety of student needs by allowing a range of enrollment opportunities. A student may choose to take only one or two classes (secondary), or may opt to take a full academic load. Elementary students (except for Kindergarten) may enroll in a full or part-time program. Tuition for secondary courses is paid per course, per school year.

Though off-campus parental roles are clearly defined and required in the model, *UMS should not be equated with home schooling or home schooling cooperatives*. Nor should UMS be understood as traditional classroom education that has simply reduced classroom time (i.e. a Mon/Wed/Fri. classroom agenda). Its significance lies in its ability to effectively partner parents with highly qualified teachers to gain better academic results, especially among average students. The UMS model has proved to be one of the best preparations for students planning to attend college.

Full-time students who successfully complete all the requirements for graduation will be issued a diploma at graduation. Although GPS cannot issue diplomas to students who are primarily schooled at home, GPS does work as a great resource for homeschoolers because students may take courses to supplement their homeschooling efforts.

## OUR VISION

Building a firm foundation for a life of serving Christ.

## OUR MISSION

Grace Preparatory is a University Model® school, a private Christian school, whose purpose is to provide its students with a comprehensive college preparatory education with a biblical worldview. Our desire is to assist parents in educating their children in a way that is both academically excellent and God-honoring, preparing students for higher academics as well as for a life of serving Christ whole-heartedly. Our comprehensive approach is accomplished through an educational format that makes provision for both trained classroom instruction and individualized parent involvement.

## GPS Board Members 2017-2018

Ty Janney, Chairman  
Ted Smith, Vice Chairman  
Tom Seibert, Treasurer  
Chris Buchanan  
Tracee Pelt

## OUR EDUCATIONAL PHILOSOPHY

Grace Preparatory School bases its educational philosophy on three main components: (1) a Biblical foundation, (2) Preparing each student for life, and (3) Emphasizing the parents' role.

**(1) A Biblical Foundation:** All truth in education is God's truth. The Bible, as the infallible, inerrant, and inspired Word of God, is the foundation and guide for all knowledge and basic to all elements of education. Because God created, sustains, and will consummate all things through His Son, the Lord Jesus Christ, the universe and all life are dynamically related to Him and have the purpose of glorifying Him. This purpose is fundamental to Christian education and will permeate every aspect of our goals and objectives, our teaching methods, and our curriculum. All representatives of the school will strive to demonstrate and teach values, character, and "Christ-likeness as well as academic material.

**(2) Equipping Students to Impact Their Culture for Christ:** The primary goal of all Christian education is to prepare each student to glorify and honor God in all that he does and to impact their culture for Christ. We seek to fulfill this goal by:

- Training and encouraging students to become committed disciples of Christ,
- Supporting the family as the primary social and educational unit instituted by God,
- Promoting personal responsibility for academic excellence and a strong work ethic,
- Integrating home and school for the development of life skills and strong Christian character in balance with academics and co-curricular activities.

Students will be encouraged to assume personal responsibility for learning as part of the maturation process. We expect Grace Preparatory School students to be prepared for pursuing any chosen profession, through rigorous academic instruction and discipline, and be committed to a lifetime of learning and service to their families, their churches, and their communities through an intimate relationship with Jesus Christ.

**(3) The Role of Parents:** We recognize that parents are commanded to train their children for God's glory by bringing them up in the nurture and discipline of the Lord (Deut. 6; Eph. 6:4). Grace Preparatory School is designed to assist parents in fulfilling the Lord's commands for education and training of children for His glory.

To assist parents in training their children, Grace Preparatory School will seek to provide parents with academic expertise, challenge, pacing, direction, and accountability. The parents' role is to oversee their child's education and academic progress. Parents have flexibility in determining what courses the child will take at the school and what training will be received at home. Parents share joint responsibility with the school for helping students build the character qualities and work ethic that lead to academic success, and for encouraging students to accept increasing responsibility for the consequences of their actions. As students progress from elementary to high school the parental teaching role changes from directly instructing in cooperation with the classroom teacher to actively monitoring student progress. GPS is committed to providing a vital learning experience for students that encourages and facilitates the parent/child relationship. **Parents are the single most influential factor in a child's educational performance.**

### **OUR STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is only one God, Creator of the Heavens and the Earth, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ, which is to say He is God incarnate (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death on the cross, His perfect and final substitutionary sacrifice for the sin of mankind (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved, not by any works of our own can we merit salvation (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

### **DISCLAIMER**

The Grace Preparatory School Board of Directors reserves the right to add any new policies as the need arises and/or amend or make additions to any policy written herein at any time.

### **NON-DENOMINATIONAL POLICY**

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or School Board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctions.

## **STATEMENT ON MARRIAGE, GENDER, AND 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. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

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. (Gen 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 Cor 6:18; 7:2-5; Heb 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. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Grace Preparatory School as the local Body of Christ, and to provide a biblical role model to the Grace Preparatory School members and the community, it is imperative that all persons employed by Grace Preparatory School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 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; Rom 10:9-10; 1 Cor 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 Preparatory School.

## **INCLEMENT WEATHER POLICY**

In cases of snow, ice, or inclement weather, GPS Administration will make a decision regarding the opening or closing of school with guidance from local school systems and VDOT. Messages will be sent via Gracemail and Parent Alert, will be posted on the GPS website and recorded on the school's voicemail system.

### **Philosophy for Assessing Severe Weather Impact**

Severe weather can happen at any time in the D.C. Metro area. Fall may bring hurricanes or thunderstorms which can cause power outages and flooding of area roads. Winter brings occasional snow, ice and sub-zero temperatures. Our area has also experienced an earthquake. All of these natural occurrences require local authorities to assess the safety of area roadways and institutions before decisions can be made whether to operate schools and businesses safely. Grace Preparatory School looks to local authorities in making assessments about safety. Local schools and government institutions have greater resources for assessing the wide geographic area our families travel to attend school.

Grace Prep authorities also assess our physical plant's safety and readiness. We determine whether our building has power, heat and communications, as well as whether our parking lots are clear and safe.

The decision to close school or delay opening is complicated. It is the intention of the Grace Prep Administration to always err on the side of safety. Grace Preparatory School will usually follow the decision of Stafford County Schools regarding closures or delays due to the connection of our faculty, staff, and families to the Stafford County system.

### **Procedures for Determining School Cancellation or Delay**

1. Assess weather conditions via radio, television and available Doppler radar resources.
2. Monitor announcements from local school systems.
3. If Stafford County School system closes, determine whether Grace Prep should follow suit.

4. If not following Stafford, determine whether SBC facility is operational. This may require phone calls to SBC staff or actually visiting the site.

### **Deciding to Close or Delay**

#### **Closure**

- Designated personnel initiate communication to the Grace Prep community in the following ways:
  - a. Gracemail – select appropriate distribution lists; include childcare workers.
  - b. Renweb Parent Alert – select appropriate grades, faculty and childcare workers; initiate voice to text call to reach families via cell phone or home phone.
  - c. School website – update “Banner” document on Google docs which posts live to the [www.graceprepschool.org](http://www.graceprepschool.org).
  - d. Post closing or delay on Fredericksburg.com.

#### **Delay**

- Follow procedure above, but also evaluate which Delayed Opening of School schedule to follow (see below). Include this schedule in email.

**ABRIDGED SCHEDULE A**

**9:00 a.m. Delayed Opening for Faculty Meetings**

- Period 1 9:00 – 9:50
- Period 2 9:55 – 10:45
- Period 3 10:50 – 11:40
- Lunch (all) 11:45 – 12:05
- Period 5 12:55 – 1:45
- Period 6 1:50 – 2:35
- Period 7 2:40 – 3:25

50 minutes for core classes (-10 minutes)  
 45 minutes for elective classes (-5 minutes)  
 Period 4 classes omitted

**ABRIDGED SCHEDULE B**

**10:00 a.m. Opening for Inclement Weather**

- Period 1 10:00 - 10:45
- Period 2 10:50 - 11:35
- Period 3 11:40 - 12:25
- Lunch 12:30 – 12:50
- Period 4 12:55 – 1:25
- Period 5 1:30 – 2:15
- Period 6 2:20 – 2:50
- Period 7 2:55 – 3:25

45 minutes for core classes (-15 minutes)  
 30 minutes for elective classes (-20 minutes)

**ABRIDGED SCHEDULE C**

**10:00 a.m. Opening for Inclement Weather following a Snow Day with no classes**

- Period 1 10:00 - 10:50
- Period 2 10:55 - 11:45
- Lunch 11:50 – 12:10
- Period 3 12:15 – 1:05
- Period 4 Omitted
- Period 5 1:10 – 2:00
- Period 6 2:05 – 2:45
- Period 7 2:50 – 3:30

50 minutes for core classes (-10 minutes)  
 40 minutes for academic elective classes (-10 minutes)  
 Period 4 classes omitted

**ABRIDGED SCHEDULE D**

**9:00 a.m. Delayed Opening -- Inclement Weather**

- Period 1 9:00 – 10:00
- Period 2 10:05 – 11:05
- Period 3 11:10 – 12:10
- Lunch (all) 12:15 – 12:35
- Period 5 12:40 – 1:40
- Period 6 1:45 – 2:35
- Period 7 2:40 – 3:30

60 minutes for core classes (-0 minutes)



50 minutes for elective classes (-0 minutes)  
Period 4 omitted

## **ABRIDGED SCHEDULE E**

### **10:00 a.m. Elementary Delayed Opening -- Inclement Weather**

#### K, 1<sup>st</sup> and 2<sup>nd</sup> Grades

10:00 – 11:00	Language Arts
11:00 – 12:00	Math
12:00 – 12:40	Lunch/Recess (20 minutes each)
12:45 – 1:30	Science / Social Studies
1:30 – 2:30	Electives
2:30 – 3:25	Social Studies/Science
3:30	Dismissal

#### 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades

10:00 – 11:00	Language Arts
11:00 – 12:00	Math
12:00 – 12:40	Lunch/Recess (20 minutes each)
12:45 – 1:45	Social Studies / Science
1:45 – 2:30	Science / Social Studies
2:30 – 3:25	Electives
3:30	Dismissal

## **SCHOOL & HOME COMMUNICATION POLICY**

Communication is *vital* in the university model of education. GPS administration and teachers will communicate regularly with parents by various means such as telephone, *ParentsWeb*, Gracemail, printed letters, meetings, and most importantly, the assignment sheet. **We encourage parents and students to contact teachers to clarify assignments or expectations.** Also, parents and students are expected to attend all school meetings and training opportunities designed to inform the parents of important topics or events and help the parent learn how to be an effective co-teacher.

If there are questions or problems within a particular class, **the parent or student should first talk with the teacher.** All dialogue is to be conducted respectfully, professionally and according to biblical guidelines. If the issue cannot be resolved satisfactorily, the parent or student should talk with the appropriate Division Head, and finally, the Administrator. It is our desire to cultivate a positive and effective relationship with the parents to ensure the students' success. Any questions about events, school policies, guidelines, or other information should be directed to the school office. (See Appendix: Parental Roles)

Personal appointment, telephone and Gracemail are the preferred methods of communication; **parents and students should refrain from texting teachers.**

## **CHARACTER DEVELOPMENT / DISCIPLESHIP PROGRAM**

The Character Development and Discipleship initiatives at GPS are a vital part of the school's vision to equip and train students to impact their culture for Christ. Therefore all students are required to take specified Bible Class as part of their requirement to obtain a Grace Preparatory School diploma. A biblical worldview is integrated into the content material of every class. At every grade level, students participate in regular chapel services, various spiritual life activities, mission and service opportunities, and community building initiatives with Grace Prep family. It remains the parents' primary responsibility for the spiritual formation and discipleship of their children, but GPS is committed through our partnership with parents to support and complement the spiritual training occurring in each home and local church represented in our school community.

While students are at school, parents have entrusted the school to maintain policies of student behavior – matters such as order and respect in the classroom, safety and proper supervision, Christ-like courtesy and consideration for others, minimum distractions to the learning environment, proper dress, and academic honesty. GPS's procedures of school discipline are administered to encourage repentance and personal growth. In addition to enforcing standards, the administration makes every effort to communicate the biblical principles behind the school standards and endeavors to motivate the students to make better choices in the future. Prayer, a listening ear, and time are essential for this to happen, and the Character Development Program seeks to ensure that it is provided.

## **VISITORS POLICY**

To enhance both student safety and operational efficiency, Grace Preparatory School has established the following guidelines governing the presence of visitors on campus during regular school hours, except for parents who are dropping off or picking up students. Students and parents should make potential visitors aware of this policy.

1. All visitors must check in at the office when arriving on campus. They must sign in, drop off their car keys, and receive a visitor's badge. This pertains to all GPS parents whether they are volunteering with a teacher or joining their child for some other activity.
2. Visitors may not observe classes during a regular school day unless permission from the Administration is granted.
3. All visitors must be willing to comply with the rules and regulations including appropriate dress regulations that govern student and staff conduct.
4. Prospective students or parents who visit a classroom are requested to refrain from asking questions while class is in progress.

## ADMISSIONS POLICIES & PROCEDURES

### ENROLLMENT POLICY

Enrollment in Grace Preparatory School is open to all Christian households that are committed to the Lordship of Jesus Christ and are in agreement with our doctrinal statement as well as our procedures, policies, and standards. GPS is a distinctly Christian organization, and the administration reserves the right to deny enrollment on grounds of religious beliefs and affiliations that are contrary to our basic doctrines and standards.

Acceptance for enrollment in GPS is at the discretion of the Board of Directors. This acceptance is based upon the satisfactory completion of all application requirements and a thorough review of all responses on the application forms. To complete registration, all students new to GPS must submit all official student records from previous schools attended. This includes any credits needed to graduate with a GPS diploma. The transfer fee will not apply during the initial admission process.

In order to provide the assurance of a wholesome Christian atmosphere and to prevent any negative reflection on the school itself, GPS reserves the right to review any pertinent information, records, or circumstance of any applicant or enrolled individual or family. GPS reserves the right to ask for letters of referral or may contact former schools, etc. to request references regarding any individual or family. Any information gathered will be kept confidential. The Board of Directors reserves the right to take whatever steps it deems necessary in order to ensure that GPS's testimony and purpose are not hindered. Such action includes, but is not limited to, the denial of enrollment or removal from enrollment of any student or family.

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### KINDERGARTEN ENROLLMENT

The K4 program was added in the fall of 2015 with the vision of preparing our youngest students with the skills and concepts needed to fully engage in the University Model through early exposure to the building blocks of learning. The K4 program upholds the same values and principles that drive our vision throughout the K-12 program: *Building a firm foundation for a life of serving Christ.*

Children who reach their **fourth** birthday on or before September 30<sup>th</sup> may enter our K4 program.

Abeka K4 Curriculum will be used and concepts covered will reflect *Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year-Olds*: [http://www.doe.virginia.gov/instruction/early\\_childhood/preschool\\_initiative/foundationblocks.pdf](http://www.doe.virginia.gov/instruction/early_childhood/preschool_initiative/foundationblocks.pdf)). K4 students participate in our enrichment classes.

"Early childhood education fosters cognitive skills along with attentiveness, motivation, self-control, and the character skills that turn knowledge into know-how and people into productive citizens."

Dr. James Heckman Nobel Laureate in Economics

Children who reach their fifth birthday on or before September 30 may enter kindergarten in that year. Children whose birthdays fall after September 30 enter kindergarten the following year.

We recognize the possibility that children who turn five years of age after September 30<sup>th</sup> might be ready for a successful kindergarten experience. It is recognized that many factors are considered in determining eligibility for early entrance to kindergarten. Due to the importance of this decision, Grace Preparatory School has adopted the following policy:

1. Requests for early entrance to kindergarten will be considered for children whose fifth birthday is prior to December 31st.

2. Parents should schedule a meeting with the administrator to discuss their reasons for their early entrance request.
  3. The child must participate in our school's written testing, as well as meet with our Elementary Director to measure readiness.
  4. Outside testing by a licensed psychologist may also be requested by the administration.
  5. Children who meet the assessment and other criteria may enroll with the approval of the Administration. During the school year, a meeting with the parent will be held to review the child's adjustment and progress. The principal will then determine the continued appropriateness of the placement or whether the child would benefit from repeating kindergarten before progressing to first grade.
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### **NON-DISCRIMINATORY POLICY**

Grace Preparatory School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to its student and does not discriminate on the basis of race in administration of its educational policies, admission policies, or other school-administered programs.

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### **PARENT AND STUDENT RESPONSIBILITIES**

GPS is a Christian university-model school. Because of this, both parent involvement and student cooperation is essential if GPS is to successfully fulfill its mission, a mission which includes a vital spiritual element. Therefore, as a condition of acceptance to this school, the parents of each student applying for admission must be in agreement with the school's Statement of Faith.

It is necessary that GPS have parent and student guidelines to facilitate the acceptance of those students appropriately suited for a university-model format. Those guidelines are as follows:

- a) Parents must sign a form stating their acknowledgement of our Statement of Faith as an expression of who we are and what will be taught in the classroom AND expressing their own personal faith and commitment to Jesus Christ.
- b) Parents and students must be willing to abide by the school's rules and regulations as expressed in our handbook or by the Head of School. Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline and the school's Statement of Cooperation (see appendix).
- c) Parents must be committed to providing partnership instruction in the satellite classroom on the days that the child is not attending GPS in order to provide quality education in accordance with the laws of the state of Virginia. Parents are responsible for providing appropriate support and structure for completing home assignments, including: checking assignment sheets, monitoring the student's academic integrity in the completion of these assignments, and providing other support as needed. Secondary students are discouraged from obtaining employment on their satellite home study days if it negatively impacts their ability to complete assignments.
- d) The family must be regular attendees of a local Bible-teaching Christian church that is in keeping with the GPS Statement of Faith.

- e) Parents and students must be committed to the university-model learning experience and Christian environment of GPS.
- f) Prior to enrollment each new school year, each student must thoroughly read and sign a form signifying that he or she is willing to adhere to GPS's Student Code of Conduct, Dress Code Policy, and all other policies regarding student behavior.
- g) Parents must agree not to pursue legal action against GPS Ministries, Inc., but must use a Christian conciliation service to settle any disputes if they cannot be resolved at the school level.
- h) Parents must provide continually updated health and immunization records (or official physician exemptions or religious exemptions if applicable) for each enrolled child.

## **WORK AT HOME EXPECTATIONS**

Compared to traditional schooling options, University-Model® schooling requires an unusually high level of parent involvement in each student's academic progress. Yet, this opportunity for increased relational involvement is the gift that University Model® schooling offers to parents who are eager to walk alongside their students during some of the most formative years of their lives. The days students work at home provide increased opportunities for parents to strengthen family relationships, cultivate character, nurture faith, and impart the values they hold dear.

At Grace Prep, it is our desire that students develop a strong work ethic and gain a capacity to focus and accomplish their work with age-appropriate levels of support. In general, students spend a minimum of one hour working at home for every hour spent at school (1:1 ratio). Parent support progresses from a side-by-side relationship to a mentoring relationship as students grow older and mature.

The actual amount of time spent on satellite home study days varies by student. Averages for Grace Prep School are:

Grades K – 2	2.0 – 3.0 hours per day
Grades 3 – 4	2.5 – 4.0 hours per day
Grades 5 – 6	3.5 – 5.0 hours per day
Grades 7 – 8	4.0 – 5.5 hours per day
Grades 9 – 12	4.5 – 6.5 hours per day

Parents help their students to work effectively at home in many ways such as: providing a designated place to study, removing distractions (ie., cell phones, TV, other electronic devices), maintaining a schedule similar to an on-campus school day (ie., begin by 8:30 a.m., following the same order of subjects as the student's school-day schedule), providing appropriate breaks, being available to your student to discuss questions as well as content of your student's courses, helping your student to stay organized, and holding your student accountable to completing his or her work in a timely manner.

## **OPEN REGISTRATION POLICY**

Grace Preparatory School admits new students prior to the start of each semester. Once semester classes begin students may be considered for admission at the discretion of the Administration. GPS may set registration deadlines for new students several days or weeks prior to the start of classes to allow sufficient time to complete admission requirements.

Registration meetings for returning students are required prior to the start of each new school year in order to reserve the student's place in his/her requested classes. In order to receive priority placement over newly enrolling students, returning students must be in good academic and financial standing with registration forms and payments received by the assigned deadline. After the returning student deadline passes, new students who have completed the application process will then be considered.

## COURSE REGISTRATION POLICY

At the elementary level (K4-5th) parents enroll their students as full-time students.

At the secondary level (6-12) individual courses are available for parents to select for their children. Only those students accepted for admission may register for the courses offered. Each student who registers for courses at GPS will have a transcript on file with the school. A copy of this transcript will be made available to the student's parents upon request.

GPS is accountable only for the courses selected and attempted at GPS. Any course instruction received at other schools or instruction provided through home education is the responsibility of the parent.

Transfer of credit to GPS for any such instruction may be granted in accordance with GPS's policies concerning transfer credit if records are submitted in writing by parents and are approved by the Administration.

Please note the following:

- Credit for transfer courses must meet Grace Preparatory School standards. Families may meet with the Secondary Department Director to obtain a copy of expectations and an application for transfer.
- A \$50 transfer fee will be assessed per course.
- GPS does not accept application for transfer credits from any student who is not seeking a diploma from GPS.
- College courses taken as dual-enrollment will be granted credit by semester; a one-semester college course will receive one semester of credit from Grace Preparatory School.

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## ENROLLMENT STATUS

### Definition of Full-Time status

A student at GPS is classified as full-time if he/she is enrolled in **four core academic classes plus one or more other academic or non-academic electives**. Academic classes are designated as such within the course description information. In general, an academic class is one that has home assignments, quizzes, exams, and some papers or projects. Non-academic classes have limited or no outside assignments or tests. Students with scheduling conflicts which do not allow them to attend an academic class may enroll in a class via an "independent study," monitored and graded by the regular classroom teacher of that class. This option will allow them to retain full-time status, but must be approved by the administration.

Full-time students at GPS are registered as private schooled students per the Virginia Education Code and as such are subject to comply with the requirements for private schools which include furnishing the school with current health and immunization records. GPS will keep all records in the student's academic files and make them available to the Virginia Department of Education upon request.

Full-time students who submit registration forms and payment by the designated deadline will receive priority class placement over part-time students in the event that class enrollment fills to capacity. Requests to enroll part-time for grades with openings will be honored on a first-come, first-served basis beginning on July 1<sup>st</sup> of an enrollment year.

Full-time students may also be eligible to receive some tuition discounts as outlined in GPS's Financial Policy.

### Definition of Part-Time status

A student is classified as a part-time student if he/she is enrolled in one or more academic or non-academic classes on campus, but less than the minimum required for full-time status. Part-time returning students who submit registration forms and payment by the designated deadline will receive priority class placement over newly enrolling part-time students.

**Part-time students who are enrolled only at Grace Preparatory School are not considered to be private school students, and as such they are required to follow the Virginia home education statutes.** It is the responsibility of the parents to file the necessary home education documents and standardized testing results to the public school district in which the student resides. These requirements may be viewed at <http://www.pen.k12.va.us/VDOE/Parents/hmistatu.pdf>, subsection 22.1- 254.1, and explained at <http://www.pen.k12.va.us/VDOE/Parents/homeinst.pdf>. An "Intent to Homeschool" form, which must be submitted to the county of residence, may also be found online at this web address.

## **MODIFICATIONS TO STANDARD INSTRUCTIONAL/EVALUATION PRACTICES**

Grace Preparatory School and its instructors are not currently equipped to significantly modify instructional or evaluation practices or procedures in response to a student's learning disabilities or other special challenges. All students will receive or not receive credit based upon what they have or not have done relative to a common standard, rather than upon individualized standards developed in response to special needs. Modifications may be extended to a student with the approval of the administration and in cooperation with the classroom teacher if special circumstances dictate. The student's grade report will show a "modified grade" in this case. Official documentation may be required in these situations. Recognizing that there are learning differences among students, however, our GPS staff members support and encourage parents who are able to work on specific learning challenges at home. Mild learning challenges are often overcome in this way so that students may function without accommodations at school. GPS does not have the staff or services to serve students with significant learning challenges or disabilities.

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## **PARENT SERVICE AGREEMENT**

In an effort to keep operation costs and tuition fees as low as possible, GPS has implemented a Parent Service program on a per semester basis. Upon registration, parents are required to commit to at least 10 hours of service per semester to the school or its programs. For parents of students who take 6 hours or less of classes per week (combined total if multiple children are enrolled), the service time required is 5 hours. In lieu of service hours, parents may opt to pay \$400 at the time of registration. If hours are not fulfilled by the end of the semester, the remaining hours will be billed to the family account balance at the rate of \$20 per hour.

## **STUDENT/TEACHER RATIO LIMITS**

At GPS, classes which are considered academic courses at the high school level will have a student to teacher ratio of no more than 20:1. At the middle school level, academic classes will have a student to teacher ratio of no more than 18:1. At the elementary level, academic classes will have a student to teacher ratio of no more than 16:1. Classes which are considered non-academic or elective classes may or may not necessarily follow these guidelines.

# FINANCIAL POLICIES

## APPAREL

Parents are responsible for purchasing from Lands' End the specified GPS student uniform items, including GPS polo shirts, fleeces or sweaters and PE uniforms. Khaki or navy pants, shorts or skirts may be purchased from any vendor.

## FEES

APPLICATION FEE: A one-time, non-refundable \$50.00 fee is assessed per student at the time of application and is non-refundable.

DROP CLASS FEE: Students who wish to drop a class within the first two weeks of a semester will be charged a fee of \$100 per dropped class. Students who drop a class after the initial two week period will be charged the entire tuition for the semester. Students who drop a course, but enroll in a course of equivalent credits, will not be charged the \$100 drop fee.

GRADUATION (12<sup>TH</sup> Grade): TBD annually

PSAT: (8<sup>TH</sup>-11<sup>TH</sup> Grade): \$15

REGISTRATION FEE: At the time of registration each year, a \$150.00 fee is assessed per student enrolling in any class. This fee applies to all full and part-time students. This is a non-refundable fee.

SCIENCE FEES: Middle and high school students enrolled in science will be charged a \$35 science supplies fee.

STUDY HALL FEE: Study halls are not available for the elementary program. Study hall fees for secondary students are \$150 per class period per year. (A three-day-per-week supervised study hall costs \$450 per year.)

If a student needs to sit in on a study hall for which he or she is not registered, the fee is \$5.00 per study hall. This includes late pick-ups beyond 10 minutes past the start of the next class. Students waiting for pickup must sit in the entrance hall or the office area.

STUDENT ACTIVITY FEE: All students are assessed a \$115 annual student activity fee (non-refundable).

TESTING FEE: A one-time \$50 fee, payable at the time of testing, is assessed per all newly enrolling students to cover placement assessments for Math and English.

TECHNOLOGY AND YEARBOOK FEE: An annual fee of \$100 helps to cover technology costs. Additionally, every student received a Grace Prep yearbook.

TRANSFER CREDIT FEE: A \$50 fee must be submitted with each Application for Transfer of Credit.

## SCHOOL SUPPLIES

GPS will furnish a list of supplies required for elementary students via the school website. Secondary supplies will be listed in the course syllabus. Teachers may periodically require additional supplies for special projects or assignments. Parents will be responsible for purchasing each student's supplies.

Parents should also provide students with access to Microsoft Office and Excel, as well as the ability to print documents at home. Should students need to print documents at school, there will be a charge of ten cents per page. No color copying is available at GPS.



## **TEXTBOOKS**

Parents are required to purchase textbooks for each course. The list of required textbooks is made available to enrolling families early June each year. Textbook costs vary for each course. Textbooks may be purchased through various sources. Parents should be careful to purchase the correct edition of each text by verifying the ISBN number listed on GPS's booklist.

The school offers a textbook purchasing program for families upon request. Information will be distributed at re-registration for families to choose this option.

GPS will help by printing textbook excerpts for students whose books have not arrived before school begins for one week after the start of each semester. After this, a fee of ten cents per paged will be charged for copying. Parents registering students close to the start of the school year should be sure to select expedited shipping when ordering books.

## **TUITION**

The total tuition cost will vary for individual students based on the number of courses for which a student registers. For secondary grades, a three credit-hour course is \$890 per year. A two credit-hour elective is \$565 per year. For elementary grades, the K5 – 5th tuition is \$3810 per year, and the K4 tuition is \$2950 per year.

## **PAYMENT POLICY**

1. Parents may pay tuition in full for the semester or may pay for the year using as 2, 10 or 12 payment installment program through the FACTS Tuition Management Program. Payments will begin July 5th for 12 monthly payments or payment in full, and August 5<sup>th</sup> for 10 monthly payments. More information about this program is available in the school's office.
2. School year pay in full payment must be made before August 5<sup>th</sup>.
3. A fee of \$25 will be assessed for returned checks.
4. Payments will be credited to past due balances first, then the current balance. If the entire balance is not current, a late fee will be assessed.
5. When payment is not received in the office by the 10<sup>th</sup> of the month, the student may not be permitted to attend school until complete payment is made. At this point, it is required that payment is made in the form of cash, cashier's check, or money order.
6. Student records, including report cards, are held until all finances have been paid through the school office. If there is an overdue balance, students cannot graduate from GPS or pre-register.
7. All fees will be handled through the school office and not with faculty members.
8. Because the faculty has already been secured to fit our course offerings, tuition is not refundable after August 1<sup>st</sup> for first semester or December 15<sup>th</sup> for the second semester. For those enrolling after July 15<sup>th</sup> (first semester) or December 15<sup>th</sup> (second semester), there will be no refund after two weeks from the date the enrollment paperwork is signed.
9. When a student withdraws or is expelled from GPS before the end of a semester, the tuition will not be refunded if the student has already paid in full and may not be transferred to pay a balance for another family member. Tuition due by installment should still be paid or the student will not receive a transcript or be allowed to register in the future.

10. All course tuition payments will be 100% refundable for any course that is canceled by the school.

**TUITION DISCOUNTS** *(discounts apply to tuition only - not registration fees)*

*Discounts are available only to students classified as full-time. (Full-time is defined as enrolled in four academic classes plus one or more other academic or non-academic electives per semester for secondary students, or a full day program for elementary students).*

- Full-time enrolled siblings of full-time students will receive a tuition discount of 5%. The discount is applied to the sibling with the lower total tuition amount.
- Families may apply for a tuition discount through FACTS, our partner agency which manages tuition payments. Qualifying families' discounts are determined completely by third party evaluation.

*For tuition discount policies for employees, please refer to the Staff Handbook.*

## STUDENT DRESS CODE

Grace Preparatory School's dress code is intended to encourage modesty and decency and to minimize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt 6:28-34; I Cor 9:19-23; I Peter 3:2-4; I Tim. 2:9-10; James 2:1-5). The Administrator or one designated to act in his or her stead retains the authority to determine the appropriateness of a given student's attire or hairstyle, and may remove from the campus or otherwise discipline any student deemed to be inappropriately dressed. All elements of the dress code are in force (and may be enforced) on the GPS campus, on field trips, or other school functions from 7:45 a.m. to whenever the campus facilities are vacated for the day. During that time, students anywhere on campus must be dressed in either proper class attire or proper GPS sports attire. The dress code may be amended by the school administrator for special situations and time periods.

All tattoos must be covered. For non-FCA Chapel days, boys are encouraged to wear shirt and tie.

### Grace Preparatory Uniform

For BOYS	Item	Colors Allowed	Source	Notes
Upper Body Alone	* Polo shirts with GPS logo	Red, blue, burgundy, yellow, green, white	Lands' End	Clean, neat, shirt tucked in
	Long or short sleeve BUTTON DOWN COLLAR shirts (Oxford or Pinpoint)	White, blue, chamois, lake blue stripe, and French blue	Lands' End	Clean, neat, pressed.
Upper Body Under	* Solid color t-shirt	White, gray or black	Various	
Upper Body Over	* GPS Sweater with logo	Red, blue, yellow	Lands' End	Clean, neat, no hoods
	* GPS Fleece with logo	Red, blue	Lands' End	Clean, neat, no hoods
Lower Body	* Pants	Khaki; Navy Blue	Various	Clean, no rips or tears
	* Shorts	Khaki; Navy Blue	Various	Clean, no rips or tears
Belts	Required for pants with belt loops	Solid colors: Brown, Black	Various	
Footwear	* Sneakers, tennis shoes, running shoes, clean work boots	Primarily neutral; muted stripes are ok.	Various	* No characters, flashing lights or fluorescent colors.
	* Closed toe or heel shoes with solid soles	Neutral, solid-colored (black, brown, tan)		Top of pant leg must cover top of the boot.
	* Shoelaces	Neutral (black, brown, tan, white)		
Socks	Required	Neutral, solid-colored (black, brown, tan, white, navy)	Various	Athletic socks with solid stripe are ok
Hair	Modest and neat haircut (see notes)	Natural color; does not appear dyed.		* Not below the eyebrow * Not below the ear (cannot touch bottom of shirt collar when standing)
Facial Hair	Clean shaven			
Accessories				* No earrings or visible tattoos * No hats in the building * No gloves, arm bands or bracelets
P.E. Uniform (SECONDARY)	* GPS PE Shirt * Or Warrior Challenge Shirt	Gray with GPS logo *Any W.C. shirt	Lands' End	
	* GPS Shorts	Red with GPS logo	Lands'	

| | | End |

<b>For GIRLS</b>	<b>Item</b>	<b>Colors Allowed</b>	<b>Source</b>	<b>Notes</b>
Upper Body Alone	* Polo shirts with GPS logo	Red, blue, burgundy, yellow, green, white	Lands' End	Clean, neat, shirt tucked in
	Long BUTTON DOWN COLLAR blouse (Pinpoint)	White, blue and pink	Lands' End	Clean, neat, pressed.
Upper Body Over	* GPS Sweater with logo	Red, blue, yellow	Lands' End	Clean, neat, no hoods
	* GPS Fleece with logo	Red, blue	Lands' End	Clean, neat, no hoods
Lower Body	* Pants	Khaki; Navy Blue	Various	Clean, no rips or tears
	* Uniform skirt, uniform skirt, knee-length shorts	Khaki; Navy Blue	Various	Length to top of knees.
Full Body	* Uniform dress	Red, blue	Lands' End	<b>ELEMENTARY ONLY</b>
Belts	Required for items with belt loops	Brown, Black	Various	Plain, Dockers-style belts
Footwear	* Sneakers, tennis shoes, running shoes	Primarily neutral; muted stripes are ok.	Various	No characters, flashing lights or fluorescent colors
	* Closed toe or heel shoes with solid soles	Neutral, solid-colored (black, brown, tan, white, navy)	Various	No ballet-slipper shoes
	* Shoelaces	Neutral, solid-colored (black, brown, tan, white, navy)	Various	
	* No boots			
Socks (SECONDARY)	Required	Neutral, solid-colored (black, brown, tan, white, navy)	Various	* Knee socks also allowed * No patterns or characters on socks
Socks (ELEMENTARY)	Required	Match the GPS polo you're wearing (red, blue, green, yellow, white, burgundy) or white with any polo.	Various	* Must match the shirt you're wearing. *No patterns or characters on socks
Tights (SECONDARY)	Wear with skirts	Neutral (white, khaki, tan or hose)	Various	No leggings
Tights (ELEMENTARY)	Wear with skirts or dress	Match the GPS polo you're wearing (red, blue, green, yellow, white, burgundy)	Various	No leggings
Hair	Modest and neat haircut (see notes)	Natural color		
Accessories	Hair accessories	Matching uniform colors		
	Earrings	Matching / neutral		Two modest earrings per ear
	Nail polish	Conservative		No bright colors
	Makeup	Conservative		
	Other			No visible tattoos; no gloves, armbands or bracelets.
P.E. Uniform (SECONDARY)	* GPS PE Shirt * Warrior Challenge Shirt	Gray with GPS logo *Any W.C. shirt	Lands' End *GPS	
	* GPS Shorts	Red with GPS logo	Lands' End	

## **GPS UNIFORM PROVIDER**

Our school uniform provider is **Lands End School Uniforms** ([www.LandsEnd.com/school](http://www.LandsEnd.com/school)). Our preferred School Number at Lands End is **#9000-9476-4**. Use this number when placing your order.

The GPS logo is available to have embroidered on any shirt, sweater or jacket for a fee. Our logo ID (at Lands End) is **#0435998K**.

**PE uniforms are obtained through Lands' End or other sources. The PE uniform is a spirit wear shirt and modest finger tip loosely fitting black shorts.**

## **DRESS CODE VIOLATIONS & ENFORCEMENT**

In an effort to enforce the GPS Student Dress Code in an impartial manner, a dress code violation will result in a Uniform Violation Notice (see appendix). The school will call home if a student is dressed in violation of the school uniform policy. Parents may then bring the appropriate clothing items for the student.

# Elementary Policies

## Morning Drop Off

Students should be dropped off in the morning in front of the main entrance to the church sanctuary. If a student has large items to bring into the school building, parents may drop the student off at the main entrance, and then drive around to the back and drop the items off. Students are expected to arrive on time for school and should be in their classrooms no later than 8:00 a.m.

Parents should refrain from speaking to classroom teachers during the morning drop-off time, as teachers are preparing for their school day.

## Late Arrival

Students arriving after 8:00 a.m. should enter through the main office with their parent and sign in before joining their class. Parents should refrain from speaking with the classroom teacher while they are preparing for class or while classes are in session.

## Tardy Policy

The first tardy of each semester will be an “excused” tardy. After that, **every four tardies will be counted as an absence**. Students arriving after 8:00 a.m. will be marked tardy.

## Attendance

For elementary students, **absences may not exceed 3 per semester**. To request semester credit, parents send a letter of appeal to the Board of Directors. The Board may request a face-to-face meeting to hear the appeal.

Regular, punctual attendance in academic classes is a pre-requisite for participation in specials or elective classes on any given school day. If a student is not present for academic classes, the student may not participate in that electives or specials (ie. Art, Computers, Spanish, Music or Clubs), regardless of the reason for absence.

## Afternoon Pick Up

All GPS students will be picked up from school by exiting through the main doors by the sanctuary. For the safety and security of our students, **parents must remain in their cars** and allow the teachers to escort students to their correct vehicles. Unless previously arranged, please do not pick up students at the school office.

**Parents should be conscientious about arriving on time to pick up students.** If a parent will be late picking a student up, that parent should notify the school. Ride providers who are delayed more than ten minutes will incur a \$5 fine for every ten minutes of tardiness. This applies to dismissal from school and all extra-curricular activities. Exceptions may be granted if the late pick-up is beyond the control of the parents.

## Lunch

Students will bring lunch from home on school days. In order to develop an atmosphere conducive to learning, student lunches (as well as morning snacks) should contain healthy choices rather than sugary foods. Students are not permitted to bring carbonated-caffeinated beverages to school or purchase them from the church’s soda machine. Also, lunches brought from home must be ready-to-eat, as there isn’t time to heat individual students lunches within the time allotted.

While in the lunch room, students must remain in their seats until dismissed. The lunch period is 30 minutes long, including travel time from the classroom and getting settled in seats.

Please see the APPENDIX for GPS’s policy on allergies.

## Playground/Recess

The playground and gym are designed with the enjoyment of all students in mind. While participating in recess, students are expected to play appropriately, which means hands and feet should be kept to one’s self, no throwing or collecting rocks, no throwing of equipment at others, etc. Recess will be monitored by adult supervisors. Students are expected to respect and obey the authority and to use equipment correctly.

### **School Work at Home**

Elementary students work at home on Mondays, Wednesdays and Fridays. Assignment sheets are sent home to the parent as a hard copy handout as well as via email. **This work is not optional!** It is imperative that each student remain faithful to the assigned work so that he can progress academically. If a parent has a question regarding an assignment, he/she should contact the teacher during the teacher's office hours.

Homework that is not completed on time will receive reduced credit. School work will not be accepted after it is one week late. This policy is only waived for extraordinary reasons. The amount of homework will gradually increase as the year progresses so as to prepare students for the workload demands of the following year.

### **Academic Progress**

An elementary student will progress to the next grade level in math and language arts based on the agreement of the co-teacher and the classroom teacher. Both parties must agree before a student can move forward. Re-testing (at an entrance testing fee rate of \$50 per student) may be recommended as an additional, objective measure.

### **Discipline Policy**

Classroom management is implemented at the discretion of each teacher. If inappropriate behavior continues the Student Discipline Referral form will be used.

#### **"ROCKS" Elementary Guiding Principles**

**R**espect Authority (Ephesians 6:1-3)

**O**thers are Important (Mark 12:31)

**C**orrection – Accept it and Learn from it. (Proverbs 12:1)

**K**eep yourself prepared. (1 Peter 1:13)

**S**eek Excellence (Colossians 3:23-24)



# Middle/High School

## ACADEMIC POLICIES

### CREDITS

#### Definition of Credits

In general, six credits are equivalent to a full year's instruction in a given course of study. Students will earn course credits on a semester-by-semester basis. The Standard per Credit Requirement (SCR) for all courses offered at Grace Preparatory School will be 16 weeks of instruction for each credit earned. The fall and spring semesters for Grace Preparatory School will normally be scheduled for 16 to 18 weeks of in-class instruction.

#### Transfer of Credits

Students may transfer high school credit from another public or private school at time of admission by providing a complete transcript from the previous school. Home-schooled students may apply for credit by completing a form documenting the course. Written examples of coursework or exams may also be required. The student will be given the following credit if the course(s) is deemed comparable to courses required for a GPS diploma:

- One complete semester course at a full-time school = 3 credits
- One complete yearly course at a full-time school = 6 credits
- Each complete semester course in a home-school or umbrella-school program will be individually determined for transfer of credit.

While *credit* may be granted for transferred courses, actual course grades earned at any other institution, including a home school, will not be averaged into the student's grade point average. For details about requirements for transfer credits, contact the Administration.

If you intend to receive a GPS diploma and must transfer credits, the Transfer Request Form and \$50 fee must be submitted within six months of completing the course. The transfer fee will be waived for students who transfer credits immediately upon enrolling.

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**GRADES** and grade point averages will be calculated on the following scale:

Grace Prep Grading Scale			REPORT CARDS	
A+	=	98 - 100	4.5	Progress reports are available weekly, and quarterly reports cards approximately every 7 to 8 weeks, two times per semester on RenWeb. Parents are encouraged to track the progress of their student online by means of RenWeb/ParentsWeb,  A semester grade for each class, consisting of the average of the semester's terms, is given at the completion of each semester and will be the only grade recorded on the student's permanent transcript. The two semester grades for a course stand alone; they are not averaged together to equal a final grade at the end of the year.
A	=	93 - 97	4.0	
A-	=	90 - 92	3.7	
B+	=	87 - 89	3.3	
B	=	83 - 86	3.0	
B-	=	80 - 82	2.7	
C+	=	77 - 79	2.3	
C	=	73 - 76	2.0	
C-	=	70 - 72	1.7	
D+	=	67 - 69	1.3	
D	=	64 - 66	1.0	
F	=	63 and below	0	

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## HIGH SCHOOL COURSE NUMBERING SYSTEM

All freshman, sophomore, junior, and senior academic courses listed in the GPS catalogue and on each semester's course schedule will have a 1, 2, 3, or 4 respectively as the first numeral in the course number (ex. MATH 2301 for a sophomore level math and ENGL 1301 for freshman English). The second numeral represents the amount of high school credits offered by the course. The third numeral is typically a zero for high school classes. The last numeral represents which semester the course is offered (ex. SCIE 3302 for second semester Chemistry)

## ADDING AND DROPPING COURSES

Provided that the student is in good standing with the school and there is space, courses may be added to a student's initial registration no later than the end of the first full week of classes. A student may drop a course as late as one week following the issuance of the first progress report in any given semester without having the dropped course affect his/her grade point average or appear on his/her transcript. Should he/she drop a course after this time, a record of his/her enrollment will appear on the transcript and he/she will receive a grade of WP (withdrew passing) or WF (withdrew failing); this grade will have no impact on the student's Grade Point Average. At the discretion of the administration, students who withdraw completely from GPS may receive grades of I (incomplete) for all courses dropped at the time of withdrawal. Please refer to the school's Financial Policies for more information on the financial impact of adding or dropping courses.

## ACADEMIC PERFORMANCE STANDARDS

**Students must achieve a GPA (grade point average) of 2.0 or above each semester in the core academic classes to remain in good academic standing.** A student whose GPA falls below 2.0 in the core academic classes during any given semester may not be eligible for future registration at Grace Preparatory School. At the discretion of the Board and Administration, a student may be given the opportunity to regain good academic standing by being placed on academic probation for the following semester. This decision will be based on the student's attitude, participation, and effort. A student placed on academic probation must earn a GPA of at least 2.0 in the core academic classes during each grading period of the following semester to return to good academic standing. If the student does not maintain the minimum GPA, he or she may be dropped from classes and become ineligible for future enrollment at Grace Preparatory. If the student maintains the minimum GPA of 2.0 or higher for the entire semester, he or she will be removed from academic probation.

If a student fails (below 64 or F) the fall semester of a course, he or she may not continue in the spring semester half of the course. The fall semester must be successfully repeated in the following school year before continuing in the Grace Preparatory School sequence. If a student passes the fall semester of a course, but fails the spring semester, he or she must wait until the next school year to retake the spring semester part of the course before continuing in the course sequence. It is recommended, but not required, that the fall semester be repeated as well to increase the probability of success. Students who are repeating classes will be admitted only if space is available. Once the student successfully completes the course, the passing grade earned will replace the failing grade.

When a failing grade has been absolved in this manner, both attempts at taking the course will be noted on the transcript, but only the passing grade will be recorded, and only the passing attempt will affect the GPA. On the transcript, the failing grade of an absolved failed course will be replaced with NG (no grade).

Students may attempt to absolve a failing grade in another academic setting, such as another school or a home school. In this case, students must request transfer credit through the usual channels following the successful completion of the course, should they desire to have the course credit recognized by Grace Preparatory. If credit is granted, it will absolve the failing grade on the student's transcript. Both attempts will be noted and neither the original failed course nor the transferred credit will be calculated into the student's GPA. Any student who has not successfully completed the previous course in the sequence at GPS must take a placement test to qualify to enroll in the next course.

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## REQUIREMENTS FOR INDEPENDENT STUDIES

A student may register for an independent study if the following conditions are met:

- The course is designated as an academic class.

- The student is in good academic standing.
- The student has completed the prerequisite courses in the course sequence.
- The student has a scheduling conflict which prevents him/her from taking the class at the regularly scheduled time.
- The student has demonstrated responsibility in previous classes for submitting assignments on time and/or has been granted permission from the instructor.

The teacher will give specific course requirements, but in general, students are responsible to complete all home assignments and projects, and take all quizzes and tests (by arrangement of the instructor) on the same schedule as the students in class. The instructor will make arrangements with the student as to where to receive assignment sheets and where to submit assignments. The student should plan to meet with the teacher for a short time at least once per week in person to discuss assignments.

## **EXEMPTION FROM FINAL EXAMS**

Seniors who have an “A” average and NO unexcused absences by the end of the 4<sup>th</sup> term will be exempt from taking a final exam during the second semester of the school year for core classes (Math, English, Science and History).

## **STANDARDIZED TESTING REQUIREMENTS**

GPS administers achievement tests in April of each year to students in grades K-11. These tests are an important tool to help the school evaluate the progress of our students and the effectiveness of our curriculum, as well as helping parents to know where their children are academically from year to year as compared to national norms. All enrolled full and part-time students at GPS take these tests at no extra cost to families. **These testing fees are included in registration fees.**

All full-time students are required to take the tests. Part-time students are expected to do so. It is our desire that all enrolled GPS students take the annual spring achievement tests so that we can objectively evaluate the development of our academic program. If a student will not be testing at the school, the parents must notify the school in writing of the planned absence as far in advance as possible. The testing days are considered to be regular attendance days, and unless a written notification is submitted, the absence will be counted as unexcused in the student’s attendance records.

For students who are not enrolled full-time and who file as homeschoolers with the public school system, the testing results will be sent to the student’s home. It is the responsibility of the parents to submit copies of the tests to the school officials in their county of residence by the annual deadline in August.

## **PSAT**

PSAT testing is offered to 8<sup>th</sup> – 11<sup>th</sup> and required for sophomores and juniors.

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## GRADUATION REQUIREMENTS

All students entering high school must undergo academic advising for the purpose of establishing a diploma plan. Grace Preparatory School currently offers two diploma options, a Standard Graduate Diploma, intended to prepare students for entry into two-year or less competitive four-year colleges or universities, and an Advanced Graduate Diploma intended to prepare students for entry into more competitive colleges or universities. In order to receive either of the diplomas offered, ALL candidates must successfully complete the diploma requirements described below and earn a minimum of 30 credits at Grace Preparatory School during their junior and/or senior year(s).

- Students who are enrolled at GPS for both their junior AND senior years must take a minimum of 15 credits (9 credits must be selected from the core academic classes) each school year.
- Students who enroll as seniors must take a minimum of 15 credits (9 credits must be selected from the core academic classes) each semester of their senior year.

Students who are pursuing graduation are required to maintain a grade point ratio of 2.0 or above as well as complete the course requirements for their respective diploma option.

Students planning to graduate must submit a Petition to Graduate form (see Appendix) at the beginning of their senior year. All graduation fees will be outlined in the petition document and must be paid in full prior to graduation.

### SAT / ACT

All students must take either the ACT or the SAT (Scholastic Aptitude Test) before graduation.

### HIGH SCHOOL DIPLOMA OPTIONS

Even if this requires more time in high school, students are strongly encouraged to work toward either the Standard Diploma or the Advanced Diploma. Our desire is to see each student increase his or her odds of success in college as well as the odds of success for college scholarships, acceptance into prestigious universities, and CLEP and/or Advanced Placement Tests. Prior to registering for classes our Academic Advisor will meet with each student entering high school to discuss diploma options.

Course requirements for the two diploma options are listed below. Note that the required courses are *minimum* standards for graduating at the respective levels of diploma plans. GPS strongly recommends that various electives be taken in addition to the required courses to round out a complete course of study. Electives taken for credit will be included on official transcripts.

### REQUIREMENTS FOR VALEDICTORIAN RECOGNITION

For a student to receive valedictorian recognition, the following apply:

1. The valedictorian must be a student enrolled in the 12<sup>th</sup> grade (15 credits).
2. The student must have attended Grace Preparatory School for at least four consecutive semesters or eight consecutive quarters immediately preceding the determination of the class valedictorian. Therefore, any student who transfers into GPS after the first semester of their junior year will not be eligible to be valedictorian.
3. The valedictorian must have earned the highest grade point average for their graduating class based on the school's consistent use of either a weighted or unweighted scale. The grade point average shall be determined by grades received in all classes taken through the first seven semesters or fourteen quarters of high school attendance. The grade point average is calculated to the third place beyond the decimal point.
4. To be considered for valedictorian, students must complete all required courses by the end of the seventh semester and must graduate with their cohort class. All GPS graduation requirement policies must be followed, and all grade transcripts accepted and verified by the administration. In case of a tie for valedictorian, co-valedictorians will be recognized. Valedictorian(s) will be ranked as one, co-valedictorian(s) will be ranked as one each and other following, two, and so on.

## RECOMMENDED FOUR-YEAR SEQUENCE FOR STANDARD DIPLOMA

The following table is a guide to recommended courses to be taken over a 4-year period and is based on the Standard Diploma plan. Use this guide as you plan your course of study.. All new students should consider any previous high school credits already earned and transferable to GPS as well as any placement testing approvals at GPS.

	Freshman	Sophomore	Junior	Senior
<b>Math (18)</b>	Algebra I (6)	Geometry (6)	Algebra II (6)	
<b>Science (18)</b>	Physical Science (6)	Biology (6)		Chemistry (6)
<b>English (24)</b>	World Lit (6)	World Lit (6)	American Lit (6)	British Lit (6)
<b>Soc. St. (24)</b>	Geography (6)	World History (6)	US and VA History (6)	US and VA Government (6)
<b>Bible (8)</b>			Biblical Worldview (4)	1-Apologetics (2) 2-Evangelism (2)
<b>Foreign Language (12)</b>	Spanish I (6)	Spanish II (6)		
<b>Computer (4)</b>		Basic Computer Apps (4)		
<b>Fine Arts (6)</b>	Art or Drama or Music (2)		Art or Drama or Music (2)	Art or Drama or Music (4)
<b>Phys Ed Health (6)</b>			Phys. Ed/Health (6)	
<b>Personal Finance</b>			Personal Finance (4)	
<b>Required total: 124</b>	<b>32</b>	<b>34</b>	<b>34</b>	<b>24</b>

### Standard Diploma

Plan I should prepare students for entry into community colleges and some four-year colleges. To earn this diploma, students are required to earn the following credits:

<b>ENGLISH:</b> (General English core).....	24 credits
<b>MATHEMATICS:</b> (must include Algebra 1, Geometry, and Algebra 2).....	18 credits
<b>SCIENCE:</b> (18 credits in lab courses).....	18 credits
<b>COMPUTER SCIENCE:</b> (4 credits in Computer Apps).....	4 credits
<b>SOCIAL STUDIES:</b> (Geography, World History, US History/VA History, /Government).....	24 credits
<b>BIBLICAL STUDIES:</b> (2 years).....	8 credits
<b>FOREIGN LANGUAGE:</b> (12 credits in the same foreign language).....	12 credits
<b>FINE ARTS:</b> .....	6 credits
<b>PHYSICAL EDUCATION and HEALTH:</b> .....	6 credits
<b>PERSONAL FINANCE</b> (beginning with Class of 2015).....	4 credits
<b>Total required credits for Plan I graduate diploma:</b>	<b>124 credits</b>

## RECOMMENDED FOUR-YEAR SEQUENCE FOR ADVANCED DIPLOMA

The following table is a guide to recommended courses to be taken over a 4-year period and based on the Advanced Diploma plan. Use this guide as you do your diploma planning. All new students should consider any previous high school credits already earned and transferable to GPS as well as any placement testing approvals at GPS.

	Ninth	Tenth	Eleventh	Twelfth
<b>Math (24)</b>	Algebra I (6)	Geometry (6)	Algebra II (6)	Pre-Calculus (6)
<b>Science (24)</b>	Physical Science (6)	Biology (6)	Chemistry (6)	Anatomy & Physiology (6)
<b>English (24)</b>	World Lit. (6)	World Lit (6)	American Lit (6)	British Lit. (6)
<b>Soc. St. (24)</b>	Geography (6)	World History (6)	US and VA History (6)	US and VA Government (6)
<b>Bible (8)</b>		Bible (6) (recommended)	Biblical Worldview (4)	1-Apologetics (2) 2-Evangelism(2)
<b>Foreign Language (18)</b>	Spanish 1 (6)	Spanish 2 (6)	Spanish 3 (6) (recommended) Latin 1 (6)	Spanish 4 (6) (recommended) Latin 2 (6)
<b>Computer (4)</b>	Basic Computer Apps (4)			
<b>Fine Arts (4)</b>		Art, Drama or Music (4)		
<b>Phys Ed Health (6)</b>	Phys Ed/Health (6)			
<b>Finance (4)</b>			Personal Finance (4)	
<b>Required total: 140</b>	<b>40</b>	<b>34</b>	<b>38</b>	<b>28</b>

### Advanced Diploma

Plan II should prepare students for entry into more competitive four-year colleges and universities. To earn this diploma, students are required to earn the following credits:

<b>ENGLISH:</b> .....	24 credits
<b>MATHEMATICS:</b> (Algebra 1, Geometry, Algebra 2, Pre-Calculus) .....	24 credits
<b>SCIENCE:</b> .....	24 credits
<b>COMPUTER SCIENCE)</b> .....	4 credits
<b>SOCIAL STUDIES</b> .....	24 credits
<b>BIBLICAL STUDIES:</b> (2 years).....	8 credits
<b>FOREIGN LANGUAGES:</b> (18 credits in the same foreign language (beginning with Class of 2015) ....	18 credits
Or 9 credits in one language and 9 credits in another language	
<b>FINE ARTS:</b> .....	4 credits
<b>PHYSICAL EDUCATION and HEALTH:</b> .....	6 credits
<b>*PERSONAL FINANCE:</b> .....	4 credits
<b>Total required credits for Plan II graduate diploma:</b>	<b>140 credits</b>

## **ATTENDANCE REQUIREMENTS**

### **Minimum per Credit Attendance Requirement**

In order to successfully complete a course of study in the university-model system, students *must* attend school regularly. **To obtain course credit, a student may not be absent more than 3 times during a semester for a course meeting twice a week and 5 times during a semester for a course meeting three times each week.** Students failing to meet these attendance requirements will not be recognized as having completed the course (i.e., they will be given a grade of incomplete and, in the case of credit-bearing high school courses, denied credit for the course). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence.

**Exceptions:** An exception may be granted by the Board of Directors if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness), and provided the student has, in the judgment of the instructor overseeing his work, achieved minimum mastery of the course content. Parents requesting an exception **must** submit their request in writing to the Board at least one week prior to the end of the semester. **The Board may require that parents meet with them in person to discuss their case.**

## **ABSENCE POLICY**

### **Excused Absences**

Absences that occur because of circumstances beyond the immediate control of the students or parents will be considered excused (illness, family illness or death, or personal family crisis). Parents must notify the school office of the reason for absence on the day of the absence or the day the student returns. Teachers may use their own discretion concerning make-up work due dates.

### **Planned Absences**

If a student will be absent due to a family trip, the parent must notify the school office in writing at least two days prior to the scheduled absence for it to be considered an excused absence. The parent must make arrangements with the teachers for completing missed work. The teacher may choose to assign alternate assignments for missed tests, labs, or projects. Failure to notify the office and teachers of any planned absence may result in an unexcused absence and an inability to make up missed work. Missing school due to vacation travel is highly discouraged. Due to our compressed schedule, vacation travel during school days places a burden on both students and teachers. Please consider planning your travel during our many lengthy breaks from school.

### **Unexcused Absences**

All absences that do not fit the above definition of excused or planned absences are unexcused. Students may not make up any missed grades due to unexcused absences.

### **Planned Senior Absence**

While the idea may be passed on to future classes as an "unspoken tradition," Senior Skip Day is not a recognized tradition, nor will it be allowed by GPS teachers or administration. Any such absence will be considered unexcused (affecting exam exemption), and any work missed will be a "zero." By the same token, any act labeled or un-labeled as a "senior prank" will not be tolerated by GPS Administration, will be treated as a discipline matter.

## **TARDY POLICY**

The first tardy of each semester will be an "excused" tardy. After that, every four tardies will be counted as an absence. The fourth tardy will result in parents being contacted. A student who is tardy for more than 40% of the class period will be counted absent and may be asked to remain in the office as to not interrupt the classroom instruction. Teachers may refuse to allow the student to "make-up" work missed because of a tardy. Only those tardies due to circumstances beyond the control of the student or parent (i.e., sickness, vehicle malfunction, or traffic delays) will be counted as excused and may require written or verbal verification from the parent. Tardies due to oversleeping or "running late" will not be considered excused. Students may be issued a Student Discipline Referral for excessive tardies.

## **ATHLETIC PARTICIPATION POLICY**

It is the mission of GPS to promote an enjoyable athletic environment which emphasizes the attainment of strong Christian character development, physical skills and leadership qualities. Our program strives to cultivate outstanding sportsmanship, a spirit of cooperation, and personal character traits such as dedication, humility, maturity and integrity.

All participants in GPS sports must be officially enrolled at GPS. Students who are not full time must be enrolled in one or more classes during the semester in which they participate in the sport, or, if the sport spans both semesters, either the fall or spring semester. Students who are new to GPS must follow the same application procedure as all other students. Also, a GPS athlete may not be enrolled in any other high school, with the exception of dual enrollment at a community college.

To be eligible to participate in the athletics program at GPS, a student must maintain a cumulative 2.5 GPA.

Regular, punctual attendance in all classes is essential to participation in the athletic program. If a student is not in class on the date of an athletic competition or scheduled practice session, the student may not participate in that event (regardless of the reason for absence).

Homeschooled or outside students who attend one or more classes in order to participate in sports are expected to maintain good attendance throughout the time they are enrolled and to follow the same eligibility requirements as other students.

All students must participate in pre-season Concussion Training which will be conducted at GPS.

All students must have a sports physical before participating in any GPS sport.

Please see the appendix for GPS's [Philosophy of Athletics](#).

## **FIELD TRIP POLICY**

Field trips are extensions of the concepts taught in the classroom environment. They are promoted for the cause of applying the skills learned in class to real-life situations. While attendance on field trips is encouraged, it is not required. Students who attend field trips on their satellite days will still be expected to complete all assignments required for other classes. It is at the teachers' discretion whether to assign homework on the same day of a scheduled field trip, but all students will be responsible for the same assignments whether they attend the field trip or not.

## **GRADE LEVEL CLASSIFICATION AND PROGRESS**

### **Beginning High School Classification**

In order to encourage academic advancement, GPS students in grades 7 and 8 may take courses that earn high school credit without being classified as a high school student. However, there is a maximum of 18 credits that can be earned before their classification changes. Once a student begins his 19<sup>th</sup> credit, including transfer credits, the student will then be automatically classified as a high school student (9<sup>th</sup> grade). In addition, a 7<sup>th</sup> or 8<sup>th</sup> grade student who is taking high school level courses must have an equal or greater number of courses classified as 7<sup>th</sup> or 8<sup>th</sup> grade level in order to receive the lower classification. Such classification must be noted on the student's high school transcript. If the student does not demonstrate a desired degree of success in the advanced class, parents may request in writing that the grade and course be removed from their child's academic high school transcript. The student must repeat that course in its entirety if the course is a graduation requirement.

### **9<sup>th</sup> – 12<sup>th</sup> Grade Classification**

Revised 8/2017



A high school student's grade level classification will be established upon admission to GPS and will advance one grade level each year thereafter based on successful completion of courses. For students who advance their studies to graduate at an earlier date, grade classification will be adjusted based on the course numbers of the high school level courses that are being taken each semester (e.g., grade level will be based on the grade level of the greater number of courses taken that semester).

### **Academic Progress**

Advancement to the next course in a course sequence is by individual classes rather than by complete grade level. A secondary student may advance up to two classes. To be eligible for advancement, a student must be in good academic standing and have completed the any necessary prerequisites for the course. Diploma requirements must still be completed.

To achieve advanced placement in English or Math, the student must meet and pass the appropriate placement test and prerequisites for English or Math to advance to the desired grade level. Placement for Social Studies or Science courses will be based on student performance in the previous course within the department and recommendation from the instructor. Placement for Foreign Language or Computer courses will be determined by performance on appropriate department tests and approval by the instructor. All advanced placement is subject to the approval of the Administration.

### **STUDY HALL**

Registration in a study hall is required for any student expecting to be on campus but not in class during school hours, or the student must leave campus. Study hall will be offered when a sufficient number of students require it. Study Hall may not be available for every class period. Students may not register for more than two study halls per day each semester.

### **SUMMER READING PROGRAM**

Every student enrolled in grades 6-12 will be required to participate in our summer reading program. Projects completed for the program will be graded and count towards the first term's grade.

### **AUDITING OF CLASSES**

Grace Preparatory School does not allow the auditing of classes. Any student enrolled in any class at GPS will receive a grade reflecting his or her level of achievement in the class.

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# STUDENT CODE OF CONDUCT

The purpose of this Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. However, we fully expect the students of Grace Preparatory School to follow these guidelines *on and off* campus, striving to represent a positive image at school, at home, at church, and in the community. Therefore, we have set the following guidelines regarding student behavior that should help to build the character qualities and work ethic of every student. The student should use every opportunity at GPS to develop and strengthen these qualities.

*Even a child is known by his actions, by whether his conduct is pure and right.  
Proverbs 20:11*

The GPS classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Teachers will strive for consistency and fairness for all students.

Conduct that disrupts teaching or learning is not acceptable. Students should ALWAYS:

- Come to class on time and be prepared with all required materials
- Conduct themselves in an orderly, respectful manner
- Make an effort to learn by participating in class activities and following teacher instructions;
- Strive to stay on task the entire class period and not engage in activities such as social conversations, grooming, sleeping, or personal note-writing
- Obey all written and verbal school rules and regulations
- Comply with the resulting discipline when in violation of these guidelines

## **Courtesy**

Students have the responsibility to respect the rights and property of fellow students, teachers, administrators, and visitors. At all times, adults should be addressed with a title (Mr., Mrs., Coach, etc.). Students should treat each other with respect, kindness, and compassion. Harassment or rude behavior by a student will not be tolerated. GPS desires to encourage students to learn to edify one another.

## **Fighting**

Students are not allowed to fight physically or verbally. There should be no horseplay, running, or rough play during or between classes.

## **Immoral or Illegal Behavior**

Students should refrain from any distribution or display of materials which are obscene, slanderous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Tobacco products, non-prescriptive drugs, alcohol, or weapons are not allowed on campus or at a GPS-sponsored event. Students who bring medications to school must leave them in the school office to be administered by the office staff.

## **Language**

Improper or disrespectful speech (e.g., profanity, lying, back-talking, etc.) in the presence of classmates or staff will not be tolerated on campus during or between classes or while involved in a sport or other school-related activity. As GPS representatives, students should strive to speak in a godly manner both on and off campus.

## **Public Affection**

Students are expected to exercise good judgment when interacting. Public displays of affection (in other words: frontal, hugging, handholding, kissing, etc.) will not be permitted on campus or at any school-related activity.

## **Stealing**

Stealing will not be tolerated. Committing or attempting to commit a theft is considered a serious offense.

## **Use of Property and Buildings**

Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school's property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times and by refraining from any action that may cause property damage (e.g., throwing trash on the grounds, leaving trash in the classrooms or lunch area, writing on tables, walls, or other property, standing on tables or chairs, leaving personal property in the hallways, etc.).

### **Automobiles & Parking Lot**

Student drivers must park their vehicle in the designated parking lot. Student drivers should be cautious and keep their speed to a minimum when driving on the school grounds. The school bears no responsibility for vehicles parked on-campus. Cars must be parked correctly and should remain locked. Violation of these safety rules may result in the loss of privilege of bringing a vehicle to school or the vehicle may be towed. Students must not loiter in the parking lot.

### **Electronic Devices**

Students should not bring any electronic device (e.g. laptops, Gameboys, MP3, iPods, etc.) or computer discs to school for the purpose of entertainment.

### **Cell Phones and Other Telecommunication Devices**

Students may bring cell phones and other communication devices on campus, but these devices must be turned off and kept in a book/gym bag or backpack while in school. Cell phones or other devices that are visible or are being used in class will be confiscated and turned in to the main office. The student's parent will be required to retrieve the phone from the school office.

While a student is on campus, all student communications with parties outside the school should go through the main office. The administrator may grant an exception to this policy under extraordinary circumstances. Likewise, parents who need to contact their child during school hours should call the school office, 540-657-4500.

### **Social Networking**

MySpace, Facebook, Twitter, and other social networking sites have become the most popular websites visited by young people today. As a school, we have blocked access to these sites on school computers. In addition to that, we encourage parents to monitor their children's internet access at home, especially in regard to social networking sites.

While students view such sites as places to communicate with friends and express their opinions, students must be aware of the fact that there is no "presumption of privacy" with anything they say online. For this reason, we feel it necessary to remind students that when serious offenses outside of the school limits occur and become public and negatively impact the reputation or character of the school or students, disciplinary measures may also be taken. This includes, but is not limited to, inappropriate language, pictures, threats, or confessions of inappropriate behavior. In addition, students who create websites for other students will be in violation of this policy and face disciplinary measures. Due to the broad array of actions, disciplinary measures could range up to and include dismissal from school.

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## HONOR CODE

***Righteousness guards the man of integrity, but wickedness overthrows the sinner. Proverbs 13:6***

Grace Preparatory School students will not lie, cheat, steal or tolerate those who do. Dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Therefore, we exhort our students and their parents to adhere to the highest standard of godly integrity, both in school and in the home. I Chronicles 29:17a reminds us that God "tests the heart" and is "pleased with integrity." We want to encourage and equip each student to become a disciple of Christ, committed to serving and pleasing God in all he or she may do. Dishonesty, or falsely representing that which is true, separates us from our God of truth.

Dishonesty includes, but is not limited to:

- Lying or knowingly giving false information about assignments and/or activities
- Stealing or taking something that belongs to another person without right or permission
- Cheating or using unauthorized assistance in an attempt to falsely represent one's knowledge or ability
  - Copying the work of others at any time without direct authorization from the instructor
  - Using any resources, such as, solution manuals and teacher edition textbooks, without the direct authorization from the instructor;
  - Obtaining any quizzes, tests, or academic materials, created by or belonging to the school prior to their being administered
  - Plagiarizing or taking ideas or writings from another and offering them as one's own
  - Giving or taking unauthorized verbal assistance from another student during any quiz, test, or academic assignment

## DISCIPLINE POLICY

*Train up a child in the way he should go, even when he is old he will not depart from it. (Proverbs 22:6)*

In order to promote good discipline, Grace Preparatory School will strive to enable students to feel loved and accepted, to know and accept the boundaries for behavior, and to understand how to avoid repeating wrong decisions or actions. The key to GPS's discipline will be to give students support and direction while at the same time working in harmony with the parents. GPS staff will practice "preventive" discipline through the use of positive teaching techniques.

If the need arises, the school will employ a demerit system in the form of Student Discipline Referrals. These referrals serve as objective indicators of student infractions to our Code of Conduct. Referrals will be documented and used for informing the student, parents, and teachers of the infraction and ensuing consequences. A demerit system will be constituted for infractions of the student code of conduct. Consequences of the demerit system may include loss of privileges, disciplinary probation, in-school suspension, at-home suspension, and if necessary, expulsion. GPS will not practice spanking or other forms of corporal punishment.

Any discipline matter deemed to be of an urgent or potentially dangerous nature would be brought immediately to the attention of the Head of School, and the parents will be notified. Repeated offenses or any serious offense may, at the discretion of the Head of School, result in temporary suspension or expulsion.

Involving parents when needed, teachers make every attempt to resolve most issues at the classroom level. When the problems continue, referrals are given and the administration is involved. The Head of School has the final authority in how many demerits to give students for an incident. Many times the attitude and responsiveness of the student affects whether the entire amount listed for the offense is given.

Parents are notified through RenWeb of any demerits given.

3 demerits: Verbal reprimand & parent notification  
5 demerits: Parent conference  
10 demerits: In-School Suspension with parent  
Conference / Out-of-school Suspension with parent conference  
15 demerits: Expulsion for remainder of year

(See Appendix: GPS Student Discipline Referral)

## Academic Dishonesty Process

At Grace Preparatory School we strive to provide an academic environment that promotes honesty and ethical conduct in staff and students. Below is the honor code from the school student handbook that administration seeks to uphold:

### HONOR CODE

***Righteousness guards the man of integrity, but wickedness overthrows the sinner. Proverbs 13:6***

Grace Preparatory School students will not lie, cheat, steal or tolerate those who do. Dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Therefore, we exhort our students and their parents to adhere to the highest standard of godly integrity, both in school and in the home. I Chronicles 29:17a reminds us that God "tests the heart" and is "pleased with integrity." We want to encourage and equip each student to become a disciple of Christ, committed to serving and pleasing God in all he or she may do. Dishonesty, or falsely representing that which is true, separates us from our God of truth.

Dishonesty includes, but is not limited to:

- Lying or knowingly giving false information about assignments and/or activities
- Stealing or taking something that belongs to another person without right or permission
- Cheating or using unauthorized assistance in an attempt to falsely represent one's knowledge or ability
- Copying the work of others at any time without direct authorization from the instructor
- Using any resources, such as, solution manuals and teacher edition textbooks, without the direct authorization from the instructor;
- Obtaining any quizzes, tests, or academic materials, created by or belonging to the school prior to their being administered
- Plagiarizing (including self-plagiarism) or taking ideas or writings from another and offering them as one's own.
- Giving or taking unauthorized verbal assistance from another student during any quiz, test, or academic assignment.

Should a student be accused of academic dishonesty the following protocol will be followed within 10 school days of offense:

1. Accusation is written down and evidence gathered by the teacher and reported to administration.
2. Teacher and administration meet to review the evidence and discuss the three prong decision making process (as noted below).
3. If evidence is compelling and substantive, a report is made to the student's parents requesting a meeting to jointly review the evidence with the teacher and administration.
4. A joint meeting between the family and administration to discuss the evidence.
5. A written report is filed to the parents of the administration's decision.
6. The family may appeal the decision for further review.

### Three Prong Approach to Academic Dishonesty

Degree of proof  
Statistical chances of identical answers  
Strength of evidence

### Consequences of Academic Dishonesty

5 demerits recorded on student record or as indicated in student handbook

## **OPEN CAMPUS POLICY (Secondary Students)**

Because of its university class-scheduling format, GPS students enter and leave campus at different times during the day. Therefore, for secondary students, GPS operates under the following open campus policy:

- (1) Students are to go directly to their scheduled classes and are not required to check in when arriving on campus on regularly scheduled school days. All students must sign a Sign-Out form indicating the time of their departure and with whom they left before leaving campus so that the school will have a record of their departure.
- (2) If a student arrives late for their class, the student must stop in the office to pick up a tardy slip. Tardy slips are coded as excused or unexcused based on the student's excuse for being late.
- (3) The school will not be responsible for granting or denying permission for the person with whom the student leaves. Parents are responsible for instructing their students regarding their students' use of freedom to come and go from the campus without securing the permission of school personnel. Students who violate their parent's wishes regarding the use of this freedom are accountable to their parents, not to the school. It is the parent's responsibility to communicate to their children with whom they are allowed to leave campus.
- (4) If a parent must make unexpected arrangements during the school day to have their child picked up by someone else, the parents may notify the school office staff who will then notify the student.
- (5) Students who are waiting to be picked up must wait indoors by the school office.
- (6) Students must be in the class or study hall for which they are registered when on campus.
- (7) Students may not loiter unattended on campus. **Parents should be conscientious about arriving on time to pick up students.** If a parent will be late picking a student up, that parent should notify the school office and the student must wait in a supervised study hall or in the office.
- (8) It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class in session before the class has been dismissed. Therefore, unless prior arrangements have been made in writing by the parents with the school office or the instructor grants special permission, leaving a class early will be considered a breach of good conduct and treated as a discipline issue.
- (9) Students who wish to leave campus to walk over to Five Guys or other nearby restaurants must have a signed permission slip on file in the school office before leaving the building at lunch time.

## **PICK-UP AND DROP-OFF PROCEDURES**

Students who are being dropped off for classes are to enter through the marked student entrance by the school office. Students may not be dropped off before 7:45 a.m.

Students who are waiting to be picked up should wait quietly by the school office. Students are not permitted to wait unattended outside or on the playground.

Early Pick-Up Procedure (Secondary): If a student's ride does not arrive within ten minutes of the start of the next class period, the student must go to study hall to wait to be picked up. The ride provider must come into the office to sign the student out or call the office from the parking lot. Parents will be charged a \$5 study hall fee. Exceptions may be granted if the late pick-up is beyond the control of the parents.

Pick-Up Procedure (Elementary and Secondary): Ride providers who are delayed more than ten minutes will incur a \$5 fine for every ten minutes of tardiness. This applies to dismissal from school and all extra-curricular activities. Exceptions may be granted if the late pick-up is beyond the control of the parents.

# Appendix



## Parental Roles

Primary Teacher			Private Tutor				Guide to Independent Study					
K	1	2	3	4	5	6	7	8	9	10	11	12
Co-Teacher						Guide for Dependent Study						

The parents' role in a University-Model school goes far beyond simply asking students each evening, **"Is your homework done?"** Each course description outlines which of the following parent roles apply to that course:

### Parent Role: Co-Teacher

For parents of students in Kindergarten – 4<sup>th</sup> grade. Parents of students at this level are expected to take an active role with their children in the satellite classroom at home on Mondays, Wednesdays, and Fridays. Each week, the co-teacher is given a detailed list of home assignments to complete with their child. The Co-Teacher role especially applies to the elementary Language Arts and Math areas. Language Arts encompasses more study time than any other subject in the elementary grades. As a result, responsibilities are often divided between the classroom teacher and the parent-teacher at home. For example, review of spelling words and math facts are primarily the responsibility of the Co-Teacher. At GPS, the teacher hands the list over to the parent. The classroom teacher simply provides the list and handles the testing for purposes of accountability. Little or no classroom time, however, is used to review spelling words or math facts since these can be more effectively covered at home one-on-one with the parent.

### Parent Role: Private Tutor

For parents of students in 5<sup>th</sup> – 8<sup>th</sup> grade: Courses involving this role are made successful because each student has a private tutor, the parent, at home willing and ready to assist. Parents will receive instructions from the classroom teacher on a regular basis outlining homework assignments, instructions for follow-up study over covered material, and instructions for any preparation or review needed for the next class. Students should be progressively working toward developing disciplined study habits which can be achieved through positive parental encouragement and through the student's growing awareness of personal consequences. In order for classes at this level to be successful, the teacher relies upon the parents to make certain that their child stays current with the course material assigned and to communicate with the teacher if difficulties should arise. In some cases, supplemental private tutoring may be necessary.

### Parent Role: Guide for Dependent Study

For parents of students in 9<sup>th</sup>-10<sup>th</sup> grade Students in these grades are at a dependent age where disciplined study habits must be developed through positive parental and teacher encouragement and through the student's growing awareness of personal consequences. In order for these classes to be successful, parents should consistently help their child achieve the stated unit goals by supervising study, providing a structured home environment in which to complete assignments, insuring that assignments are completed in a timely fashion, reviewing and discussing content as may be necessary, and by communicating with the teacher if difficulties should arise. In some cases, supplemental private tutoring may be necessary. *\*\* (see below for additional suggestions)*

### Parent Role: Guide to Independent Study

For parents of students in 11<sup>th</sup>-12<sup>th</sup> grade Courses offered at GPS at this level will mimic that of a Community College program where independent study skills and disciplined planning for completing homework assignments are necessary. The parents have the opportunity to monitor the independent school work performed by their children while it is still possible for them to provide additional guidance if needed. *\*\* (see below for additional suggestions)*

\*\*In addition, parents should:

1. Discuss with their student matters of belief, morality, etc., as they arise in relation to the reading content of the course.
2. Monitor their student's completion of all extended reading assignments to insure that such assignments are paced appropriately and completed on schedule.
3. Assist their student, as may be necessary, in organizing his or her thoughts with regard to analytical and critical essays since such essays often require a more involved thought process.
4. Provide their student with an audience before whom he or she might practice speeches and other similar presentations.
5. Assist their student in gathering the needed research and study materials, which may include transporting him or her to libraries outside of school.
6. Assist their student by proofreading his or her written work. Be willing to assist their student in locating scripture references needed for discussions, tests, projects, papers, etc.

### **Parent Role: Course Monitor**

Some courses will involve equipment or expertise which necessitates that teaching be done in the classroom and leaves little for parents at home. This **Course Monitor** role, therefore, will require the least amount of time by parents, but its importance cannot be understated. The primary responsibility of the parents is to track the progress of their student(s) and to monitor how well they are doing. Are they becoming discouraged? Are they enjoying the class? What are the activities being done each day in class? What are they learning? In short, parents need to show interest and express this to their student(s). If problems should develop, then the teacher should be notified immediately.

### **Parent Role: Project Assistant**

In the role of **Project Assistant**, parent involvement is needed, but not on a regular basis. This role is in many respects similar to that of the "course monitor," but at one or more times during the semester help at home or at school might be needed in support of a particular project. Drama courses, for example, might involve additional help for student costuming, making puppets, working on sets, etc.

### **Parent Role: Parent Coach**

The role of the **Parent Coach** is to provide individual athletic practice and instruction to a son or daughter at home. The head coach will organize the sport, direct team practices, and communicate to the parent-coaches information and directions concerning home practice on individual skills. This role is used mainly with student athletes in secondary grades and through the PE class in elementary grades.

### **Parent Role: The Active Supporter**

The **Active Supporter** role usually involves high school athletes. In a competitive high school athletic program, conditioning training and work on individual skills goes beyond the expertise of most parents. As a result, parents are instead required to actively support their children through regular attendance at games and even at practices. At a time when older students are beginning to increase their time away from home moving gradually toward independence, high school athletics offers parents a regular avenue through which to remain an active part of their child's life and interests.

## Grace Preparatory School's Statement of Cooperation

**Parental Commitment:** We understand our child(ren) is accepted on a general probationary status for the first semester. We pledge to seek unity in conflict using the Matthew 18 principle. All dialogue is to be conducted respectfully, professionally, and according to biblical guidelines. **Consequently, we agree that we will in no case complain to other parents but will register only necessary complaints with the teacher or administration.** We will seek to resolve any issue with the teacher; if further action is needed, we will proceed to meet with the appropriate administrator. We agree to accept the administrator's decision and understand that the school reserves the right to dismiss a student based on the lack of cooperation on the part of the student, and/or parent. We have carefully examined the Statement of Faith\* and agree with the Christian purpose of Grace Preparatory School and desire the school to work with us in the total education of our child(ren). We will attend parent/teacher conferences, co-teacher training and other functions requiring our participation. We will also cooperate in assisting in special workdays called throughout the year.

**Finances:** We understand that GPS is a nonprofit ministry operating in the principle of faith. Tuition is kept as low as possible to make Christian education available to those who desire it for their children. We understand that students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. For those enrolling after July 15th (first semester) or December 1<sup>st</sup> (second semester), there will be no refund after two weeks from the date the enrollment paperwork is signed. We have read and understand the financial information available in the Student/Parent Handbook and pledge to fulfill our responsibilities accordingly. We understand that official transcripts, report cards and records will not be released or sent to another school with any outstanding balance.

**Discipline:** In accordance with Proverbs 22:6, it is imperative that students are held to high standards of Christian character. GPS reserves the right to dismiss, suspend or expel any student who does not adhere to the standards stated in the handbook. We pledge that if for any reason our child does not cooperate with the disciplinary standards of GPS, we will withdraw him/her without delay in cooperation with the administration and avoid discussion with those not involved, so as to avert a spirit of dissension and division at either our child's expense or the school's. New students are accepted on a trial basis for the first semester.

**School Activities:** We agree to absolve the school from liability to us or our child because of any injury to us or our child at school or during any school activity. In case of emergency or serious illness, we request the school contact us first. If we are not available, please contact the designated emergency contact. If the emergency cannot be reached the school has my permission to make whatever arrangements deemed necessary for our child(ren)'s treatment. If the emergency is life threatening and we cannot be reached, the physician has permission to act accordingly absolving GPS of any liability. This statement of cooperation will serve as a blanket permission slip from August 1, 2016 to July 30, 2017. We likewise, authorize GPS, or anyone authorized by GPS, to use and reproduce all audio, video tapes and photographs which GPS takes of our child(ren) or any family member produced for school literature, advertisements, and promotional purposes without further compensation. All copies, masters, pictures and proofs shall constitute as GPS property, solely and completely. We authorize GPS to provide contact information for our family to the GPS community in assistance to encourage participation in activities.

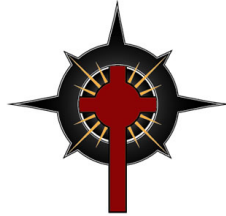
**Parent Service Hours:** As a member of the Grace Preparatory School family, we agree to partner with the school, to stand in support of it, and to give to this ministry as God enables with our time, talents, resources, and prayers. Our signature below indicates that we have read and will commit to this agreement during the 2016-2017 school year.

**We agree to give at least 10 hours** of our time during each semester in support of the operations of the school. If we cannot or choose not to give our time, we agree to pay \$200 at the start of the semester. (For parents of students taking five weekly hours of classes or less, the hourly commitment is at least five hours during the semester or \$100 payment.)

\_\_\_\_\_  
*Signature of Father/Guardian*      *Date*  
*Date*

\_\_\_\_\_  
*Signature of Mother/Guardian*

**\*\*Grace Preparatory School does not discriminate on the basis of race, gender, national or ethnic origin\*\***



# GRACE

Preparatory School of Stafford, Virginia

Building a firm foundation for a life of serving Christ

## Student Discipline Referral

Student \_\_\_\_\_

Staff Member \_\_\_\_\_

Class \_\_\_\_\_

Date/Time \_\_\_\_\_

### A. Incident (Suggested demerits at the discretion of the Administration)

- Academic Dishonesty (5)
- Disrespect/Insubordination (5)
- Excessive tardies (3)
- Defacement of property (10)
- Stealing (7)
- Uniform (2)
- Fighting/Assault (10)
- Class Disruption (3)
- Violation of class rules (3)
- Profanity (5)
- Other ( )

Other/Additional Information

\_\_\_\_\_

### B. Interview with Student/Assessment

\_\_\_\_\_

Action Taken

\_\_\_\_\_

Parental Notification

\_\_\_\_\_

Demerits Issued for this offense \_\_\_\_\_

Demerits Accumulated to Date: \_\_\_\_\_

Administrator signature \_\_\_\_\_ Date \_\_\_\_\_

*Parent: This form is to be completed as a record of the student's behavior. Please sign indicating you have read and understood this discipline referral and return the next school day. Please feel free to call the administrator if you have any comments or questions.*

- |   |
|---|
| 3 demerits: Verbal reprimand & parent notification<br>5 demerits: Parent conference<br>10 demerits: In-School Suspension with parent Conference / Out-of-School Suspension with parent conference<br>15 demerits: Expulsion for remainder of year |
|---|

Parent Signature \_\_\_\_\_

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



### Dress Code Violation Notice

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

#### Grace Preparatory Uniform Summary (full dress code is posted in student handbook):

(Students may choose from any of these uniform items available from Land's End – see PDF at Land's End for exact styles and fabrics allowed.)

- Upper Body alone: -Polo shirts, long or short sleeve with logo
- Upper Body over above: -Sweater with logo (Red or Blue)  
-Fleece with logo (Red or Blue)
- Lower Body: -Khaki pants with a solid color belt  
-Khaki shorts with a solid color belt  
-Additional options for girls: Uniform skirt, skorts, capris, or jumper to top of knee (allowing appropriate variations for the student's height).
- Footwear: -Closed toe and heel shoes or athletic shoes (no boots, heels above 1 1/2", heeilies, house slippers or ballet-style slipper shoes)  
-- neutral colors only (including shoe laces)  
-Solid color socks or hosiery

#### GUIDELINES:

1. Shirts will be tucked in.
2. Uniform should be neat, clean, pressed and not torn. It should fit properly, not overly tight or excessively loose.
3. Visible short sleeved undershirts should be solid white.
4. Hair grooming should be modest and neat (boys' hair cannot go below the eyebrow or below the ear and cannot touch the bottom of the shirt collar when standing). No facial hair for boys.
5. Boys - No earring or visible tattoos.  
Girls - Two modest earrings per ear, no visible tattoos, conservative nail polish and makeup. Hair of only a natural hair color.
6. No hats in the school building.
7. Accessory hair items should match/complement uniform.
8. All slacks, shorts, skorts and shirts should be worn at the natural waist.

#### Dress Code Violation Notice

o 1st Violation Description \_\_\_\_\_ Date \_\_\_\_\_

Student Signature indicates they've read the Uniform Code \_\_\_\_\_

o 2nd Violation Description \_\_\_\_\_ Date \_\_\_\_\_

Student Signature indicates they've reread the Uniform Code \_\_\_\_\_

*(Student is on the Uniform Violation List and must check in with the office at the start of their day for 4 weeks.)*

o 3rd Violation Description \_\_\_\_\_ Date \_\_\_\_\_

*(Student is suspended for one day and is on the Uniform Violation List for the remainder of the semester. Student must check in with the office at the start of each day.)*

# Grace Preparatory School Acceptable Use Policy

Please read this document carefully before signing.

Internet access will be available to students and teachers at Grace Preparatory School (GPS). The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. We are also pleased to offer the Gracemail e-mail system. Every parent, teacher and secondary student is assigned their own email address.

With the Internet, students and teachers have access to:

1. Electronic mail (E-mail) communication with people all over the world
2. The ability to browse the World-Wide Web
3. Public domain software and shareware of all types
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
5. Access to many University Library Catalogs and the Library of Congress
6. Access to Gracemail email system (parents will have access to this school-based email system also)

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Award winning internet filter software, NetNanny has been installed on the computers and laptops used by the students. While there is an internet filter in place to restrict access to controversial materials, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We (GPS) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of GPS. It is the user that controls the search criteria and therefore the material accessed. With this in mind, we (GPS) believe that it is imperative to teach our students about making Christ-like choices about the type of material they access. It is our (GPS) belief that by training our young people how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults.

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a GPS user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty will deem what is inappropriate use and their decision is final. Also, the system administrator may close an account at any time as required. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- You may not download or load any software or other programs onto the computers.
- Do not reveal the personal address or phone numbers of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

The Internet and the email system will be available to the staff and students of Grace Preparatory School and must only be used for educational purposes.

The use of your account must be in support of education and research and consistent with the educational objectives of GPS. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

GPS makes no warranties of any kind, whether expressed or implied, for the service it is providing. GPS will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, non deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. GPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or software.

## Network Account Agreement

### Student Section

I have read the GPS Acceptable Use Policy. I agree to follow the rules and etiquette as found in this policy. I understand that if I break the rules, my account will be cancelled and I may face other disciplinary actions as outlined in the GPS Handbook.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

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

### Parent or Guardian Section

As the parent or guardian of this student, I have read the GPS Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize that it is impossible for GPS to restrict access to all controversial materials, and I will not hold GPS responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **General Guidelines for Keeping Children Home From School Due to Illness**

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring other illnesses while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations.

- 1. Child should be fever free for 24 hours.** A child's temperature is lowest in the morning, so a low temperature on awakening is not a true indicator. If you have given your child Tylenol or Motrin at night, the medication could still be affecting your child's temperature. A child should be fever free without the assistance of medication for 24 hours before returning to school.
- 2. A child should be free of vomiting/diarrhea for 24 hours before returning to school.** A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will also be tired from loss of sleep, and will still be contagious to other children.
- 3. A child with thick or constant nasal discharge should remain home.** Very few younger children can effectively blow their noses and wash their hands afterwards. A child with the above symptoms will quickly spread the illness to other children.
- 4. A child diagnosed with strep throat/scarlet fever should remain home for the first 24 hours of antibiotic treatment.** A child remains contagious until he/she has been on antibiotics for 24 hours.
- 5. A child diagnosed with conjunctivitis may attend school after 24 hours of treatment.** There should also not be any drainage from the eyes.

### **THE 24 HOUR TEST**

**A child should stay home for at least 24 hours to rest if the following symptoms are present the morning of school or the previous night:**

- Vomiting and/or diarrhea
- Fever >100 degrees
- Itchy or reddened eyes with drainage
- An unusual rash
- A poor night's sleep due to illness, cough, etc.



## **GPS SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES**

### **Food Allergies**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **GPS ACTION PLAN**

#### **Family's Responsibility**

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities.
- Families must also submit a Food Allergy Action Plan each school year.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Provide safe snacks and treats for class celebrations.
- Educate the child in the self-management of their food allergy including:
  - \* safe and unsafe foods
  - \* not to share food at any time, or accept food from others
  - \* strategies for avoiding exposure to unsafe foods
  - \* symptoms of allergic reactions
  - \* how and when to tell an adult they may be having an allergy-related problem
  - \* how to read food labels (age appropriate)
  - \* teach the importance of frequent hand washing (soap and water)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide accurate contact information for times when the child is at school or school sponsored activities, as well as accurate emergency contact information

#### **School's Responsibility**

- Be knowledgeable about and follow applicable state and federal laws.
- Facilitate the collection of Food Allergy Action Plans from families of affected students.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis understand food allergy, can recognize symptoms, and knows what to do in an emergency.
- Require training for parent volunteers who serve in the cafeteria setting.

- Practice the Food Allergy Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate safe storage of medications in the main office.
- Ensure swift access to the medication cabinet during school hours.
- Provide access to epi pens during after school or evening activities for faculty, coaches, or parent volunteers.
- Solicit volunteers (may be faculty or parents) to clean cafeteria tables between meal periods. Allergen free tables in classrooms and the cafeteria may be designated at the discretion of the Administrator.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

### **Student's Responsibility**

- Never trade food or accept food from others under any circumstances
- Do not eat anything with unknown ingredients or known to contain any allergen.
- Be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

# GRADUATION DOCUMENTS

## Petition to Graduate - Side One

Student Name: \_\_\_\_\_

**Course Enrollment:** Our records indicate that your son/daughter intends to pursue the following degree plan option: Standard or Advanced. The following is a list of courses that he/she is registered for in the 2015-2016 school year. Please note that the list below may not reflect any changes you have just requested.

_____	_____
_____	_____
_____	_____

**Graduation Requirements:** In order for your son/daughter to graduate on the plan listed above, he/she will need to successfully complete all of the courses above and any course listed below. If you want to change your degree plan or if you do not believe the information is accurate, please contact the school office as soon as possible. **All courses completed outside of Grace Preparatory School must be completed by May 1, 2017. Application for transfer of credit received after this date may keep the student from being considered a spring 2017 graduate.**

Courses Needed

Plans to complete courses

Anticipated Completion

**GPA Requirement:** In order to graduate from Grace Prep all students must maintain an overall GPA of 2.0 or better.

**SAT/ACT Graduation Requirement:** Students must complete either the SAT or ACT test in order to graduate. Failure to take either test before May 2017 will prevent that student from graduating in the spring.

Following the successful completion of the courses and test(s) listed above, I believe that I will have fulfilled all the requirements established by the Grace Preparatory School Board for the awarding of the degree plan indicated above. I hereby request that I be awarded said diploma upon the successful completion of all of my course work and graduation requirements as stated in the school's Student Handbook. If I am completing any course work outside of Grace Prep School, I understand that I must submit transfer credit application and fee no later than May 1, 2016 in order to be considered for spring 2016 graduation. I must have on file an official copy of the SAT or ACT test scores. Also, I am aware of the GPA requirements listed above. I understand that if my GPA falls below a 2.0, I will not graduate from Grace Preparatory School. It is also my responsibility to contact the Academic Advisor as soon as possible if I want to make any changes to my degree plan.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Petition to Graduate - Side Two

**Full Name:** On the line below, please clearly print your full name as it will appear on your diploma. You should use your full name as it appears on your birth certificate/social security card. Nicknames will not be printed on diplomas.

\_\_\_\_\_

**Your Birth Date:** \_\_\_\_\_

### **Sports Information:**

Did you play sports at GPS during your senior year? Yes No (circle one)

Please list the high school sports that you played at Grace Preparatory School, including your senior year. You may include sports participation outside of GPS.

SPORT	SEMESTER	SPORT	SEMESTER

**Sports Release:** Many students desire to pursue collegiate athletics. If this is your desire and you would like GPS to send any transcripts to colleges/universities that request your academic record, please sign the statement below.

I, \_\_\_\_\_, request that GPS release any academic records to any college/university that requests a copy of my academic records.

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

### **SAT/ACT Test Scores:**

\_\_\_ Please list the best scores available for any test that I have on file.

\_\_\_ Please list all the test scores that I have on file.

## Directions for the Petition to Graduate

### Side One

#### Course enrollment:

- Your selected diploma plan is located within the first paragraph. Please make sure the correct plan is indicated. Refer to the Student Handbook for more specific information pertaining to graduation requirements.
- The courses listed represent the courses that you have registered for. If these are not correct, please contact the GPS office.
- If you enrolled as a new student your junior or senior year, make certain that you meet the graduation requirements outlined in the Student Handbook.

#### Course Requirements:

- This section includes information of additional coursework that is still need in order to meet graduation requirements. Please read thoroughly.
- If you have additional courses needed, please write out the plan you are pursuing to complete the coursework and when you anticipate completion.
- All transfer credit applications must be submitted no later than May 1, 2017. Applications received after this date may keep the student from being considered a spring 2017 graduate.

#### GPA Requirement:

- In order to graduate from Grace Prep all students must maintain an overall GA of 2.0 or better.

#### SAT/ACT Requirement:

- Listed in this section are the dates of either the SAT test or ACT test that GPS has on file for you. Please update if needed.
- If you have not taken either of these tests, GPS recommends that you plan to take one as soon as possible. In order to meet graduation requirements you must take the exam on or before May 2017. You can check the following websites for all testing dates:

ACT – [www.actstudent.org](http://www.actstudent.org)      SAT – [www.collegeboard.com](http://www.collegeboard.com)

- GPS School Code: 472-148

#### Closing Paragraph:

- Please read the closing paragraph thoroughly.
- Student signature is required.
- Parent signature is required.
- The petition will be considered complete if all information is included and both the student and parents(s) have signed the petition.

### Side Two

- Please write out your name as you would have it appear on your diploma.
- Please write out your date of birth clearly.
- Please list all sports that you have played at GPS and the date that you played.
- Please read the Sports Release information and sign if applicable.
- Please check and initial one SAT/ACT Test Score option.

## Plans not to Graduate from Grace Preparatory School

I do not intend for my child \_\_\_\_\_ to graduate from Grace Preparatory School and therefore a diploma plan will not be necessary. If we decide at a later time for our student to pursue graduation from GPS we understand that it is our responsibility to contact the school office. It is also our responsibility to supply all documentation for courses that may apply toward graduation requirements.

Please note the following:

- GPS does not accept application for transfer credits from any student who is not seeking a diploma from GPS.
- Students who are not seeking a diploma from GPS are not included in the official class ranking.
- Any student not seeking a diploma must have his form on file in their academic folder.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name of student \_\_\_\_\_

I would like my student to participate in the GPS graduation ceremony (May 19, 2016). I understand that it is my responsibility to provide a homeschool diploma that I will be allowed to present at the ceremony. A fee of (current rate) will be assessed for cap and gown purchase.

\* Students seeking GPS diplomas will have priority placement in classes required for graduation. GPS may not be able to accommodate all course requests from those not seeking a GPS diploma.

# GPS Athletics

## Sports Fees

Sports fees are charged per season according to the following 2015-2016 rates:

Sport	Student #1 rate	Sibling discount	Sibling discount
Cross Country	\$120	\$105	\$95
Varsity Volleyball	\$140	\$125	\$115
JV Volleyball	\$120	\$105	\$95
Varsity Basketball	\$160	\$145	\$135
JV Basketball	\$145	\$130	\$120
Varsity Soccer	\$140	\$125	\$115
Cheerleading	\$130	\$115	\$105

## Team Gear

GPS students who elect to play sports will be strongly encouraged to purchase a GPS team warm-up suit to wear to all games. Students may team wear warm-up suits to school on game days in lieu of their regular school uniform. Students are responsible to purchase any other required gear (ie., cleats, shin guards, mouth guards, sneakers, socks, under-armour) except for school-issued uniforms.

The cost per warm-up suits is \$64.95. Athletes desiring to participate in GPS Athletics must purchase their warm-up suit at the beginning of the school year. Bulk purchases allow us to gain the best price for our athletes.

## Uniforms

Uniforms will be issued by GPS at the start of each new sports season. Uniforms are for game use only; however, students may wear uniforms under team warm-up suits on game days. Uniforms are the property of GPS and must be returned clean at the completion of every athletic season. In the event a uniform is not returned, a fee will be billed and the report card will be held by the school office until the fee is paid. Athletes are permitted one week after the last game to wash and return the uniform to the Athletic Director. Failure to do so will result in a minimum fee of \$100 per uniform. This fee is equal to the cost of the uniform (if the uniform cost \$300 the fee will be \$300). A reminder will be given to athletes at the end of each season. Diplomas will be held for any senior who has not returned their uniform or paid the fee outlined above.

## Wednesday Night Policy

In order to preserve quality family and church time, it is the policy of Grace Prep School to generally not schedule games on Wednesday nights.

## Grace Prep Code of Conduct

I hereby pledge to honor and support Grace Preparatory School by adhering to the team's Athlete Code of Conduct as stated below.

1. I will strive to honor God with my words, actions, and play.
2. I will seek to glorify God with the talents He has gifted me by my commitment to excellence, competing always with skill and passion.
3. I will make academics a priority and always go to class prepared, striving for excellence in the classroom.
4. I will be respectful to my coaches, teammates, opponents, officials, parents, and spectators.
5. I will use appropriate language in appropriate tones when interacting with other athletes, coaches, officials, parents, and spectators.
6. I will not taunt my opponent or be arrogant or boastful in my celebrations.
7. I will not condone or utilize tobacco products or alcoholic beverages.
8. I will arrive on time for all practices, meetings, and contests, with only emergencies, church activities, major family events, and illness being acceptable reasons for tardiness or absence.
9. I will communicate with my coaches regarding issues of injury, illness or expected absence before practice either by phone, email, or in person.
10. I realize that glorifying God with my play requires me to care for my body with proper practice, nutrition, and rest. I will do it.
11. I will play by the rules of the sport, demonstrating and encouraging good sportsmanship, both in victory and defeat.
12. I will not leave the game site without seeking to shake the hand of my opponent and thanking the officials.
13. I will be a good steward, being respectful of the property and facilities of our school and any other school I visit. I will be diligent in picking up after myself.
14. I will be honest. I will not lie, steal, or cheat.
15. I will strive to play safely so that I may avoid causing injury to myself or others.
16. When I have conflict with a teammate or my coach, I will follow the principles outlined in Matthew 18.
17. I will humble myself for the good of the team. I will pursue understanding my role on the team, do it with excellence and strive to do more.
18. I will seek to encourage and assist my teammates in becoming better athletes and followers of Christ.
19. I will be responsible for any uniform or equipment checked out to me and will return it in a timely manner at the conclusion of the season. Any item not returned will be charged to me at the current replacement cost.

I have read and agree with the above.

I understand that it is a privilege to play and need to be thankful for the opportunity. I acknowledge that failure to adhere to the above standards will result in discipline at the discretion of my coach, the Athletic Director or the Administration of GPS.

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date



# Philosophy to Teach Athletes

Authored by Jim Brant, Inaugural GPS Athletic Director

The athletic program at Grace Preparatory School is formed with a two-fold purpose or goal in mind. One is to effectively teach our athletes the rules and techniques of the sports we offer. Second, and most important, is to encourage our athletes to develop a personal relationship and walk with the Lord by using the tool of athletics to reach them. Athletic competition is a great avenue for teaching how to apply God's word in our lives.

In John 14:23-27, Jesus says: *"If anyone loves me, he will obey my teachings. My Father will love him, and we will come to him and make our home with him. He who does not love me will not obey my teachings. These words you hear are not my own; they belong to the Father who sent me. All this I have spoken while still with you. But the Counselor, the Holy Spirit, whom the Father will send in my name, will teach you all things and will remind you of all things I have said to you. Peace I leave with you; my peace I give you. I do not give as the world gives. Do not let your hearts be troubled and do not be afraid."*

## Specific goals for the GPS athletic program are:

1. To establish an athletic program that is based and centered on the attributes and teachings of our Lord and Savior Jesus Christ.

*"Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock. The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock." Matthew 7:24-25*

2. To teach, develop, and help each student recognize the special gifts, both physical and spiritual, God has given them.

*"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God--this is your spiritual act of worship." Romans 12:1*

3. To encourage student athletes to conduct themselves in such a way as to bring glory to God.

*"Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever." 1 Corinthians 9:25*

4. To incorporate and relate God's word in the trials and struggles, as well as victories and defeats, experienced in athletic competition.

*"Not only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope." Romans 5:3-4*

5. To teach the importance of discipline, teamwork, character, commitment, forgiveness, and love in an atmosphere of competition.

*"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." Colossians 3:12-14*

6. To encourage students in the application of God's word through the venue of athletic competition. Sports can be a great situation for learning lessons about our inner spirit.

*"What causes fights and quarrels among you? Don't they come from your desires that battle within you? You want something but don't get it. You kill and covet, but you cannot have what you want. You quarrel and fight. You do not have, because you do not ask God. When you ask, you do not receive, because you ask with wrong motives, that you may spend what you get on your pleasures". James 4:1-3*

7. To represent Grace Preparatory School as ambassadors of the school's teachings and character.

*"You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house." Matthew 5:14-15*

Our athletic program is not only an extension and reflection of our school, but also a fulfillment of the Great Commission of Matthew 28. We want people who watch our team compete take notice of the love of Christ our students display!

**Five Steps to Developing a Disciplined Life:**

1. Recognize the task in front of you.
2. Determine what you have to do to accomplish that task.
3. Do it to the best of your ability.
4. Do it the same way every time.
5. Pray about all things.

**GPS GUIDELINES FOR ATHLETIC ELIGIBILITY**

Purpose: To promote a system of eligibility for students who wish to participate in any extracurricular activities offered by Grace Prep School.

\* A system where administration, parents and coaches may keep track of progress and academic excellence as established in school standards.

\* A program to keep parents, teachers and coaches in harmony regarding students' progress not only in academics, but also in Christian behavior and attitudes while in school and at home.

**Proverbs 22:6 “Train a child in the way they should go, and when they are old, they will not turn from it.”**

\* To give parents, teachers and coaches equal opportunity to have input in determining whether a student has met academic and behavior standards in a satisfactory manner to warrant activity participation.

\* To have the ability, at any specific point in the activity, to prohibit participation in such activity due to academic or behavior problems. If a student is not applying himself / herself or just not trying, the communication door is open to determine whether that student is ineligible for any upcoming events.

**Hebrews 12:11 “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”**

\* On the other hand, if a student is visibly trying and just has a hard time with a specific portion of school work, eligibility may be determined by parties involved: parents, teachers and coach. Such a student may have to receive extra help in certain areas.

\* To encourage an open line of communication and responsibility to all parties involved in the development of the student, not only in the activity aspect, but also to develop discipline, character and integrity.

**Titus 2:1 “You must teach what is in accord with sound doctrine.” v. 6-7 “Similarly, encourage the young men to be self controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.”**

**Proverbs 10:17 “He who heeds discipline shows the way of life, but whoever ignores correction leads others astray.”**

**Proverbs 29:17 “Discipline your son, and he will give you peace: he will bring delight to your soul.”**

## How Eligibility Status is Determined

- An Administrator will provide a report to coaches each Monday beginning on the third week of a new term.
- Administrators will notify students and parents of any grades or behavior which jeopardize a student's eligibility status.
- Students will be evaluated based on the GPS Rubric for Sports Participation (below).
- Students with a grade lower than 70 will be considered on academic probation, unless there are not enough grades posted to determine a student's true standing in a class.
- Students may practice while they are on probation.
- Students will have a probationary period of one week to raise an ineligible grade before being prohibited from competing.
- The one week period will be extended if school is closed due to holidays or inclement weather.
- Students may regain their eligible status at any time throughout the season.

Our main concern is the development of our students to grow and mature in relationship with our staff and to accept responsibility for character and learning that exemplifies a Grace Prep student.

We want to encourage students to understand that after school activities are a privilege, and they need to work for them. We pray that through this program, students will learn the importance of using the gifts that God has given them to the best of their ability, and also to give God the glory in all that they do so that they are good ambassadors for the school, and most of all, for our God.

## GPS Rubric for Sports Participation

Satisfactory [S]	Not satisfactory [NS]	Middle Ground
Student is in good academic standing in class.	Student has an average below 70 (C- average).	Student has failed a test or quiz, which jeopardizes his or her grade point average, but the instructor feels that student is trying, just not doing well.
Student is working for each instructor, and all is going well.	A teacher has given the student a discipline referral form this week.	
	Student is behaving disrespectfully to classroom teachers or others in authority.	
	Student is consistently not completing work for class.	

## Concussion Training and Return to Play Protocol

In order to participate in any extracurricular athletic activity, each student athlete and the student athlete's parent or guardian shall review, on an annual basis (every 12 months), information provided by Grace Prep on concussion awareness, and after reviewing these materials shall sign a statement acknowledging receipt, review and understanding of such information.

A student athlete suspected by that student athlete's coach or other attending adult of sustaining a concussion or brain injury in a practice or game shall be removed for the activity at that time. A student athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated by an appropriate licensed health care provider as determined by the Board of Education and (ii) in receipt of written clearance to return to play from such licensed health care provider.

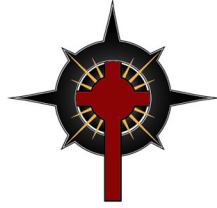
No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured and: a) exhibits signs, symptoms or behaviors attributable to a concussion; or b) has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met: a) the student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion; b) the student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and c) the student receives a written medical release from a licensed health care provider.

All GPS Coaches and Assistant Coaches shall also review, on an annual basis (every 12 months), information provided by Grace Prep on concussion awareness, and after reviewing these materials shall sign a statement acknowledging receipt, review and understanding of such information.

Grace Prep utilizes The National Federation of State High School Associations' (NFHS) online coach education course – Concussion in Sports – What You Need to Know. This CDC - endorsed program provides a guide to understanding, recognizing and properly managing concussions in high school sports. It is available at [www.nfhslearn.com](http://www.nfhslearn.com).

**Reference Source:** Virginia Board of Education Guidelines for Policies on Concussions in Student - Athletes



# GRACE

Preparatory School of Stafford, Virginia

*Building a firm foundation for a life of serving Christ*

## ATHLETIC LETTER AWARD QUALIFICATIONS

Every student at Grace Preparatory School is welcome and encouraged to participate in athletic competition. The participation of each student athlete is greatly appreciated by the entire Grace Prep School family as our student athletes serve as good will ambassadors for the entire student body. The discipline, hard work, and sacrifice necessary to prepare for and participate in high school athletic competition is extremely valuable for the student in many ways including mental and physical discipline, teamwork, and spiritual applications to living the Christian life.

In recognition of their effort, student athletes at Grace Preparatory School will be awarded an athletic letter for their participation in a high school sport according to the following criteria:

### VARSITY LETTER QUALIFICATIONS

- A. Athletic awards are given in recognition of outstanding athletic achievement and service to the school, and not as compensation of services rendered to the school.
- B. The first year an athlete letters in a particular varsity sport he/she receives a chenille letter and a pin of that sport. Each additional year he/she letters in that sport the athlete receives a bar. If an athlete letters in another sport he/she receives a pin for that sport.
- C. The head coach has the prerogative to issue or withhold a letter for extenuating circumstances such as early season injuries, team or school violations, etc. Coaches must provide sufficient documentation of these circumstances to the athletic director and school administration. In all cases, students must complete the season as a team member in order to letter.
- D. Criteria for Lettering for each sport:
  - 1. Student must have completed the entire season
  - 2. Student must have competed in as least 60% of the season's competitions
  - 3. Students must attend all practices and competitions unless excused by the coach
  - 4. Students must not have been a disciplinary problem for the coach or other team members
  - 5. Students must be in good academic standing with a passing grade in all subjects
  - 6. All equipment and uniforms must be turned in at the end of the season
  - 7. Eighth grade students may receive a varsity letter if they meet all of the qualifications in 1—6
  - 8. Varsity letters will not be awarded below the 8<sup>th</sup> grade
- E. It is a privilege to receive a Letter, and it must be earned. Just participating on a team is not sufficient grounds to earn a letter.
- F. In case of special circumstances regarding the awarding of a letter, each situation will be reviewed by the athletic director and school administration.

## Grace Preparatory School 2017-2018 Academic School Year Calendar

Revised 7/19/2017

### Fall Semester 2017

August 14-15, Mon-Tues	Back to School Faculty Meetings 8:00am – 3pm
August 16-17 Wed-Thurs	Back to School Parent University 1:30-3:30pm and Faculty Meetings
August 18, Friday	Student Orientation (K-12) Elementary arrives at 9am, Secondary arrives at 1pm
August 21, Monday	First Day of Secondary School Classes
August 22, Tuesday	First Day of Elementary School Classes
September 4, Monday	Labor Day (No Classes)
September 20, Wednesday	Secondary School Pictures
September 21, Thursday	Elementary School Pictures
September 20-23, Wed/Thurs/Fri	Middle/High School Retreat – depart Wed. after school and return Fri. at about 4pm
October 9, Monday	Columbus Day Holiday (No Classes)
October 11, Wednesday	Secondary School Pictures make up day
October 12, Thursday	Elementary School Pictures make up day
October 12, Thursday	End of 1 <sup>st</sup> Term (Elementary) Grades due 10/19, Report Cards Released 10/26
October 13, Friday	End of 1 <sup>st</sup> Term (Secondary)
October 19, Thursday	Second Annual Warrior Cook-Off Championship- Horizons Church 6pm
October 23, Monday	Teacher In-Service Training (No on campus classes, home study day)
October 25&27, Wed. & Fri.	Parent/Teacher Conferences (Email your student's teacher to make an appointment)
November 1, Wednesday	PSAT Testing (grades 8 through 11)
November 2, Thursday	Elementary early release at 12:15, Parent Conferences noon-6pm
November 16, Thursday	Elementary Thanksgiving Feast 11:15-12:15, Carnival 12:15-1:15, Parent University 12:15-1:15, Early Release at 1:30pm
November 18-26, (Sat – Sun)	Thanksgiving Break (No Classes)
December 8, Friday	End of 2 <sup>nd</sup> Term (Secondary)
December 11, Monday	First and Second Period Class Exams (Secondary) 8:15am - noon
December 13, Wednesday	Third and Fifth Period Exams (Secondary) 8:15am - noon
December 14, Thursday	End of 2 <sup>nd</sup> Term (Elementary) Class Christmas Parties, Early Release 1:30pm
December 15, Friday	Makeup day for exams if needed (Secondary)
December 16 – Jan. 1(Sat – Mon)	Christmas Break, Grades due 12/22, Report Cards Released 12/29

### Spring Semester 2018

January 2, Tuesday	Teacher In-Service Training – 9am – 2pm (No on campus classes, home study day)
January 3, Wednesday	Secondary classes resume, 3 <sup>rd</sup> term begins
January 4, Thursday	Elementary classes resume, 3 <sup>rd</sup> term begins
January 15, Monday	MLK Day (No Classes)
February 19, Monday	Presidents' Day (No Classes)
March 1, Thursday	End of 3 <sup>rd</sup> Term (Elementary) Grades due 3/8, Report Cards Released 3/15
March 2, Friday	End of 3 <sup>rd</sup> Term (Secondary)
March 2-16	Read-A-Thon Fundraiser
March 23, Friday	Read-A-Thon money due to school front desk
March 21, Wednesday	Secondary Science Fair (tentative)
March 26 and 28 (Mon., Wed.)	Terra Nova Testing, Secondary (grades 6 – 11) 8:00am - noon
March 27 and 29 (Tues., Thurs.)	Terra Nova Testing, Elementary (grades K-5) 8:00am - noon
March 30- April 8	Spring Break (No Classes, including Good Friday)
April 14, Saturday	Junior High Spring Formal 6pm-9pm – Grace Fellowship Church
April 19, Thursday	Grandparents Day, Early release at 11:30am
April 19, Thursday	Sports Awards and Dessert Fellowship 7pm-9pm – Stafford Baptist Church
April 28, Saturday	Senior High Spring Formal 6pm-9pm – Fairview at River Club Church
May 11, Friday	End of 4 <sup>th</sup> Term (Secondary)
May 5, Saturday	All-School Picnic (Rain or shine) and Family Field Day
May 11, Wednesday	Secondary Awards during chapel 12:55pm-1:45pm
May 14, Monday	First and Second Period Class Final Exams (Secondary) 8:15am - noon

May 15, Tuesday	End of 4 <sup>th</sup> Term (Elementary) Last Day of Classes, Elementary Awards Ceremony during Chapel at 11 am. Dismissal at noon. Grades due 5/22, Report Cards Released 5/29
May 16, Wednesday	Third and Fifth Period Class Final Exams (Secondary) 8:15am - noon
May 17, Thursday	Graduation 7pm – Ebenezer United Methodist Church