

GLOUCESTER COUNTY CHRISTIAN SCHOOL STUDENT HANDBOOK



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Additions to the handbook are indicated in italics.

INTRODUCTION

Gloucester County Christian School (GCCS) is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of GCCS is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. GCCS believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. GCCS expects and requires that both students and parents will support the school in its distinct mission and in its biblical beliefs.

Any organization of any significant size will find it necessary to compile a list of policies and procedures to make daily life function smoothly, maintain an organized environment, and create a pleasant working atmosphere. Gloucester County Christian School is no exception. Parents, students, and staff need to recognize, however, that this handbook contains both statements that are “Thus saith the Lord” and “Thus saith the School.” We would do well not to confuse the two. Many of the policies are designed to make life here at school run smoothly. There are some obvious rules that come from biblical principles and are enforced to help maintain a testimony and example to others. We trust that this spirit will prevail as we issue this handbook for the glory of God.

The use of the masculine pronoun throughout the handbook is used to make it easier to read. The he/she or him/her designation is sometimes unwieldy and cumbersome. It is not meant to show preference to any one specific gender.

GENERAL INFORMATION

ORIGIN AND PURPOSE

Gloucester County Christian School is owned and operated as a ministry of Hardingville Bible Church of Monroeville, New Jersey. It is a private Christian school established to assist Christian parents in the education of their children. Christian training is to begin in the HOME and continue in the CHURCH and be furthered by the SCHOOL.

DOCTRINAL BELIEFS

A Doctrinal Statement is available upon request and is enclosed in each enrollment packet. It is the same as the statement from Hardingville Bible Church.

MISSION STATEMENT

Gloucester County Christian School has been established to assist Christian parents in the education of their children, understanding that it is the parent's responsibility to train and develop their children in accordance with the Word of God (Deut. 6:6-9).

It shall be our objective to:

- Integrate all subjects with the Word of God, the Bible.
- To provide a strong academic program while offering unique opportunities in the fine arts and athletics.
- Teach the student the essential doctrines of the biblical and historical Christian faith.
- Lead the student into a personal, saving relationship with Christ as Lord and Savior.
- Encourage the student to exercise his faith through daily Christian living and service for Christ.

- Develop strong and intelligent spiritual leadership for church, home and the nation.

ADMISSIONS POLICY

Gloucester County Christian School admits students of any race, color, national or ethnic origin to the rights and privileges, programs, and activities generally accorded or made available to students at the school. GCCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

There are three basic requirements for enrollment at GCCS: at least one parent must give evidence of being a born-again believer in Jesus Christ. The family must attend a Bible-believing church. The student must show that he is performing at his grade level academically. Students entering grades seven through twelve must also give evidence of being born-again.

The student must be three years old by October 1st to enroll in PK3. The student must be four years old by October 1st to enroll in PK4. The student must be five years old by October 1st to enroll in K5. The student must be six years old by October 1st to enroll in first grade.

AFFILIATIONS

Gloucester County Christian School is affiliated both on the national and state levels.

NATIONALLY: American Association of Christian Schools

STATE: Garden State Association of Christian Schools

These organizations are able to assist us with local and national information concerning laws and bills affecting the Christian School, as well as legal advice for problems that may exist. We also fellowship with schools for social, academic, and sports events.

GCCS is approved by US Immigration and Customs Enforcement (ICE) to allow for the enrollment of international students.

ATTENDANCE AND ABSENCES

It is understood that attendance at Gloucester County Christian School is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of this school.

It is well known that regular attendance at school is an important factor in helping the student (your child) maximize his learning. Each student is to be in class every hour of every day that school is in session. An absence will be counted as excused for: 1) Personal illness with a doctor's note or fax. 2) Death in the immediate family, 3) Appearance required in court, 4) College visitation with written proof, 5) Inclement weather. A note or fax from a doctor's office is required if school is missed for three or more days for medical reasons.

Allowed absences- twelve days for a yearlong course. Six days for a semester course. The student will be required to attend summer school for each day absent after twelve days absent. This would not include excused absences. A note will be sent to inform the parents of the 8th and 12th days of absence. No credit for classes will be given if the days absent after 12 days are not made up in summer school. To pay for the supervision of the summer school days, a fee will be charged for each day of attendance in summer school.

Unexcused absence- Vacation. "Just sick." Church function. All other reasons not listed as excused.

Chronic absence- A meeting with the principal and school nurse will be required when a student

has reached six absences for “just sick” days off. Three unexcused lateness or three unexcused early dismissals will count as one day absent and will be included into the absence total.

Makeup work- The time allowed to make up schoolwork is equal to the amount of time absent. A student that is absent for three days will have three days to make up the work missed. (Exception: a student has two days to make up work that was missed in one day of absence.) Jr/Sr high teachers **MUST** give work contracts for work missed. No grade penalty will be given if no contract was given.

If a family vacation occurs during the school year, the office and the teacher(s) should be notified before the students leave. School assignments can be given so that the children will not fall far behind in their schoolwork. The responsibility for arrangements to make up work lies with the pupil and parent. Schoolwork that is requested in advance of a vacation must be completed before returning to school. A penalty may be given for work not completed.

Every effort should be made to schedule a doctor's appointment for after 2:50 PM to avoid missing classes. Unexcused latenesses will be issued to all members of a carpool.

The Administration is aware that there may be circumstances which may create a hardship concerning this attendance policy. A parent may appeal by notifying the Principal, in writing, within seven (7) days after receiving the notice, stating the reason for the appeal. A decision will be made based on the reasons for the absences, the total attendance record and the academic standing of the student. The principal has the authority to decide on an exception to the determination of an unexcused absence.

The student must bring in a note for any absences, whether excused or unexcused. If there is a question as to whether the absence is excused or not, the office staff will make the determination.

Lateness

A student who arrives at school late but **after 10:15 a.m.**, is considered present for a half day and tardy. A student arriving after 12:00 p.m. is not given credit for the school day. A student who must leave school prior to dismissal, but after 1:00 p.m., is considered present for a full day. Half day due to lateness or early dismissal do not count against perfect attendance even if two or more occur during the school year. Teachers of extracurricular activities or the Athletic Director will ensure that a student who was absent does not participate in after school activities.

Excused

Traffic (one time), accident, detour (one time), bus was late- always excused!, flat tire/ mechanical problems, doctor/dentist appointment (with doctor note), driver's license or road test, bad weather and road conditions

Unexcused but not limited to...

Just late, missed bus, get gas, forgot something, alarm clock, overslept

All members of the car pool are unexcused if the reason is unexcused. The office staff will make the final decision. An appeal to the principal may be made.

AUTOMOBILES-STUDENT DRIVERS

Driving to school is a privilege and not a right. All student drivers' cars are to be registered in the office. Once a vehicle is parked in the morning, a student is not permitted to return to it, without a pass or permission. The row of parking spaces that face the girls' softball field is the assigned parking area for student drivers. Additional student parking is located in the row closest to the baseball field.

Each driver should show an example of courteous driving habits; this includes driving slowly while on campus. Failure to cooperate with the administration in the use of an automobile on school property will result in detention or loss of all driving privileges. The student that is chronically late because he drives himself to school will lose his driving privilege for a period of time. The playing of rock music is not permitted on campus.

BIBLE VERSION AT GCCS

Bible is a required subject and is taught daily in every grade. All students must have a King James Version of the entire Bible at school every day. Although it is handy to have the Bible on an iPhone, etc., a paper copy of the Bible is to be used in class and chapel.

CHAPEL

Chapel is a tremendous opportunity to meet as a student body to worship and praise God and to learn more about Him. Chapel meets once a week for elementary students and three times a week for students in grades seven through twelve. Pastors, youth pastors and faculty members speak in chapel. Occasionally we have student led chapels, song and praise chapels, and chapels that feature conservative Christian colleges from across the country. These guidelines should be followed when chapel begins:

1. All students are required to attend.
2. The student should enter the chapel service promptly and take his seat.
3. There will be no talking once the bell has rung.
4. No one is to leave for the restroom once chapel has started.
5. The student must bring his Bible and song book to chapel.

CHURCH ATTENDANCE

It is desired that all families enrolled in Gloucester County Christian School faithfully attend a Bible-preaching local church and youth program of their choice.

DRESS CODE

A separate dress code manual is available on the school web site. All students are required to dress in the school uniform as described in the Dress Code Manual.

EARLY DISMISSAL

A note from the parent requesting dismissal is given to the teacher for his/her initial, and then is sent to the office for an early dismissal form. No student is allowed to leave school property without written or verbal permission from a parent or guardian.

EMERGENCY CLOSING

In case of serious weather conditions or emergency situations that necessitates the closing of school the announcement of our school closing will be announced on our school website

<http://gccs.co> Should it be necessary to close school once it is in session, the parents or an emergency number will be called. The school also uses **Remind.com** to announce emergency closings. This is a group text message system. Contact the office for more information about signing up for Remind.com.

FIELD TRIPS

As part of the academic program, field trips are often taken at all grade levels. All students are required to attend scheduled trips. Each student must bring a signed permission slip from his parent. A student not attending the trip must come to school and will be given assignments to do. Siblings in another grade are not permitted to attend the field trip. Students who are enrolled as a homeschooler will be notified about the details of the class field trip.

FINANCIAL INFORMATION

It is necessary that fees and tuition be paid when due. All transcripts, records, diploma, and report cards will be withheld until all tuition costs, book fees, athletic uniforms and equipment, or other school fees are paid.

FIRE DRILLS/EMERGENCY PREPAREDNESS DRILLS

Drills will be held periodically during the school year. A fire escape diagram is posted in each classroom. Once the signal is given, activities are to cease and students must exit promptly.

The following procedure is to be observed:

- a) Walk quickly in single file.
- b) No running or pushing is allowed.
- c) No talking in or out of the building.
- d) Attendance will be taken outside.
- e) When the clear signal is given, students should re-enter the building.

Other emergency drills will be practiced throughout the year. These include intruder in or out of a building, bomb threat, local emergency, lock down.

HALLWAY PROCEDURE

Students should walk quietly to their next class. Students are not allowed in the halls or other buildings or other areas off the campus during class periods unless permission has been given to the student by the teacher.

HOME SCHOOL

We welcome home school students to take classes in the junior/senior high. Home school students will be limited to a total of three academic classes per academic year. Students desiring to take more than three classes need to enroll as a full-time student, not as home school student. A separate home school information packet is available with more specific guidelines and helps for students entering grades one through twelve. Elementary students may enroll as a home schooler as well. They may participate in special days on campus (Career Day, Sports Day, etc.). All home schoolers may attend field trips and participate in the end of year achievement testing.

ILLNESS

If a student becomes ill or has an accident that requires more than normal attention, the

school will contact the parent or person listed next in responsibility. Unless it is an extreme emergency, a parent will be contacted to give permission for an ambulance to be called.

LATENESS AND LOITERING

Students must be in class and seated by 8:10 a.m. Any student who comes to school late must go directly to the main office for a late pass. Three unexcused lates will result in a detention and an unexcused absence. The decision as to whether lateness is excused or unexcused will be made by the receptionist/secretary.

Elementary students that are on campus after school and not in After-Care must remain by the “B” Building designated waiting area. Students in grades 7-12 will stay in room H 105 after school. Students that chronically stay late and present a supervision problem will be sent to After-Care and charged the appropriate amount for supervision. Students that are on campus after After-Care is over may be charged for supervision as well. This would usually involve the principal, elementary principal, athletic director or coach.

MEDICINE

The school nurse is the only staff member who has permission to dispense medicine. Medicine should be brought to school in the original pharmacy container and given to the nurse.

P.A.C.E.

This parent organization is designed to help the school in its many programs. Contact the office to find out when the next PACE meeting will be. They have been a blessing in providing some nice “extras” for the classroom. They also underwrite a major part of the finances needed when the students attend the AACCS National Competition in the spring.

PARENT-TEACHER CONFERENCES

Parents that request a conference with a particular teacher should call the office indicating desire for a conference, stating time and date available. The office will then set up the conference. Likewise, a teacher may request a conference with a parent.

PARENT-TEACHER FELLOWSHIP

A parent-teacher meeting will be held periodically for the parents. The Administrator and Principal will attend and lead the meeting.

PARENTS VISITING SCHOOL

All parents are welcome to visit. However, when a visit to the school is anticipated, the parent should first check with the office. Parents helping or teaching in the classroom should check with the teacher for the dress code for that activity. Parents that need to meet with a teacher or staff member must first make an appointment through the office. Parents may not “stop by” the class before or after school to discuss a problem or concern. When parents come to school for any reason must come to the main office first. Do not go directly to the classroom. Lunches, books, homework, etc. may be left in the main office to be delivered.

PERSONAL PROPERTY

All personal property should be properly labeled. Clothing, books and other personal items that are left in the classroom or locker room will be placed in the Lost and Found. The

elementary Lost and Found is located in the sports storage room in the back of the elementary gym. The other Lost and Found is located in the storage room in the H building lunch room. Books are usually left in the classroom. The locker rooms are the main source of Lost and Found materials. They are cleaned out weekly.

SCHOOL HOURS

School will begin at 8:10 a.m. and close at 2:50 p.m.

SCHOOL COLORS/SONG/VERSE

Gloucester County Christian School's colors are navy blue and white. Our school song is, "To God Be The Glory", written by Fanny Crosby. "Nay, in all these things we are **more than conquerors** through Him that loved us." Romans 8:37

CONQUERORS CREED

"In all that I plan, do the best that you can, for God not man." Colossians 3:17
Dr. Daniel Anderson Appalachian Bible College

SOCIAL MEDIA

An image/video that reflects poorly on the ministry of Gloucester County Christian School may be asked to be removed from the Internet. A student may be disciplined for offensive material or images that are equivalent to the offense level of behaviors listed for a suspension or expulsion.

TELEPHONES

The office phone may be used for emergency purposes. Permission must be obtained to leave the class to use the phone. Students will be permitted to use the phone without cost if the school has created the need (example- an athletic activity has been cancelled). A faculty/staff member may give permission to a student to use his personal cell phone for an emergency or announcement.

Cell phone policy

1. Without permission, electronic communication devices (ECD's) may **not** be used on campus between the beginning of home room and the end of the last scheduled class for the day. Before school supervisors may require that devices also not be used in waiting areas before students are dismissed to lockers or homeroom.
2. Before entering homeroom, ECD's must be placed in the student's personal locker and remain there until the end of the last scheduled class.
3. Students may take ECD's on school sponsored trips; however they are to be used as instructed. Generally, they should not be used during transportation or during the planned activity unless otherwise instructed by the chaperones.

4. Students may check their devices at their locker during the first 5 minutes of their lunch period. **No** communication is to take place.
5. Use of an ECD by a student during the school day may take place if permission by a faculty member or if a request is made by a parent through the school office.
6. Once given permission, all student ECD usage during the designated school day will take place in the lobby of “H” building.
7. Teachers will utilize room phones and /or cell phones to report any emergency situations that may occur during the school day.
8. Failure to comply with the above policy will result in the following disciplinary measures:
 - a. First offence: The student will take the ECD to the main office for a period of 5 school days. A 60 minute detention will also be assigned.
 - b. Second offence: The student will not be allowed to bring an ECD to the school until a parent / administration meeting occurs. A 60 minute detention will also be assigned.
 - c. Third offence: The student will not be allowed to bring an ECD to school for the remainder of the school year. Failure to comply may result in a suspension or expulsion.

WITHDRAWAL FROM SCHOOL

Should it be necessary to withdraw a student from school during the school year for any reason, parents must notify the office at least two weeks in advance.

The school officials will follow a checkout procedure consisting of the following: the return of all school-owned library books, locker locks, materials, textbooks, and completion of a checkout form for each grade. A fine or replacement cost is required for any school-owned materials or equipment that a student has been assigned which has been damaged or lost. In some cases it may be necessary for the Principal to schedule an appointment with parents and/or students before the final day of school.

ACADEMIC INFORMATION

The Elementary, Junior, and Senior High students use the A Beka Book curriculum from Pensacola Christian Schools and curriculum from Bob Jones University Press. The curriculum stresses the traditional approach to education, including daily instruction in Bible as part of the curriculum. The primary reading program is based upon a phonetic approach.

HOMEWORK

Homework is an integral part of the learning program. Therefore, each teacher will assign

homework assignments which are given for many purposes, among which are the following:

1. PRACTICE: "Practice makes permanent" is still an excellent motto in the life of the student. Following classroom explanation, illustration, and drill consistent practice through homework, assures the student a complete mastery of the subject.
2. SPECIAL PROJECTS: Book reports, composition, special research, can be carried on through homework in order to ensure a deeper understanding of the subject.
3. (Grades 7, 8) Calculators are not permitted for any student use in grades 7-8. A typewritten report or assignment may not have the spelling corrected with a "spell checker" in the software. The junior high teacher may require a written statement stating that a spelling checker was not used.

GRADING SYSTEM

Gloucester County Christian School uses the following grading scale:

100	A+	81-78	C
99-94	A	77-76	C-
93-92	A-	75-74	D+
91-90	B+	73-72	D
89-87	B	71-70	D-
86-85	B-	69-00	F
84-82	C+	0 - A single zero on the report card indicates an incomplete grade.	

DROPPING A CLASS

No indication on transcript or GPA change if a class is dropped within the first five weeks of the year or semester (If a one semester class). A class dropped after five weeks will cause a WP (withdraw passing) or WF (withdraw failing) to be put on the transcript. A WF will not jeopardize a senior's ability to participate in graduation. Neither designation will affect the GPA.

GRADUATION REQUIREMENTS

In order to graduate, the student must accumulate 110 credits in grades 9-12 plus five credits in Bible for each year the student is in Gloucester County Christian School. Students that transfer in their Junior or Senior year must take an extra Bible class.

A student's diploma will not be given until all financial obligations have been met. This includes: tuition, book fees, athletic uniforms and equipment and any other school fees. A student will not participate in the graduation ceremony if the student has failed a core subject during the senior year or if a failed subject was not successfully completed other high school years. The student will attend summer school and receive his/her diploma after the successful completion of the course.

Graduation

Ladies- wear a dress that would pass the dress code, especially in its length. Dress should come to the middle of the knee. White or plain pastel color since the gown is white. No flip flops or very high heels.

Guys- no sneakers. Wear a white or light blue shirt with a long tie. No string or bow ties.

The diploma will not be in the jacket. It will be given when the gown is turned in. If there is a dress code issue a detention will be given. The diploma will be given after the gown is turned in and the detention is served.

Classes offered at GCCS must be taken at GCCS. High school credit will be given for approved classes taken at a local college or online if it is a class not offered at GCCS. Students

will not earn credit for a class outside of GCCS if it is offered at GCCS. Example: A parent asks to have her son take physics at Rowan instead of at GCCS. Not permitted: since physics is offered here it must be taken here. Example: A parent asks to have her daughter take Italian at Rowan College at Gloucester County. Permitted: since Italian is not offered here at GCCS.

The Administration reserves the right to adjust these requirements as needed, especially in the case of transfer students and students whose schedules have been modified. The following are course requirements for graduation.

<u>Course</u>	<u>Years*</u>	<u>Credits</u>	<u>Total</u>
Bible	4	5	20
English	4	5	20
Math**	3	5	15
Science	3	5	15
History/Econ.	4	5	20
Phys Ed***	4	2.5 or 5	10 or 20
Computer^	2	2.5 or 5	5 or 10
Speech 1	2.5 or 5		2.5 or 5
For. Lang.	2	5	10
Electives	—	Sufficient to total at least 130	

*If three years are required, the fourth year may still be a class from that course category.

**The math requirement may be filled by an approved correspondence class.

***A required class such as speech or computer may cause a physical education class to be skipped for one or two semesters at no risk to the student's graduation requirements to become unfulfilled.

^ As the schedule allows.

GRADUATION SCHOLARSHIPS

Several scholarships are available at graduation. The Academic Achievement Award is given to the senior with the highest academic average through the four years of high school. The student must have attended GCCS three of the four years in high school. The Andrew Beach Memorial Award is given to the senior that is going to be involved in Christian ministry. The Didaskolos Scholarship is funded by the faculty and is awarded to the student who will be pursuing a career in teaching. Other scholarships have been awarded from Christian colleges and local agencies.

Although not a scholarship, the Conqueror Award is given to the student who has continuously attended GCCS as a full time student for all of grades kindergarten through twelve. A custom made blanket is given to the family to acknowledge this accomplishment.

The valedictorian and salutatorian honors are given to the first and second in the class based on the percentage grade from high school. It is based on the 100% scale and is figured to the nearest one-hundredth of a point. The student must have attended GCCS three of the four years in high school. The top four students in the class will be asked to prepare a speech. When the top two students are absolutely determined they will be notified concerning their position as valedictorian and salutatorian.

HONOR SOCIETY

The American Christian Honor Society is a national organization designed to recognize and honor students in grades ten through twelve that show excellence in academics, leadership and character. The student is first eligible in tenth grade. The initial application is given to the student who has a 92% average or better for their high school years. The selection is made by a committee of teachers from grades ten through twelve.

MAKE-UP WORK

Students who are absent for any reason will be required to make up work missed in each class. A student has the same amount of days to make up the work as he was absent. (For example: absent two days, two days to make up the work.) A student that is absent one day has two days to make up the work. Jr/Sr high teachers **MUST** give work contracts for work missed. No grade penalty will be given if no contract was given.

We realize that work schedules may require that a vacation may be necessary during the school year. Because it is difficult to make up work, taking a vacation during the school year is to be avoided if possible. At least one week's notice must be given to the teacher(s). A request for assignments before the trip is allowed if it is certain that the work will be attempted. Schoolwork that is requested in advance of a vacation must be completed before returning to school. A penalty may be given for work not completed.

Grades 7-12

The block schedule for grades 7-12 can create some confusion when it comes to make-up work. The student has two school days to make up for a one-day absence, not two days that the class meets. Make-up tests will be taken after school. The teacher will give a form to the student stating the deadline for test completion. Tests not completed by the deadline may result in a zero. Jr/Sr high teachers **MUST** give work contracts for work missed. No grade penalty will be given if no contract was given. Tests may be taken during elective period only if a non-credit elective is missed. Examples of an elective for credit would be orchestra, choir, yearbook, choric speaking, and handbells.

PRINCIPAL'S LIST - HONOR ROLL

Recognition for the following two categories is made after each nine-week grading period.

PRINCIPAL'S LIST: Students with a 92% or above or an A- or above in all subjects.

HONOR ROLL: Students with an 86% or above or at least a B- average in all subjects.

Honor roll and principal's list certificates will be awarded at the end of the year for students who have received the averages described for the marking period awards. Year-end certificates will be given out at the end of the year on Awards Day. The end of the year Honor Roll and Principal's List will be based on grades from the entire school year average. One-semester classes in the senior high will be used to determine those awards as well. Marking period grades will be used to determine marking period honor roll and principal's list but not used to determine end of year honor roll, etc. Example- HS speech is one semester and will be used to determine end of year awards. Junior high art and music are one marking period long and will be used for marking period awards but not end of year awards.

PROGRESS REPORTS

Because parents have access to their student's grades online a progress report will not be issued.

PROMOTION-RETENTION

Elementary: Any student that receives an "F" in Bible, Phonics, Language arts, Math, or Reading must attend summer school or receive structured tutoring. Any student receiving two "F's" in any grade will be retained in his present grade level. Students that receive a "D" in Bible, Reading, Language, or Math in grades K-6 must receive tutoring.

Students in grades 7-12 who fail one or two subjects must make up that work in summer school. The office will provide details concerning summer school. Students in grades 7-12 who fail three or more subjects will be retained in that grade.

Grades K-6

Students who attended summer school must present written proof of attendance and grade received at beginning of next school year. A review of the student's grades by the principal and teachers will be used to present recommendation to parents for final grade placement.

Grades 7-12

Students who attended summer school must present written proof of attendance and grade received in order to earn credit in that subject. Your options for make-up include:

- Private tutoring from an approved tutor- Sixty hours of instruction is required for grades 7-12. Elementary grades require 30 hours.
- State approved, online class at www.njvs.org. Ask for "credit recovery."
- State approved summer school (i.e. Glassboro High school)
- Diagnostic remediation from a company such as Mathnasium
- Other online, state approved and GCCS approved programs

REPORT CARDS

The purpose of the reporting system is to give parents and students an indication of the progress which is being made. (It is possible that report cards will not be given in lieu of the parent's ability to view current grades online.)

1. Report cards are issued quarterly and must be returned with the parent's signature.
2. Students/parents losing their report card will be charged a fee.
3. Students will have three school days from the day the report card is sent home to return report card. This date is on the school website calendar. Failure to return within this time will result in a detention.
4. Report cards are not given out at the end of the school year if all accounts and responsibilities are not met. A report card may be held at the office for the following reasons: outstanding financial accounts, detentions not served, sport uniform not turned in, student textbook or library book fine not paid.
5. It is possible that report cards will not be given in lieu of the parent's ability to view current grades online.

SPELLING BEE

ELEMENTARY

1. Starting eight weeks before the school-wide spelling bee, grades 1-6 are to have at least six class spelling bees. The Bee stops when two students are remaining and their names are recorded. Both of these students will be considered the "winners" mentioned in guideline number two below.

2. The students will receive points throughout the eight-week period to qualify for the school-wide Spelling Bee. These spellers will compete in the school-wide Spelling Bee that is held at school.

GRADES 7-9

Each English teacher of these grade levels may choose the students that they feel would best represent that grade level. The student's spelling ability, speaking ability, and ability to speak before others will be considered. If the English teacher chooses to use a spelling bee, the same procedure will be used as in the elementary but the process will take place over a four-week period.

STUDENT SUPPLIES

All students are expected to supply their own paper, pencils, pens, notebooks, and other items that are needed. A list is available on the school's web site and is published in the summer newsletter.

STUDENT LIFE

ELEMENTARY GRADES (Grades Pre-K-6)

LIBRARY (Elementary Grades)

Any materials taken from the library must be signed out during school hours. It will be necessary for each student to have permission from his teacher before entering the library. No reference books are allowed to be signed out. Books are to be checked out for a two-week period. If they are not returned by the due date, a fine will be assessed and the student will be notified.

RECESS

Recess is a time for students to play and run outside. Students need to get outside in the fresh air and sunshine. If a child is well enough to come to school, he should participate in outdoor play when it is scheduled, unless he has a written note excusing him from going outside.

PLAYGROUND RULES K-3

1. Children are not to leave the playground without permission.
2. Children must share playground equipment.
4. No twisting of swings, swinging double, or swinging crookedly.
5. Children are not to run up the slide or go down head first.
6. Children are not to run or play roughly.
7. Children are not to climb on outer edges of platform.
8. There will be no jumping from platform.

10. No games of “tag.”

GENERAL PLAYGROUND RULES K-6

1. Children are not to leave the playground without permission.
2. Once a student leaves for recess, he may not return to class until recess is over, unless permission has been given.
3. There will be no playing or climbing in trees.
4. Children will line up immediately when told to do so.
5. No talking in line.
6. Permission will not be given to use the restroom or get drinks once children are lined up.

Any disobedience to these rules will result in losing recess privileges. The decision on type of discipline will be made by the teacher or aide on duty.

ATHLETIC PROGRAM

The purpose of our athletic program is to glorify God. It is our desire to use sports to show Christ to those around us. Good sportsmanship and good Christian testimony will be stressed even above winning.

Extracurricular Eligibility

General Statement

1. A player must be in school by 11:00 a.m. on the day of a game to play in that game unless excused by the athletic director, for the reasons such as: school functions, emergencies, church trips returning late, doctor’s appointment, or unforeseen circumstances.
2. Any student who does not return any uniform or equipment will receive a detention, and the student will not receive his/her report card/diploma.
3. Any student that participates in any interscholastic sport must have a physical exam before the first practice in that sport. The exam given is good for a twelve month period. A copy of the exam form is on the school web site. <http://www.gccs.co/wp-content/uploads/2015/10/GCCS-Athletics-Physical-Form.pdf> The coach should make sure that the entire form is filled out completely.
4. Suspension- No games for at least two weeks.
5. Sports fees will not be refunded due to a student becoming ineligible once the season has begun.

Academic Eligibility

The Athletic Director supervises the checking of grades for eligibility.

1. A student must maintain at least an overall marking period average of 75% or better, with no F's, to be eligible to compete. The athlete may continue to practice but may not travel to away games.
2. A person who receives an F in any subject or has a sub-75% average is ineligible to play for at least one week. The student can request a grade check after that week. The grade standard of rule number one must be met. An entire week must transpire before another grade check will be run.
3. *Students with a Service Plan (IEP) will remain eligible if, in the opinion of the teacher, a consistent effort is made, tutoring sessions are kept, and student is cooperative in the adjustments made. The Service Plan does not need to be active if the parents have chosen to remove the student from “Special Services.”*

Fall sport grade check date- (4 ½ weeks into the first marking period) in October

Winter sport grade check dates- (4 ½ weeks second marking period) in December and date of report card issue in February

Spring sport grade check date- third Friday in March (this is neither a progress report date or report card date).

Extra-curricular activities that will involve before or after school practices

The coach/director will receive a grade report of the students involved in the activity at the time the roster is developed. The director will make a decision on whether the student will be able to participate based on grades. This allows the director to prevent a student from participating as opposed to implementing grade checks for eligibility. The director will request and assess grades periodically. There is always the possibility of removal from the activity due to poor grades.

Eligibility for Home School Students

1. Home-schooled students may participate in a sport if enrolled in at least one academic class for the entire school year.
2. The sports fee is not included in the tuition or home school fees.
3. The grades of the student will be monitored by the athletic director.

Eligibility for Varsity and Junior High (Middle School) Sports Programs:

9th through 12th grade students are eligible for Varsity Sports.

7th and 8th grade students are eligible for Junior High (Middle School) Sports.

7th and 8th grade students would only be considered eligible to participate in a Varsity Sport:

- 1) If a Varsity roster has a need for additional athletes to fulfill a roster (i.e. seven students signup for Varsity Softball – nine are needed to field a team.
- 2) If the current Varsity roster became compromised due to injuries, illness, and or academic eligibility; provided the change was prior to league deadlines. A decision would be made upon the current coaches request. (i.e. 14 student athletes on a Varsity soccer roster – three are injured, leaving 11 to field the team and no bench in the event of a red card.)
- 3) Those 7th and/or 8th grade students and their parents fully understand and sign the NJSIAA waiver according to NJSIAA policy Article V *CL4* which states:
“In order to assure the opportunity for eight consecutive semesters of interscholastic eligibility, member schools may request waivers to permit students who are enrolled in the 6th, 7th and 8th grades and who are otherwise academically eligible, to participate on the junior varsity or varsity teams where such students will be sixteen (16) years of age or older upon entrance into the 9th grade prior to September 1st. Guidance Departments/School Administrators of elementary schools should provide the Athletic Director with ages of all students so they can be assured of four (4) years of eligibility prior to becoming ineligible at age nineteen.”

Sixth grade students could be considered for a Junior High sport only if the roster had a deficit of eligible participants.

GYM USAGE

1. No one is permitted in the gym or locker room except during supervised times.
2. No athletic equipment of any kind is to be used without first getting permission from the gym teacher/coach.
3. No food or drink is permitted in the gym, except during scheduled athletic events or

lunch.

LOCKER GUIDELINES

1. A fine of \$6.00 will be charged for locks that are lost or broken.
2. Adhesive substances may not be placed in or on the locker. Notes or other paper items may be attached to the locker by means of a magnet only.
3. Lockers will be inspected on a regular basis. A fine of \$5.00 will be charged to a student whose locker is not clean at the end of the school year.
4. Pictures that are considered to be even remotely unwholesome in nature shall not be placed in the locker (this includes musicians, actors, actresses, worldly activities or themes). A violation of this guideline may result in detention.
5. School officials reserve the right to conduct a search of a locker when they have probable cause to believe that a student is concealing illegal contraband. Even without notice, searching lockers for old food and library books will always be permissible.
6. The school issued lock must be on the locker door in a locked position when the locker is not in use. Chronic violation of this will result in a detention.

LUNCH

1. Each student is to remain seated during lunch unless obtaining food.
2. No objects (food, wrappers, cans, boxes, etc.) are to be thrown at all, at any time, for any reason. Each student is responsible for the area around his seat.
3. Spills must be cleaned up immediately.

STUDENT CONDUCT

ELEMENTARY PROGRAM:

1. In the elementary grades, the teacher is in full control of the classroom. All misconduct of a general nature will be handled by the teacher and her discipline procedures.
2. In the elementary grades, there are four fundamental rules that must be followed:
 - a) No student will be out of his seat without permission.
 - b) No student will speak out in class without permission.
 - c) Students will always address and reply to teachers with the utmost respect.
 - d) No talking when the teacher is not in the room.

JUNIOR-SENIOR HIGH PROGRAM:

The teacher is in full control of the classroom. All misconduct of a general nature will be handled by the teacher through the detention system. The Administration places much confidence in the judgment and ability of a godly, spirit-controlled teacher. All parents and students should understand that the Administration will support the teacher in matters of discipline.

Gloucester County Christian School places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love to the Lord Jesus Christ by living in obedience to His commandments.

GENERAL SCHOOL RULES

School rules are made so that the educational process can be carried out in an orderly manner. Our God is a God of order and expects His children to maintain order in their lives. A student who submits himself to the following rules will come to enjoy his school days.

Students will be required to comply with the following rules:

1. Acknowledge and respect the authority of the Administrator, Principals and all Teachers.
2. Acknowledge and respect the rights and personal property of others.
3. Remain in the designated areas during morning faculty devotions.
4. Students are to walk and not run in all building areas.
5. No rowdiness, and loud talking will be permitted in the buildings or on the school grounds.
6. Students should enter classrooms in an orderly fashion, be attentive in class, and comply with the Teacher's classroom rules.
7. Gum chewing is not permitted on campus at any time.
8. Playing cards, improper literature are not to be brought to school.
9. The use of proper language is expected of all students at all times.
10. Snowballs are not to be thrown on campus.
11. Eating is allowed only at lunch or snack time or when special permission has been granted.
12. Knives, fireworks, guns or other dangerous objects are not to be brought to school.

Violation of items 5-12 have resulted in a decision to issue a detention or suspension. Each student in grades 7-12 will be evaluated by the faculty in the areas of behavior, attitude, effort, and cooperation. Students that need to improve will be notified. A nine week probation period will be established for improvement to be evidenced.

Sexual Immorality

Gloucester County Christian School (GCCS) is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of GCCS is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. GCCS believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. GCCS expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs.

In relying on the teachings of Scripture, GCCS believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

Scriptures related to sexual immorality: Romans 1:26, 27; Matthew 19:4,5; 1 Corinthians 6:9-11; Leviticus 8:22; Genesis 18:20, 21; Genesis 19:5, 8; Jude 1:7

DETENTION

The goal of any discipline is to make a permanent and positive change. Detention is one of many tools available to the teachers to use in helping to instruct students through discipline and in helping to create an orderly, well-managed classroom atmosphere which is conducive to effective learning.

It is important that parents be supportive in respect to corrective actions taken by the teachers. During the school day, the teachers are responsible to discipline. This is one aspect of the partnership between home and school. The principles of Matthew 18:15-17 provide a proper means of interacting if a parent feels that his/her child has been punished unjustly.

Detention policies and procedures:

1. Detention may be issued by the teacher. Examples include: chewing gum, dress code violations, excessive talking, missed homework three times in a marking period, late to class three times in a marking period, report card or other document not signed, comments related to a person's race while not malicious but still potentially hurtful. (This is also listed under suspensions.) Being involved in a "senior prank". This would be when a student or group of students- usually seniors would gain access to campus or building(s) to leave their mark on the school. Even if the action is not malicious or does not cause damage it is not permitted. This is also listed with suspensions.
2. Five detentions within 60 days will result in a one-day suspension. Detentions that are older than 60 days are removed from the student record. This reduces the risk of suspension by removing detentions. Detentions issued for lateness in coming to school will not accumulate toward suspension.
3. Discipline records are filed but are not recorded on the report card, permanent record or transcript.
4. Parents must make transportation arrangements for the student to be picked up on time following the detention.
5. Special corrective assignments will be given to students in detention. Homework may not be done while serving a detention.

SUSPENSION-DISMISSAL

Serious infractions of school regulations or repeated detentions may result in suspension. Offenses that can result in a suspension are listed below. These are not all-inclusive but are examples. Ultimately the Principal decides if an offense will result in a suspension.

1. Defacing school property (Parents must repair/replace defaced property).
2. Destroying school property (Parents must replace destroyed property).
3. Cheating or aiding cheating. (A zero for the test/quiz/assignment will be given)
4. Insubordination - open rebellion.*
5. Smoking. (May result in an expulsion.)
6. Cutting class, chapel or elective period.
7. Disrespect to a teacher.**
8. Lying to a teacher or staff member.
9. Fighting.
10. Stealing.
11. Immoral conduct or communication. Including social media.

12. Public display of affection.
13. Racial slur- meant to harm
14. Comments related to a person's race while not malicious but still potentially hurtful. This is also listed with detentions.
15. Being involved in a "senior prank". This would be when a student or group of students, usually seniors, would gain access to campus or building(s) to leave their mark on the school. Even if the action is not malicious or does not cause damage it is not permitted. This is also listed with detentions.

* This is defined as any overt, verbal or physical indication that the student refuses to comply with instructions given by the teacher. Some examples might be: "I won't do it!", "You can't make me do that!", or walking away when a teacher is speaking directly to the student, slamming a door or throwing down a book when instructed to do something.

** Physical gestures, facial expressions and words are all ways a student may exhibit disrespect or rudeness. The teacher is really the ONLY judge as to whether or not student has been rude, disrespectful or insubordinate. If the teacher believes the student was disrespectful, that is sufficient grounds for suspension.

Suspension Guidelines

Suspension will be held on Saturdays. This allows students the opportunity to serve their disciplinary obligation while attending school full time. All school rules in the Student Handbook apply to students while attending Saturday suspension. In addition the following guidelines apply for Saturday suspensions:

1. Saturday suspensions will be held from 8:00 A.M. until 12:00 Noon.
2. A fee will be charged to cover the cost of supervision.
3. The student is responsible for his own transportation to and from the high school building. The student is to be picked up promptly at 12:00 noon.
4. If a student assigned to a Saturday suspension is not at the office by 8:00 A.M., or fails to successfully serve the suspension, the student may be required to make-up double the time the next Saturday.
5. Parents will receive a letter informing them of the dates and guidelines of the Saturday suspension.
6. Administrators may still remove a student from the school setting with a suspension if they feel it is necessary. A combination of Saturday Suspension and other suspensions may be used.
7. Light maintenance work will be done during the suspension time served.
8. If a student cannot fulfill the suspension due to a Saturday job the suspension may be doubled assignment for the following Saturday.
9. Standards of Saturday suspension student behavior:
 - o Students will not be allowed to use any phone
 - o Students may not bring recreational materials
 - o Students will follow the instructions of the supervisor

Behavioral Probation

The student is placed on probation at the second suspension in a year and recommended for expulsion at the third suspension.

EXPULSION

The removal from school of any student is a serious matter. Situations that bring great discredit upon the school may warrant expulsion. Examples are as follows:

1. Use of or possession of unauthorized drugs.
2. Use of or possession of alcohol.
3. Intentionally harming others.
4. Continuous misconduct resulting in suspensions.
5. Immorality – Involvement in sexual activity.
6. Any conviction of a violation of city, state, or federal law.
7. Possession of a weapon or substance that can be used to harm or injure.
8. Smoking.
9. *Racial slur- meant to harm*
10. Current students who receive a tattoo after the 2011-2012 school year. New students must inform the Administration that s/he has a tattoo if enrolled after the 2011-2012 school year. The student in this situation will not be expelled but failure to inform will be cause for expulsion.

It should be obvious that some of the above would apply to conduct out of school and in school.

PLAGIARISM/COPYING WORK

Plagiarism is defined as “to steal and pass off (the ideas or words of another) as one’s own; to use without crediting the source; to present as new and original an idea or product derived from an existing source.” Webster’s New Collegiate Dictionary, 1979, G & C Merriam Co. Plagiarism may include the copying and pasting of information from the Internet and other computer reference sources.

Students in the elementary grades will be given a warning for plagiarism and given a second opportunity to re-do the assignment. A ten point penalty will be given to the second assignment. Students in grades 7-12 will be given a 90 minute detention and a second opportunity to re-do the assignment. A twenty point penalty will be given to the second assignment. Parents are to be very careful as to not affect the student’s work raising suspicion as to the originality of the student’s work.

A 90 minute detention will be issued for copying school work. The student “loaning” the work will also receive a 90 minute detention. Subsequent offences will result in a suspension for cheating. No homework may be worked on in home room in the morning.

CARE OF PROPERTY

All school property, buildings, grounds, and equipment belong to G.C.C.S.

1. No walking on white walls or grass near A, B, and C buildings.
2. No throwing trash or papers on the ground.
3. No writing on desks or walls.
4. No sitting on desks or tables.
5. No throwing balls or other objects in or near the buildings. This is obviously not referring to gym class.

The circumstances will dictate whether damage to school property will be paid for by the student’s family. All students are expected to immediately report to the office any damaged

furniture or other school property.

STUDENT RELATIONSHIPS

Students attending GCCS are expected to have wholesome relationships with one another. This means that fighting, name calling, harsh teasing, etc., will not be tolerated and will be dealt with accordingly.

Relationships between boys and girls are to be carried on in a genuine Christian manner. An outward show of affection such as holding hands, having arms around one another and the like are prohibited in the school, on school grounds, and at school functions.

The school does not deem it in the best interest of the students at school to allow anyone who is married or engaged to be a student at GCCS.

CLOSING THOUGHTS

Frank E. Gaebelin, in his groundbreaking book The Pattern of God's Truth published in 1954 stated: "Once more, we set down the premise: All truth is God's truth. Whereupon we must conclude that Christian education has a holy obligation to stand for and honor truth wherever it is found... To be sure, revealed truth, as stated in the Word of God and known through Christ, is of higher importance than natural truth. But the latter is also within the pattern of God's truth." This is the challenge we face at Gloucester County Christian School each day. We are thankful to God that you have entrusted your child into our care and instruction. Please pray for the ministry and staff as we endeavor to teach the truth.

SEE NEXT PAGE

Please sign and give this to the student's classroom or homeroom teacher.

GCCS Statement of Cooperation

The Student Handbook and Dress Code must be read and signed by at least one parent. Both handbooks are found at the school's web site.

Students in Grades 7-12 must also read and sign this form.

-
- I have read the GCCS Handbook and Dress Code and will do my part to see that my child/children follow these guidelines.
 - I realize that, although I may not agree 100% with everything, I will support the policies of the school.
 - As a parent, I am expected to support the standards, policies, and the teachings of the school at home.
 - Should there be any questions or concerns involving the school I agree to contact the teacher or the principal, without involving other school families in an attempt to resolve the concern.
 - Should a problem with the school not be remedied, I agree to quietly withdraw my child from school without encouraging discord or unrest among other school families.

Parent Name _____
Signature _____
Date _____

I have read the GCCS Handbook and Dress Code and will do my best to uphold it. I realize that, although I may not agree 100% with everything, I will support the policies of the school.

Student Name _____
Signature _____
Date _____

Student Name _____
Signature _____
Date _____

Student Name _____
Signature _____
Date _____

Student Name _____
Signature _____
Date _____