



# *Student Handbook*

*Gloucester County Christian School  
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*A Ministry of Hardingville Bible Church*

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## **Welcome and Philosophy**

Gloucester County Christian School (GCCS) is a distinctively Christian educational institution that partners with parents to provide a quality education grounded in biblical truth. Our mission is to train young men and women to be salt and light in their communities and to equip them to reach the world for the Lord Jesus Christ.

We believe that the Bible is the inspired Word of God and contains absolute truth by which Christians are to live. Therefore, we expect both students and parents to support the school's mission and biblical convictions.

Like any organization, GCCS has established policies and procedures to ensure daily operations run smoothly, maintain order, and support a Christ-honoring learning environment. This handbook contains both biblically-based principles and institutional guidelines designed for clarity, consistency, and the well-being of our school community.

It is our prayer that this handbook reflects our desire to glorify God and uphold a strong Christian testimony—both within our school family and to the broader community.

*\*\*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. The use of “he” or “him” is not meant to show preference to any one specific gender because “in the image of God created he him; male and female created he them.”*

### ***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, continue in the church, and be furthered by the school.

### ***School Hours***

School will begin at 8:10 AM and end at 3:00 PM. Students may be dropped off beginning at 7:30 AM.

### ***School Colors, Song, and 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. Our school verse is “Nay, in all these things we are more than **conquerors** through him that loved us.” Romans 8:37

### ***Social Media***

An image(s), or video(s) 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 behavior that is listed for suspension or expulsion. The social media accounts which constitute the official social media accounts of GCCS are limited to the following:

1. Twitter: @gccsnews
2. Instagram: @gccs\_conquerors
3. Facebook : [www.facebook.com/GloucesterCountyChristianSchool](http://www.facebook.com/GloucesterCountyChristianSchool)

### ***Affiliations***

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

- Nationally: American Association of Christian Schools (AACS)
- State: Garden State Association of Christian Schools (GSACS)

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 member-schools for social, academic, and athletic events.

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

## **Admissions and Doctrinal Beliefs**

### ***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

### ***Conqueror's Creed***

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

### ***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 (Deuteronomy 6:6-9; Proverbs 22:6).

### ***Missional Targets***

Missional targets at Gloucester County Christian School are essential because they define the purpose behind everything we do—academically, spiritually, and socially. These targets help align our curriculum, activities, and expectations with our commitment to a Christ-centered education. They ensure that each student is being prepared not only for academic success, but also for spiritual growth and godly leadership in the home, church, and society. By clearly identifying these goals, GCCS remains focused on its mission to partner with families in developing students who live for the glory of God and make an eternal impact for Christ.

1. **Biblical Integration**  
Apply God's Word as the foundation in every subject area and learning experience.
2. **Academic Excellence**  
Pursue rigorous academics while cultivating talents in fine arts and athletics.
3. **Doctrinal Instruction**  
Teach the essential truths of the biblical and historical Christian faith.
4. **Gospel-Centered Focus**  
Guide students toward a personal and saving relationship with Jesus Christ.
5. **Christlike Living**  
Encourage daily Christian conduct and a life of faithful service to God.



## 6. **Spiritual Leadership Development**

Equip students to lead with wisdom and conviction in the church, home, and society.

### **GCCS Core Values**

#### 1. **Biblical Foundation**

We uphold the Bible as the final authority in all matters of faith, learning, and life.

*“All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.”* — 2 Timothy 3:16

- a. Gloucester County Christian School encourages administration, faculty, staff, parents, and students to be actively involved in a Bible-believing local church. We believe that spiritual growth is nurtured through regular fellowship, worship, and teaching within the body of Christ. Additionally, we affirm the Bible as the foundation for daily living and seek to apply its truths in every area of life, both inside and outside the classroom.
- b. This means that GCCS governs itself according to biblical principles in...
  - i. Development of academic curriculum
  - ii. All aspects of student life
  - iii. When using financial resources
  - iv. Discipline and guidance of students

#### 2. **Unity in Christ**

We pursue unity in the body of Christ, valuing love, respect, and cooperation among all members of the school community.

*“Endeavoring to keep the unity of the Spirit through the bond of peace.”* — Ephesians 4:3

- a. Gloucester County Christian School is committed to cultivating strong relationships between the school, families, the Church, and one another. We aim to develop policies and procedures that honor and support Christian families in their God-given role. In addition, GCCS actively partners with local Bible-believing churches to promote unity within the body of Christ and to strengthen the spiritual foundation of our community.
- b. GCCS commits to providing...
  - i. A kingdom education that is accessible to like-minded families
  - ii. Opportunities for involvement and partnership with all like-minded Christian churches in the local community
  - iii. Biblical building blocks to help parents build a Christ-honoring home

#### 3. **Excellence in Education**

We strive for academic excellence as a reflection of our worship and preparation for God’s calling in each student’s life.

*“And whatever ye do, do it heartily as to the Lord and not unto men.”* — Colossians 3:23

- a. Gloucester County Christian School is dedicated to developing a comprehensive educational program grounded in the truths of God’s Word and the preeminence of Jesus Christ. We are committed to providing a safe, welcoming, and engaging learning environment where students are challenged to grow academically, spiritually, and personally. At GCCS, excellence is not defined by perfection, but by the continual pursuit of giving our best for the glory of God in all that we do.
- b. This means GCCS will...
  - i. Employ and develop teachers who model godly wisdom and Christian virtues in their lives
  - ii. Challenge students to develop a biblical worldview through critical thinking skills
  - iii. Provide an education that maintains a biblical emphasis

#### 4. **Stewardship and Honor**

We honor God through faithful stewardship of our time, talents, resources, and relationships, living with integrity and respect.

*“So then, every one of us will give account of himself to God.”* — Romans 14:12

*“Honor all men. Love the brotherhood. Fear God. Honor the king.”* — 1 Peter 2:17

- a. Gloucester County Christian School recognizes that this ministry belongs to God—we are not its owners but stewards of the opportunities and resources He has entrusted to us. We honor those whom God has placed in leadership, both past and present, acknowledging that he appoints them to serve faithfully and sacrificially. As such, our leaders deserve our respect, support, and prayers as they carry out their God-given responsibilities to guide the ministry in accordance with His will.
- b. This means GCCS will...
  - i. Teach students to show honor and respect to those whom God has appointed to leadership
  - ii. Develop and operate a budget that reflects biblical principles of stewardship

#### 5. **Image Bearers**

We recognize each student as a unique creation of God, designed with purpose and value.

*“I praise Thee, for I am fearfully and wonderfully made.”* — Psalm 139:14a

- a. Gloucester County Christian School believes that every individual is created in the image of God and uniquely gifted for His purposes. As image-bearers, each student possesses God-given talents and abilities designed to fulfill a distinct role in life. Our responsibility is to help students recognize these gifts, nurture their development, and provide opportunities for them to flourish spiritually, academically, and personally for the glory of God.
- b. This means GCCS will...
  - i. Provide specialized learning programs and opportunities for each student to exercise their unique gift
  - ii. Strive to help students identify and develop their strengths while overcoming their weaknesses
  - iii. Battle against cultural comparisons to help each student celebrate their unique design

#### 6. **Relational Culture**

We foster a Christ-centered environment where relationships are built on love, trust, accountability, and mutual encouragement.

*“Wherefore, comfort yourself together, and edify one another, even also as ye do.”* — 1 Thessalonians 5:11

- a. Gloucester County Christian School believes that effective training, instruction, and correction must be rooted in genuine love and respectful relationships. We are committed to fostering a Christ-centered community where students feel known, valued, and supported. At GCCS, we strive to create a school environment that reflects the care, trust, and unity of a family, where discipleship thrives through meaningful connection.
- b. This means GCCS will...
  - i. Employ teachers who are mature Christian role models who strive to teach effectively and disciple each student
  - ii. Strive to cultivate a loving community in which each student is valued, nurtured and loved, and is taught to love and respect others.

- iii. Actively encourage parental involvement in the education and spiritual development of their student

## 7. **Grace and Truth**

We commit to speaking and living with both grace and truth, following the example of Jesus Christ.

*“For the law was given by Moses, but grace and truth came by Jesus Christ.” — John 1:17*

- a. Gloucester County Christian School seeks to model the balance of grace and truth in all aspects of school discipline, following the example of our Lord Jesus Christ. We recognize that true transformation occurs not through harshness or leniency, but through compassionate correction rooted in biblical truth. Our goal is to reach the hearts of students—especially those who have strayed in their relationship with Him—and lovingly guide them back toward spiritual growth and restoration.
- b. GCCS seeks to...
  - i. Address matters of the heart and the root cause of misbehavior before applying discipline matters
  - ii. Pray with and for students to consistently point them to Jesus Christ
  - iii. Ensure that all students are held to high behavior standards while discipleship and discipline are administered in an attitude of love and grace

## 8. **Humble Service**

We model Christlike humility by serving others with compassion and a heart for ministry.

*“But it shall not be so among you: but whosoever will be great among you, let him be your minister.” — Matthew 20:26*

*“Let nothing be done through strife or vain glory; but in lowliness of mind, let each esteem other better than themselves.” — Philippians 2:3*

- a. Gloucester County Christian School encourages students to follow the example of Jesus Christ, who led through humble servanthood. We challenge each student to live a life of purpose by reaching beyond themselves and submitting daily to the Lordship of Christ. Through service, sacrifice, and obedience, students are equipped to lead with compassion, integrity, and a heart devoted to others.
- b. This means GCCS will...
  - i. Involve students in activities that require them to serve others
  - ii. Demonstrate the value of joy of service before self
  - iii. Train students to glorify God through acts of service in their school, church, and community

## **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 recorded or made available to students at the school. GCCS does not discriminate on the basis of race, color, national and ethnic origin in admission of its educational policies, admissions policies, athletics, financial policies, and other school administered programs.

There are four basic requirements for enrollment at GCCS:

1. At least one parent must give evidence of being a born-again believer in Jesus Christ;
2. The family must attend a Bible-believing church, which the Administration reserves the right to define and evaluate on a case-by-case basis; and
3. The student must show that he is performing at his grade level academically.
4. Students entering grades 7 through 12 must also give evidence of being born again.

The student must be three years old by October 1 to enroll in PreK-3. The student must be four years old by October 1 to enroll in PreK-4. The student must be five years old by October 1 to enroll in K-5. The student must be six years old by October 1 to enroll in 1st grade.

### ***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 Administrator in writing at least two weeks in advance of the student's withdrawal.

The school officials will follow a checkout procedure at a student's withdrawal consisting of the following:

1. The return of all school-owned library books, locker locks, materials, textbooks, performance outfits and sports uniforms, and completion of a check out form for each grade
2. A fine or a replacement cost is required for any school-owned materials or equipment that a student has been assigned which has been damaged or lost
3. In some cases it may be necessary for the principal to schedule an appointment with parents and students before that student's final day of school
4. Refer parents to the business office to discuss final payments.

## **Attendance**

### ***Attendance Policy***

"Seat time" matters. In order for students to learn and achieve their fullest potential, it is critical that they are in school and engaged in the learning process. Research shows that student absences impact a child's ability to succeed in school. Each student is to be in class every hour of every day that school is in session.

### **Excused Absences**

An absence will be counted as excused for the following:

1. Personal illness with a doctor's note or fax— A note or fax from the doctors office is required if school is missed for three or more days for medical reasons\*;
2. Death in the immediate family\*\*;
3. Appearance required in court;
4. College visitation with written proof; and/or (Restricted to Juniors to Seniors)
5. Inclement weather.

Medical notes provided by a family member or relative, even if the family member or relative is a licensed healthcare professional, will not be accepted for excused absences purposes.

\*Every effort should be made to schedule a doctor's appointment for after 3:00 PM to avoid missing classes or being absent.

\*\*Immediate family is defined herein as "parents, stepparents, foster parents, grandparents, brothers, sisters, aunts, uncles, nieces, nephews, and first cousins."

### **Unexcused Absence**

An “unexcused absence” shall include absences resulting from vacation, sickness if not documented above, church functions, and all other reasons not listed as excused herein.

### **Chronic Absences**

Chronic absenteeism is defined by NJDOE as 10% of an academic school year. Therefore, the threshold at GCCS for being designated as “chronically absent” in grades K-8 is 18. This will include both excused and unexcused absences. Students in K-8 who reach 18 days will be reviewed by the Elementary Principal, High School Principal, and Academic Administrator and may be at risk of not advancing to the next grade. Making up “seat time” is at the discretion of the Administrators.

The threshold at GCCS for high school students (8th honors classes, and 9-12) will be 8 days per semester for a total of 16 days for the school year. This absence policy applies to every 5 credit class (grammar, Bible, math, history, foreign language, science, Physical Education) and chapel. High school students who reach the threshold will be given “provisional credits” and must appeal to the High School Principal and Academic Administrator who reserve the right to deny the credits based on performance in the classroom.

If a high school student reaches 18 days, they have not fulfilled the academic requirements to receive the credit; therefore, it will result in a loss of credit, and the appeals process will not be available to them.

Students in 11th and 12th grades may have 2 college days (with documentation) that will not affect the 16 day threshold.)

With the above criteria, the Administration strongly recommends that students and parents maintain consistent access to Powerschool attendance tracker. Additionally, we recommend that notifications from Powerschool are enabled.

### **Long-term Chronic Conditions**

Students with documented, long-term chronic conditions should meet with the Principal and Academic Administrator to discuss a plan of action for attendance.

### **Tardiness/Early Departure and Accrual of Unexcused Absences**

Three instances of unexcused tardiness or three unexcused early departures will count as one day penalty absence and will be included into the total of unexcused absences. Unexcused tardiness will be issued to all members of a carpool

High school students (and 8th grade honors) who are tardy to a class by 15 minutes or more will be considered absent from that class hour. This will apply both to unexcused tardies. Exceptions may be appealed directly to the Academic Administrator.

### **Make-Up Work**

The time allowed to make up schoolwork is equal to the amount of time absent. For example, a student who is absent for three days will have three days to make up the work that was missed. All assessments needing to be made up may not be taken during a class period, and should be completed

during an appropriate activity hour or after school (according to the availability of the student and teacher).

### **Exception**

A student has two days to make up work that was missed during one day of absence. No grade penalty will be given if the teacher did not provide specific make-up instructions. We realize that work schedules may require that a vacation be scheduled 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. If a family vacation occurs during the school year, the office and the student's teachers should be notified at least one calendar week before the student leaves. A request before the vacation for missed assignments is allowed if it is certain that the work will be attempted. School assignments can be provided so that the student does not fall significantly behind. The responsibility for arranging make-up work lies with the student and parent. School work requested in advance of a vacation must be completed before returning to school. A grade penalty may be given by the student's teacher for work not completed.

### **Notes are Required for All Absences**

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 Administrator and Principal will make that determination.

### **Lateness**

A student who arrives at school late but between the times of 10:30 and 11:30 AM, is considered present for a half day and tardy if that student leaves school at the regular dismissal time. A student arriving after 11:30 AM is not given credit for the school day. A student who is timely in his arrival, but must leave school prior to dismissal, but after 1:00 pm is considered present for a full day.

Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional hour requirement, are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for the day without the prior approval of the school administration. Extenuating circumstances including family emergencies, funerals, or driver's test may be appealed to the Office Administrator (who will consult with the Academic Administrator and Principal). Teachers of extracurricular activities or the Athletic Director must and will ensure that a student who is absent does not participate in afterschool activities.

A half day designation still impacts the classes missed and will count as an absence for that class hour.

### **Examples of Excused Lateness:**

- One Time
  - Traffic
  - Detour
- Always Excused
  - Personal involvement in an accident
  - Flat tire
  - Mechanical problems
  - Doctor/dentist appointment, with note
  - Drivers license or road test

### **Examples of Unexcused Lateness (but not limited to):**

- General lateness
- Got gas
- Forgot something
- Alarm clock issues
- Overslept
- ID or Passport Appointments

All members of the car pool are unexcused if the reason is unexcused. The Office Administrator will make the final decision.

### ***Early Dismissal***

A note from the parent requesting dismissal 24 hours in advance is given to the teacher to 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.
- Blackout times for early dismissal are between 11:30-1:00 and from 2:30-3:00 (*emergency only please*)
- Early dismissal only applies for the student. Please do not take siblings out of class.

### ***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 through the Remind app.

Should it be necessary to close school once it is in session, the parents will be contacted through the Remind app, too. Remind is a group text message system. Contact the office for more information about signing up for remind.com.

## **Dress Code**

### ***Dress Code Philosophy***

Our dress code reflects biblical principles and encourages students to present a Christ-honoring testimony in today's culture. We value practicality, comfort, modesty, and safety in student attire.

Research supports that students perform better when dressed neatly and appropriately. Therefore, all clothing should align with the following scriptural guidelines:

- **Glorify God**  
*Colossians 3:17; 1 Corinthians 10:31*
- **Reflect Modesty**  
*Matthew 5:28; 1 Timothy 2:9*
- **Provide a Godly Testimony**  
*Romans 10:11; 1 Thessalonians 5:22*

### ***Uniform Expectations***

All students (PreK–12) are required to wear the school uniform. Items may be purchased from Flynn & O'Hara (required for plaid pieces) or from retailers such as Target, Walmart, Kohl's, Old Navy, Children's Place, and Landsend.

Students must be in uniform during school hours, while traveling to and from school, and at school events unless otherwise approved by the principal. Uniforms are typically required for:

- Class and field trips
- Concerts and evening programs
- Other school-sponsored activities

### **PE Dresscode Guidelines**

Athletics and Physical Education clothes must be distinctively GCCS, clean, neat, and non-frayed.

- Boys may not take their shirts off in sports practice or in P.E. class.
- Shorts must be worn at the waist.
- Periodic inspections will be made, and points taken off the grade of those students who do not comply with GCCS standards.
- Youth sizes will not be sold to Junior or High School students. All sizes for P.E. shorts will be checked the first week of school, and all Junior or High School student must have an appropriate adult size.
- All P.E. uniform violations will result in a dress code.
- Spandex/Under Armour may be worn under P.E. or team clothes but may not be worn as an outer garment.
- Shorts worn in athletic practices must be at least fingertip in length. Spandex must be worn under the shorts for modesty. Shorts should be visible under the shirt/sweatshirt.
- Students in all grades will need to purchase at least one (1) gym shirt from the school store.
- Students in PreK through 6th are to wear navy blue sweat pants or long navy blue shorts (no shorter than 3" above the knee).
  - (No spandex, biker shorts, cut-offs, or short shorts are permitted).
- All Physical Education clothing should be labeled with the student's last name clearly visible on the tag of the uniform.
  - There should be no altering of the gym uniform such as cutting of sleeves or shortening of shirts.
  - Shorts that are rolled to make them shorter will receive a dress code violation and multiple offenses will be treated as a refusal to comply with the dress code.

### **Special Events Attire**

Students are to wear proper dress.

- Boys are to wear a shirt with a collar and dress type (school) pants.
- Girls are to wear a skirt or dress (knee length) with a modest neckline.
  - No tank type dresses or tops, shirts should have a type of sleeve.
- Students involved in the performance will be informed by the staff member in charge of the dress required for the performance.
  - Special Events include: Christmas Concert, Fine Arts Night, School play, Spring Concert, Sports award nights, and Graduations.



- Guidelines for Junior/Senior Banquet will be distributed by the Administration, and dress checks will be by appointment with approved staff.

### **Casual Dress Policy – Home Games & Special Events**

Non-uniform (casual) dress is permitted at home games, select after-school activities, the high school retreat, and other events as announced throughout the school year.

#### **Permitted Clothing:**

- Pants/Bottoms: Loose-fitting jeans (no rips, holes, or low-rise), khakis, Dockers-style pants, twill slacks, capris
- Tops: T-shirts (non-white undershirt style), sweatshirts, hoodies, sweaters, oxford or collared shirts
- Shorts: No shorter than 3" above the knee (all-around the leg)
- Dresses/Skirts: Knee-length or longer, modest in style
- Fit & Style: Tops should be modest in neckline and loose-fitting; shirts do not need to be tucked in
- Graphics/Logos: Clothing may display wholesome, non-secular images or text

#### **Prohibited Clothing:**

- Tight-fitting or revealing clothing, including:
  - Skinny jeans, low-rise pants, tights, leggings, yoga pants, spandex, leotards, stirrup pants, overly short shorts
- Tank tops, sleeveless shirts, and immodest or sloppy attire
- Pajamas or sleepwear

All clothing should reflect modesty, neatness, and a Christ-honoring appearance appropriate for school-sponsored events.

### **Girls' Dress Code Guidelines (PreK3–12th Grade)**

#### **Hair & Makeup**

- Hair should be feminine, clean, well-groomed, and kept out of the face.
- Unnatural or extreme hair colors are not permitted (this includes clip-in hair extensions)
- Makeup must be minimal. Girls in Grades 6 and under may not wear any makeup.

#### **Attire Requirements**

- Girls must wear jumpers, skirts, uniform dress, uniform pants, blouses, or sweaters.
- Plaid jumpers/kilts (Flynn & O'Hara only), or solid navy blue or gray skirts in an A-line or kilt style are permitted.
- No oversized sweatshirts will be allowed. Students should purchase the appropriate sized articles

#### **Skirt Length**

- PreK3–6: Hemline must reach the top of the knee (no skorts).
- Grades 7–12: Skirts must reach the top of the kneecap or lower (front view). Skirts must be worn at the waist—not rolled or shortened. Consider "extra length" options if needed.

- Flynn & O'Hara does not provide the proper length of skirt without request (call the store for special ordering).

## Pants

### *Permitted Styles*

Students may wear professional uniform-style pants as part of class dress. Approved pants must meet the following criteria:

- Loose-fitting khaki-type or dress slacks in navy blue or gray
- Zippered front
- Length no more than 2 inches above the ankle
- Acceptable cuts: straight leg, bootcut, or wide leg

### *Not Permitted*

The following styles are not allowed:

- Skinny, slim, flare, or form-fitting cuts
- Casual or athletic pants, including joggers, elastic-ankle, or sweatpants
- Jeans (denim or denim-like materials, including those with rivets)
- Jeggings or any stretchy/leggings-like material
- Capris (pants shorter than 2 inches above the ankle)
- Cargo pants (with mid-thigh pockets)
- Parachute pants, camping pants, or excessively baggy styles

### *Approved Vendors and Styles*

(See Appendix A for photo examples and a list of approved vendors.)

## Shirts

- Flynn & O'Hara banded shirts may be worn untucked.
- Polo shirts (navy, light blue, or white):
  - May be banded (Flynn & O'Hara)
  - Must be modest, classic cut, and of appropriate thickness.
  - All buttons except the top should be fastened.
- Acceptable: GCCS polos (white, navy, light blue), GCCS sweatshirts (hooded or not), team/spirit wear, sweaters, windbreakers
- A collared polo must be worn under sweatshirts
- Hoodies may not be worn with hoods up indoors

## Shoes & Socks:

- *Shoes must be:* Clean and Closed-toe with a back (Elementary), Sandals with a back are permitted in 7-12th from Sept-Oct 31 and April 1-End of year; all soles should be rubber
- *Boots:* "Ugg-style" winter boots may be worn from Nov 1- March 31, ankle boots with a low heel or wedge are permitted for Junior High or High school students.
- *Socks:* Must be worn at all times (any color)
- *Not permitted:* No back sandals, slides, mules, crocs, slippers, torn shoes, or shoes with low backs (See example below); work boots, cowboy boots, or boots with a heel



## **Boy's Dress Code Guidelines**

### **Hair:**

- Clean, neat, and conservatively styled
- Tapered on the sides and back
- Off the collar, ears, and eyebrows when combed straight
- Mid forehead when styled

*Acceptable:* Crew cuts, Straight, and natural part

*Not permitted:*

- Bushy or excessively long hair
- No permed hair
- Abrupt changes in length
- Dyed, bleached, or highlighted hair
- No shaved designs
- Faddish styles
- Sideburns below the earlobe or Facial hair (must be clean-shaven)

**Note:** Failure to correct a hair violation after warning will require a haircut before returning to school.

### **Clothing:**

#### **Shirts:**

- No oversized sweatshirts will be allowed. Students should purchase the appropriate sized articles
- Must be tucked in at all times
- Acceptable: GCCS polos (white, navy, light blue), GCCS sweatshirts (hooded or not), team/spirit wear, sweaters, windbreakers
- A collared polo must be worn under sweatshirts
- Undershirts must be plain white with no writing or images
- Hoodies may not be worn with hoods up indoors

#### **Pants:**

- Must be neat, classic uniform-cut (Dockers style), navy or gray (zipper in front); PreK-3rd are permitted to have elastic waists.
- Zippered, uniform style are required for shorts
- Shorts must come fully to the knee
- Belts are required for grades 4–12 if loops are present
- No belts required for PreK–3

- Must be worn at the waist

*Not permitted:*

- Cargo pants or shorts
- Sweatpants or athletic styles
- Skinny or low-rise pants

### **Shoes & Socks:**

- *Shoes must be:* Clean and Closed-toe with a back; all soles should be rubber
- *Socks:* Must be worn at all times (any color)
- *Not permitted:* Sandals, slides, mules, crocs, slippers, torn shoes, or shoes with low backs (See example below), workboots



### **Jewelry:**

*Permitted:*

- Watches
- ID bracelets
- Rings
- One plastic-themed wristband
- Necklaces must be a single, simple chain and worn under the shirt, out of sight. Beaded, bulky, or oversized chains are not permitted. Students who do not comply will be asked to refrain from wearing the necklace to school. Administration reserves the right to revoke this privilege at its discretion.

*Not permitted:*

- Smartwatches and Earrings

### **Cold Weather Guidelines**

- Girls are encouraged to wear pants on cold weather days.
- Tights or leggings under skirts may be worn all day in solid navy, gray, black, or white (no patterns). The bottom of the leggings should be covered by the sock.

### **Sweaters & Outerwear**

- Navy or gray sweaters and GCCS sweatshirts (hooded or non-hooded) may be worn in class.
- Sweatshirts must be GCCS-issued (spirit wear, team, or championship).

- Unlaundered, unkempt, ripped, or stained hoodies will not be accepted. Excessive violations will result in loss of privilege.
- Team warm-up jackets are allowed on Tuesdays (athletic wear guidelines).
- A GCCS polo must be worn underneath.
- Hoods may not be worn on the head during class or chapel.
- Outer jackets and coats are not permitted in class without permission.

### **Accessories**

- Acceptable: Headbands.
- Not permitted: Pins, bandanas or scarves (boys), or sunglasses.
- Undershirts must be gray, white, or navy to match the uniform.

### **Body Piercing & Earrings Policy**

- Body piercings are not permitted for any student.
- Girls may wear up to two earrings per ear and or a single cuff. Earrings are allowed only on the earlobe (nose piercings are not permitted)
- Boys may not wear earrings at any time.
- This policy applies during school hours and at all school-related activities, on or off campus.
- Current students who receive a tattoo while enrolled at GCCS will be subject to expulsion.
- Prospective or returning students with existing tattoos must disclose them to the principal.
- Parents of returning students must notify the school prior to re-enrollment.
- New students must inform the principal during the admissions process.
- Enrollment or re-enrollment will be considered on a case-by-case basis at the discretion of the Administration.

### **Field Trip Dress Code**

- Typical attire will be school uniform or PE uniform depending upon the activity required. Permissions slips will be state the appropriate attire.
- Any student arriving not properly attired for the field trip will not be permitted to attend.
- Parents and chaperones are expected to follow the school dress code.
- PreK3–1st Grade students must wear light blue GCCS field trip t-shirt, available at the school store.

## ***Graduation Guidelines***

### **Attire Requirements**

#### **Ladies:**

Wear a dress that meets school dress code standards, particularly in length—the hemline should reach the middle of the knee. Flip-flops and very high heels are not permitted.

#### **Gentlemen:**

Wear a white or light blue dress shirt with a long tie (no string ties or bowties). Sneakers are not allowed.

### **Diploma Distribution**

Diplomas will not be placed inside the diploma jackets during the ceremony. Diplomas will be mailed after the graduation.

### **Dress Code Enforcement**

Students in violation of the dress code will receive a detention, and their diploma will be held until the detention is served.

### **Dress Check**

Dress check will be completed by a female teacher and will take place in April. Please plan accordingly.

## **Discipline**

### ***Philosophy of Discipline***

The goal of discipline at GCCS is to bring about lasting, positive change in student behavior. Detentions and suspensions are one of several tools used by teachers and administrators to guide and instruct students, fostering an orderly classroom environment that supports effective learning for all.

We ask that parents support and respect the disciplinary actions taken by teachers, who hold the primary responsibility for discipline during the school day. This reflects the vital partnership between home and school in shaping students' character and conduct.

If a parent believes their child has been disciplined unfairly, the process for resolution should follow the biblical principles of Matthew 18:15–17, beginning with direct and respectful communication with the teacher involved.

### ***General Expectations***

Students are expected to:

- Honor God in conduct, speech, and attitude.
- Respect teachers, staff, peers, and property.
- Follow classroom and school rules consistently.
- Accept correction with humility and a willingness to grow.

### ***School Jurisdiction***

The following guidelines and policies apply whenever a student is under the school's jurisdiction. Students are generally considered to be under the school's jurisdiction when:

- On the school grounds (campus)
- On or off campus at school-related events, including but not limited to athletic or arts events, field trips, or service activities

The school reserves the right to impose disciplinary consequences for student behavior that occurs outside its normal jurisdiction when such behavior negatively impacts the school, its students, staff, community, or overall Christian testimony. This includes, but is not limited to, actions that damage the school's reputation or disrupt its mission.

### ***Cell Phone Policy***

1. Without permission, electronic communication devices (ECDs) may not be used on campus between the beginning of homeroom and the end of the last scheduled class for the day. Before

school, supervisors may require that devices not be used in waiting areas before students are dismissed to lockers or homeroom.

2. Before entering homeroom, ECDs must be placed in the students' personal locker and remain there until the end of the last scheduled class. Having a phone in a bag or on their person constitutes a cellphone violation.
3. Students may take ECDs 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 five 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 with permission from 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 the 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. The Cellphone policy includes all headphones and earbuds.
9. See the Demerit Matrix for failure to comply consequences.

### ***Care of Property***

All school property, buildings, grounds, and equipment belong to GCCS

1. Throwing trash or papers on the ground.
2. Writing on desk, walls, or course material.
3. Sitting on desks or tables.
4. Throwing objects in or near the buildings.

The specific circumstances will dictate whether damage to school property will be paid for by the student's parents. All students are expected to immediately report to the office any damaged furniture or other school property.

### ***Classroom Conduct***

#### **Elementary School**

In the elementary school (consisting of Pre-K3 through and including 6th grade) , the teachers are in full control of their classrooms. All student misconduct of a general nature will be handled by that student's supervising teacher and subject to her disciplinary procedures.

In the elementary school certain fundamental rules must be followed at every time and in every place (this list is not exhaustive, of course):

1. No student will be out of his seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and reply to teachers with the utmost respect
  - a. No talking when the teacher is not in the room

#### **Secondary School**

Teachers at Gloucester County Christian School have full authority over the management of their classrooms. General student misconduct will be addressed by the supervising teacher through the school's detention system. The administration places strong confidence in each teacher's ability to

lead with wisdom, spiritual maturity, and Christlike character. As such, parents and students should understand that the administration will typically support the teacher in matters of discipline.

At GCCS, we place a strong emphasis on spiritual growth. Our goal is to lead and disciple students to demonstrate their love and loyalty to the Lord Jesus Christ by living holy and obedient lives, guided by His Word and commandments.

### ***General School Rules***

School rules are established to maintain a safe, orderly environment that supports learning and honors God. As a God of order and law (Torah), the Lord expects His children to lead disciplined lives. Students who willingly follow these guidelines will find their school experience enjoyable and productive.

All students are expected to:

1. Respect authority—including the Superintendent, Principals, teachers, and staff.
2. Respect the property and personal rights of others.
3. Remain in designated areas during morning faculty devotions.
4. Walk (not run) in all areas of the building.
5. Refrain from rowdiness and loud talking in the building or on school grounds.
6. Enter classrooms quietly, be attentive, and follow all classroom rules and teacher instructions.
7. Refrain from chewing gum on campus at all times.
8. Do not bring gaming cards (aka. Pokemon, Warlord, etc.) or inappropriate literature to school (Uno or number-faced cards are permissible).
9. Gambling or trading of cards is strictly prohibited.
10. Use respectful language—no profanity, vulgarity, or sexually explicit speech.
11. Do not throw snowballs on school property.
12. Eat only during designated times (lunch, snack time, or with teacher permission).
13. Do not bring dangerous objects (e.g., knives, fireworks, firearms) to school.

### ***Elementary Disciplinary Procedures***

Violations of items 5–12 may result in disciplinary action, including a write-up, office referral (for elementary), detention, suspension, or expulsion, depending on the severity of the offense.

### ***Sexual Immorality***

Gloucester County Christian School 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 values.

Therefore, and in reliance 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 student at home or school is acting counter to or in opposition to the biblical beliefs and lifestyles 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 include the following:

- Romans 1:26-27
- Matthew 19:4-5
- First Corinthians 6:9-11
- Leviticus 8:22
- Genesis 18:20-21
- Genesis 19:5-8
- Jude 1:7

### ***Demerit System***

GCCS uses a progressive demerit system to respond to student infractions. Demerits serve as documented warnings and accumulate consequences based on frequency and severity. Any violation resulting in 5 or more demerits will involve parent communication.

### **Demerit Accumulation Consequences**

5 demerits - Lunch Detention

10 demerits - 1-Hour After-School Detention

15 demerits - Two 1-Hour After-School Detentions

20 demerits - One Day In-School Suspension

25 demerits - Two Days In-School Suspension

30 demerits - One Day Out-of-School Suspension; Placement on Behavior Contract

40 demerits - Two Days Out-of-School Suspension; Student Status Review with Administration

Demerit accumulations reset on the first day of each semester.

### **Disciplinary Probation and Behavior Contract:**

Disciplinary Probation is designed to alert the student and his parents to areas of his life that need special attention. Upon reaching 30 demerits, students will be placed on Disciplinary Probation and be asked to participate in a Behavior Contract. The contract outlines clear expectations and goals. Failure to meet these terms will result in enrollment review and possible dismissal.

### **Categories of Infractions**

**\*\*Minor Infractions (1-3 demerits per occurrence):\*\***

- Dress Code Violations (after 3 informal warnings)
- Gum Chewing (after 2 warnings per semester)
- Food/Drink in Classroom (after 2 warnings per year)
- Tardiness (after 2 per class per quarter)
- Level 1 Inappropriate Behavior (see explanation below)
- Cell Phone Violation (see phone use policy)
- Technology Misuse
- Misuse of areas (unauthorized locations)

**\*\*Moderate Infractions (5-10 demerits):\*\***

- Level 2 Inappropriate Behavior (see explanation below)
- Skipped Detentions or Classes
- Driving/Parking Violations (speeding, not parking in assigned location, reckless driving on campus)
- Cheating/Plagiarism on Homework
- Repeated Technology Misuse or Cell Phone Violation
- Unauthorized Area Violations (student is in a location of the school they are not allowed to be in or during a time they do not have permission for)

**\*\*Serious Infractions (15-25+ demerits; potential suspension or expulsion):\*\***

- Bullying or Cyberbullying
- Threats or Aggressive Behavior
- Cheating or plagiarism on Homework
- Cheating or plagiarism on Major Assessments (Tests, Quizzes, Projects)
- Fighting
- Leaving Campus without Permission
- Theft, Vandalism, or Property Damage
- Possession of Illegal Items
- Filming/Sharing Content without Consent
- Use of Racial or Prejudicial Language
- Inappropriate Social Media Use
- Pornography
- Off-Campus Conduct Violations

**Level 1 - Inappropriate Behavior**

These are low-level infractions that disrupt the learning environment or show a lack of compliance with basic school expectations. These behaviors are not malicious or threatening but still require correction to maintain order and respect.

- Failure to follow classroom or school procedures (e.g., not lining up, not having materials ready)
- Talking out of turn or excessive talking during instruction
- Minor disrespect or attitude (e.g., eye rolling, sighing, arguing mildly)
- Refusing to follow directions promptly
- Annoying behaviors that cause discomfort to others (e.g., tapping, teasing, interrupting)
- Horseplay in non-dangerous settings (e.g., light pushing, running in halls)
- Use of inappropriate language (not profane or offensive, but improper for a school setting)
- Unapproved use of personal items during class (e.g., toys, gadgets)
- Out-of-seat behavior without permission
- Sleeping in class or lack of engagement

**Level 2 - Inappropriate Behaviors**

These are more serious than Level 1 infractions and typically involve deliberate defiance, disrespect, or behaviors that significantly disrupt the learning environment or harm others emotionally or physically. These actions reflect a disregard for authority, peer safety, or school values and require a stronger disciplinary response.

- Open defiance of authority (e.g., refusing to comply after multiple redirections, walking away

from a teacher)

- Significant disrespect toward teachers, staff, or peers (e.g., yelling at an adult, mocking, name-calling)
- Aggressive horseplay or physical contact that could lead to harm
- Intentional disruption of class or school activity (e.g., yelling, throwing objects)
- Inappropriate or offensive language directed at others (not racial or threatening)
- Verbal intimidation or bullying behaviors that cause emotional harm (but do not yet meet formal bullying definitions)
- Misuse of school property or technology with the intent to disrupt or avoid work
- Dishonesty or lying to a staff member about a disciplinary issue
- Habitual Level 1 behaviors that persist despite correction

Discipline for Level 2 behaviors often ranges from 5 to 15 demerits, may involve parent communication, and can include detentions, in-school suspension, or further disciplinary review depending on the severity and frequency.

If a parent or student obtains appropriate attire from the school store, the exchange will require the school store to retain the non-compliant garment.

### **Restorative Measures**

GCCS encourages repentance, restitution, and restoration. Counseling, mentoring, and spiritual guidance may be offered alongside disciplinary consequences to support student growth.

### **Lunch Detention Policy**

Lunch detentions are held every **Tuesday and Friday** during the regular lunch period. Students assigned a lunch detention are required to adhere to the following guidelines:

- **Bagged Lunch Requirement:** Students must bring a bagged lunch from home on the day of their assigned detention. Lunch purchases from the cafeteria will not be permitted.
- **Reporting Time:** Students must report directly to the designated lunch detention classroom by the lunch bell. Failure to report on time will result in additional disciplinary consequences.
- **Conduct Expectations:** Students are expected to remain silent, respectful, and use the time productively. Misconduct during detention may result in further disciplinary action.

Failure to comply with these expectations may result in additional demerits and further disciplinary measures.

### **SEE Demerit Matrix Below**

| <b><u>GCCS Secondary Demerit Matrix</u></b>                                                                                                                          |                                      |            |            |            |            |            |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|------------|------------|------------|------------|----------------|
| <b>Infraction</b>                                                                                                                                                    | <b>Demerits Earned per Violation</b> |            |            |            |            |            |                |
|                                                                                                                                                                      | <b>1st</b>                           | <b>2nd</b> | <b>3rd</b> | <b>4th</b> | <b>5th</b> | <b>6th</b> | <b>7th-9th</b> |
| <b>Dress Code Violation</b><br>3 dress code warnings per year before a violation is given (monitored by Principal)<br>*Beginning at the 4th offense, parents will be | 1                                    | 1          | 1          | 2          | 2          | 2          | 3              |

|                                                                                                                                                                                                                                                          |   |    |    |    |   |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|----|----|---|---|---|
| given the option to bring a change of clothes or utilize the school store for proper attire.                                                                                                                                                             |   |    |    |    |   |   |   |
| <b>Tardy to Class</b><br>2 tardy warnings per quarter, per class will be given before a violation is given (monitored by the teacher)                                                                                                                    | 1 | 1  | 1  | 2  | 2 | 2 | 3 |
| <b>Unprepared for Class</b><br>2 warnings per quarter, per class will be given before a violation is given (monitored by the teacher)                                                                                                                    | 1 | 1  | 1  | 2  | 2 | 2 | 3 |
| <b>Tardy to School</b><br>2 unexcused tardy warnings per quarter will be given before a violation is given (monitored by the office)                                                                                                                     | 1 | 1  | 1  | 2  | 2 | 2 | 3 |
| <b>Gum</b><br>2 warnings per school year before a violation is given (monitored by Principal)                                                                                                                                                            | 1 | 1  | 1  | 2  | 2 | 2 | 3 |
| <b>Unauthorized Food/Drink in Class</b><br>2 warnings per school year before a violation is given (monitored by Principal)                                                                                                                               | 1 | 1  | 1  | 2  | 2 | 2 | 3 |
| <b>Cellphone Violation</b><br>1 warning per school year before a violation is given (monitored by Principal)<br>*Parent notified after 2nd violation<br>*Student will no longer be allowed to use the device on school grounds after the 4th violation.  | 1 | 2  | 3  | 5  |   |   |   |
| <b>Technology Violation</b><br>1 warning per school year before a violation is given (monitored by Principal)<br>*Parent notified after 2nd violation<br>*Student will no longer be allowed to use the device on school grounds after the 4th violation. | 1 | 2  | 3  | 5  |   |   |   |
| <b>Inappropriate Behavior Level 1</b><br>No warnings will be given (Demerits issued per incident, per class)                                                                                                                                             | 1 | 1  | 1  | 2  | 2 | 2 | 3 |
| <b>Inappropriate Behavior Level 2</b>                                                                                                                                                                                                                    | 5 | 10 | 15 | 20 |   |   |   |

|                                                                                                                                                                       |                                                                       |    |    |    |    |    |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----|----|----|----|----|----|
| No warnings will be given (Demerits issued per incident, per class)<br>*Parent will be notified                                                                       |                                                                       |    |    |    |    |    |    |
| <b>Unauthorized Area Violation</b>                                                                                                                                    | 5                                                                     | 5  | 10 | 10 | 15 | 15 | 20 |
| <b>Driving/Parking Violation</b><br>Student will lose driving privileges for the remainder of the year following the 3rd violation.                                   | 5                                                                     | 5  | 10 |    |    |    |    |
| <b>Bullying/Cyberbullying</b><br>Student subject to enrollment review after 2nd violation<br>**See the section defining bullying/cyberbullying                        | 15                                                                    | 20 |    |    |    |    |    |
| <b>Cheating/Plagiarism/Use of AI on Homework</b><br>Student receives a 0% on the assignment<br>*Student subject to enrollment review after the 4th violation          | 10                                                                    | 10 | 15 | 15 |    |    |    |
| <b>Cheating/Plagiarism/Use of AI on Major Assessments</b><br>Student receives a 0% on the assignment<br>*Student subject to enrollment review after the 2nd violation | 15                                                                    | 20 |    |    |    |    |    |
| <b>Leaving Campus without Administrative Permission</b><br>*Student subject to enrollment review after the 3rd violation                                              | 15                                                                    | 20 | 25 |    |    |    |    |
| <b>Skipped Detention</b><br>Parent conference is required after every violation. Student subject to enrollment review after the 3rd violation                         | 10                                                                    | 15 | 20 |    |    |    |    |
| <b>Skipped Lunch Detention</b>                                                                                                                                        | 5                                                                     | 5  | 10 | 10 | 15 | 15 | 20 |
| <b>Skipped Class</b><br>Student subject to enrollment review after the 4th violation                                                                                  | 10                                                                    | 15 | 20 | 25 |    |    |    |
| <b>Fighting</b>                                                                                                                                                       | Minimum of 25 demerits; Administrative review with the expectation of |    |    |    |    |    |    |

|                                                                    |                                                                                                                      |  |  |  |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                                    | Indefinite Suspension or possible Expulsion                                                                          |  |  |  |
| <b>Theft</b>                                                       | Minimum of 25 demerits;<br>Administrative review with the expectation of Indefinite Suspension or possible Expulsion |  |  |  |
| <b>Property Damage</b>                                             | Minimum of 25 demerits;<br>Administrative review with the expectation of Indefinite Suspension or possible Expulsion |  |  |  |
| <b>Use of Racial Language</b>                                      | Minimum of 25 demerits;<br>Administrative review with the expectation of Indefinite Suspension or possible Expulsion |  |  |  |
| <b>Weapons Violation</b>                                           | Minimum of 25 demerits;<br>Administrative review with the expectation of Indefinite Suspension or possible Expulsion |  |  |  |
| <b>Filming or Distributing Recorded Content without Permission</b> | Minimum of 25 demerits;<br>Administrative review with the expectation of Indefinite Suspension or possible Expulsion |  |  |  |
| <b>Pornography</b>                                                 | Administrative review with the expectation of Indefinite Suspension or possible Expulsion                            |  |  |  |
| <b>Off-Campus Conduct Violation</b>                                | Administrative review with the expectation of Indefinite Suspension or possible Expulsion                            |  |  |  |

### **In-School Suspension (ISS) Policy**

#### **Purpose:**

In-School Suspension (ISS) is a disciplinary consequence assigned to students who have accumulated too many demerits from repeated behavioral offenses and warrant removal from the regular

classroom environment but do not necessitate out-of-school suspension. ISS allows students to remain on campus and continue their academic work under supervised conditions while reflecting on their behavior. There is a \$40 fee per day for ISS.

Assignment to ISS:

- ISS may be assigned by the Principal or Academic Administrator in response to violations of school rules or continued behavioral issues.
- Parents will be notified in advance regarding the date(s) and reason(s) for the suspension.
- A student may be assigned ISS for one or more days, depending on the severity of the offense and demerit accumulation.

Expectations During ISS:

- Students must report to the designated ISS location promptly upon arrival at school.
- All schoolwork will be provided by the student's teachers and is expected to be completed during the suspension.
- No talking, electronics, or personal devices are permitted.
- Students must remain seated, respectful, and on task throughout the day.
- A written reflection may be required, addressing the behavior that led to ISS and outlining how the student will respond differently in the future.

Additional Guidelines:

- Students in ISS may not participate in or attend extracurricular activities (including sports, fine arts, clubs, or field trips) on the day(s) of their suspension.
- Students must bring all necessary materials and a lunch. Lunch will be eaten in the ISS room under supervision.
- Failure to comply with ISS expectations may result in additional disciplinary action, including out-of-school suspension.

Spiritual Emphasis:

As a Christian school, we view discipline as a tool for growth and restoration. Students in ISS may be given spiritual reading or Scripture to reflect on and are encouraged to use the time to consider how to align their behavior with Christlike character.

**Out-of-School Suspension (OSS) Policy**

Purpose:

Out-of-School Suspension (OSS) is assigned for students accruing extensive demerits for repeated behavioral violations that warrant temporary removal from the school environment. OSS is intended to provide a clear consequence for serious misconduct while encouraging accountability and reflection.

Assignment of OSS:

- OSS is assigned at the discretion of the Principal or Academic Administrator based on the nature and severity of the offense.
- Parents will be notified of the reason for the suspension and the duration.
- Suspensions may range from one to five days, depending on the level of demerits and infraction.

### Academic Consequences:

- Students who are suspended out of school will receive zeros for all assignments, tests, quizzes, and classwork missed during the suspension.
- Missed work may not be made up for credit.
- Major projects due during the suspension may still be submitted for grading if prior arrangements were made.
- OSS days are counted as unexcused absences for academic purposes.

### Access Restrictions:

- Students on OSS may not be on campus for any reason during the suspension period.
- They are not permitted to attend or participate in any school-sponsored events, including extracurricular activities, performances, or athletic games.

### Re-entry Expectations:

- Upon returning to school, the student may be required to meet with the principal.
- The student may be asked to complete a written reflection or participate in a restorative conversation to help address the behavior and set expectations moving forward.

### Spiritual Emphasis:

Discipline is intended not only to correct behavior but also to guide students toward a Christ-centered life. Students are encouraged to use this time for personal reflection and prayer, with a goal of restoring relationships and growing in character.

### ***Expulsion***

The removal from school of any student is a serious matter. Situations that bring great discredit upon the school may warrant expulsion. All recommendations for expulsion are subject to the review and consent of the School Board.

- Examples are (but are not limited to) the following:
  1. Use of a possession of unauthorized drugs,
  2. Use of or possession of alcohol,
  3. Intentionally harming another,
  4. Continuous misconduct resulting in suspensions
  5. Immorality, involvement in sexual activity or assault,
  6. Any conviction of a violation of city, state, or federal law,
  7. Possession of any weapon or substance that can be used to harm or injure,
  8. Smoking or vaping,
  9. Racial slur, and
  10. A current student receiving a tattoo.

### ***Plagiarism and Copying Work (Elementary)***

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 arrived from an existing source. Webster’s New Collegiate Dictionary, 1979, G&C Miriam CO. Plagiarism includes the copying and pasting of information from the Internet and other computer reference sources. Students in the elementary school (Pre-K3 through and including 6th grade) will be given a warning for plagiarism and given a second opportunity to redo the assignment. For the plagiarizing student in the elementary school a 20-point penalty will be given to the second assignment.



Parents are to be very careful as to not influence a student's work in a way that would raise suspicion as to the originality of the student's work. A 60-minute detention will be issued for copying schoolwork. The student providing the work to be copied will also receive a 60-minute detention. Subsequent offenses will result in a suspension for cheating. No homework may be worked during homeroom from 8:10-8:17 AM.

### ***Weapons Policy***

Students may not possess at any time a weapon in a vehicle, in the school building, on the grounds, or during a sponsored activity of GCCS. The definition of "weapon" includes, but is not limited to:

- Any knife, cutting instrument, cutting tool, stick, speed chucks, club, firearm, shotgun, rifle, air gun, or spring gun.
- A firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
- Any "look-alike" of any listed above.
- Any item intended to be used or being used to inflict bodily injury or property damage.

The following action will be taken if a student violates this policy:

- The student will be immediately taken to the administration offices and will remain until a parent or the authorities arrive.
- The weapon or item considered to be a weapon will be immediately confiscated and secured.
- The Administration will refer the student to the School Board for disciplinary action. See the Discipline Policy for possible actions taken.
- The Administration exercises discretion on whether or not to report the incident to the authorities.

## **Student Life**

### ***Grades K through 6***

Library--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 a book is never returned, a fine will be assessed, and the student will be notified. During the school year, a student will not receive a new book until the first book is returned.

Recess--Recess is the 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. Parents are asked to ensure that their child is properly dressed for the weather, especially during the winter months, so they can safely and comfortably enjoy outdoor activities.

### **Playground Rules, Pre-K through 3rd grade**

1. Children are not to leave the playground without permission.
2. No twisting of swings, swinging double, or swinging crookedly.
3. Children are not to run up the slide or go down headfirst.
4. Children are not to run or play roughly.
5. Children are not to climb on the outer edges of the platform.

6. Children are not to jump from the platform.
7. Children are not to play games of tag.
8. Children are not to leave the playground without permission.
9. Once a student leaves for recess, he may not return to class until recess is over, unless permission has been given.
10. There will be no playing or climbing on trees.
11. Children will line up immediately when told to do so.
12. No talking in line.
13. Permission will not be given to use the restroom or to get drinks once children are lined up.

### ***Automobiles/Student Drivers***

Driving to school is a privilege not a right. All student driver's cars must be registered in the school office. Once the vehicle is parked in the morning, a student is not permitted to return to that vehicle without a pass or written permission. Designated parking will be assigned at the beginning of the year.

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 discipline in the sole discretion of the administration up to and including a detention at a minimum and the loss of all driving privileges to school. 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 of GCCS***

Bible is a required subject and is taught daily and 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 corporately 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 7 through 12. Pastors, youth pastors, missionaries, 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 a 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 notebook to chapel.

### ***Church Attendance***

In order to achieve the stated purpose of GCCS to "assist Christian parents in the education of their children" all families enrolled in Gloucester County Christian School must faithfully attend Bible-preaching local churches and youth programs of their choice. The Administration reserves the right to define and evaluate whether a student's church is in fact Bible-preaching.

### ***Computer/Internet Use***

All students will have the opportunity to use the computers at GCCS. Classes will strive to integrate the use of technology in the classroom to enhance the learning process. All computer usage on campus should only be used for academic purposes. All students using computers or other devices must abide by guidelines of this policy. Any student who uses an electronic device in an unauthorized manner will be referred to the principal for that student to be subject to discipline. GCCS utilizes internet blocking software to restrict access to inappropriate internet sites. However, it is understood that no filtering system can provide 100% security. Only GCCS approved, licensed, and properly installed software is permitted. (This does include free public domain software). General guidelines concerning the use of the Internet at GCCS include the following:

1. The Internet is provided for school-related purposes only.
2. No user of the internet, including electronic communications may engage in creating or transmitting defamatory, pornographic or harassing images or documents.
3. Use of the internet for personal commercial gain or profit is not allowed.
4. School administrators will make the final determination as to what constitutes unacceptable internet or computer use.
5. It is understood that computer use and internet access for students is a privilege, not a right. Computer misuse while on campus, consists of the inappropriate use of a computer including, but not limited to, accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, use for commercial gain or profit, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus, and using iPods, cell phones, and or electronic tablets.

The communications services and equipment at GCCS (including, but not limited to, telephone, fax, photocopy machines, email, computer network, computer files, and internet access or use) are GCCS property and should be used only for appropriate purposes. Accordingly, the school may intercept, monitor, review, or disclose any use of communication systems at the school, at the sole discretion of the administration. Messages sent or received, materials or websites viewed, files created, or any use of GCCS' communications system or equipment is not a student's private property and a student has no ownership rights in such materials or expectation of privacy in the use of the school's communications services and equipment. Students do not have any expectation of privacy in any communications or files created, stored, sent, viewed or received upon the school's communication services and equipment, regardless of whether the materials, files, or communications are intended or designated as private.

GCCS reserves the right to monitor at any time, without notice, any student's use of any of the School's communication service or equipment. This includes, but is not limited to, installing programs that monitor a student's use of the internet and electronic communications, and to take disciplinary action based upon any violation of expected conduct standards discovered. Students should keep their username and password to the school's network confidential, and they will be held accountable for any action associated with their username and password or account.

### ***Dances***

GCCS will not sponsor or host any functions that involve dancing. Any dancing is prohibited during school functions except for school-produced choreography during school programs.

### ***Field Trip Policy***

Field trips are an integral part of the academic program at all grade levels. Attendance is required for all scheduled trips.

- A signed parent permission slip is required for each trip.
- Students who do not attend must remain at home and will receive an unexcused absence.
- Siblings in other grades may not attend field trips.
- Homeschool students will be notified separately regarding class trip details.

### ***Financial Information***

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

### ***Fire Drills and 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 in a prompt and orderly manner. The following procedure is to be observed

1. Walk quickly in single file.
2. No running or pushing is allowed.
3. No talking in or out of the building.
4. Attendance will be taken outside.
5. When the clear signal is given, students should re-enter the building

Other emergency drills will be practiced throughout the year. These include intruders in or out of a building, bomb threat, local emergency, and/or lockdown drills.

### ***Hallway Procedure***

Students should walk quietly to their next class. Students are not allowed to be 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.

### ***Harassment/Intimidation/Bullying (H.I.B.)***

GCCS prohibits acts of bullying toward a student, school staff member, or their property. Students are not permitted to tease, frighten, threaten, or inflict physical, verbal, or emotional abuse on another.

GCCS prohibits acts of cyber-bullying. Cyber-bullying involves the use of electronic information and/or communication devices including but not limited to: e-mail messages, instant messaging, text messaging, cellular telephone communication, Internet blogs, Internet chat rooms, Internet postings, including YouTube and defamatory websites. GCCS expects students to be good citizens, not passive bystanders. Students and staff are expected and required to report bullying to the office. Staff is immune from any damages caused in any remedy to the reported bullying.

### **Definition of Harassment, Intimidation, or Bullying**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 P.L. 2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
2. Has the effect of insulting or demeaning any student or group of students; or
3. Creates a hostile educational environment for the student by interfering with a student’s education by severely or pervasively causing physical or emotional harm to the student.

Not all conflict between students is considered bullying.

School authorities have the right to impose consequences on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A: 16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil’s physical or emotional safety, security, and well being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

When an individual is found guilty of a HIB violation, discipline will be assigned based on the severity of the infraction.

Examples of possible discipline include:

- Mediation
- Detention
- Suspension
- Possible change of academic setting
- Or any applicable discipline found in the code of conduct

What do I do if I see bullying?

1. Stop it if you can.
2. Report it – through oral, written, or electronic means
  - a. Bullying or teasing can be reported verbally to any adult staff member at GCCS.
  - b. Students or parents can also report bullying by contacting administration through email.
  - c. Counseling services for victims of bullying are always available through guidance.

- d. GCCS will take corrective action aimed at the prevention and elimination of bullying and the protection of the victims/witnesses.
3. Administrative Contacts:
  - a. Mrs. Jennifer Turner
  - b. Miss Mary Davis
  - c. Mrs. Amy Mariner
  - d. Mrs. Michele Doran

### **Anti-Retaliation & False Reporting Policy**

GCCS strictly prohibits retaliation related to bullying or its reporting. Acts of retaliation against victims or witnesses, as well as false bullying reports, will result in disciplinary action consistent with school policy.

To address ongoing or systemic bullying concerns, the school may implement corrective and remedial measures, including assemblies, new programs, or staff training.

### **Harassment**

GCCS prohibits acts of harassment toward a student, school staff member, or their property. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to

educate its pupils in a safe environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment.

1. It is the duty of the administration, teaching, and support staff to create a safe environment for both employees and pupils. Students and staff are expected and required to report harassment to the office. Staff members are immune from any damages caused in any remedy to the reported issue. Student to student threats will receive severe discipline. Appropriate remedial action for a student who commits an act of harassment will take into account the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial action may include a behavioral assessment through appropriate measures.
2. GCCS explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil or of any school employee. Sexual harassment includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature, whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.
3. Bias Acts – Any verbal, written, or act that creates ill will or hatred (example: racial slur). Confirmed offenses can include written, verbal, physical, or electronic communication related to race, gender, color, creed, religion, ethnicity, ancestry, national origin, or sexual orientation.
4. Suspected Gang Activity: Pupils that initiate, advocate, or promote activities and/or threaten the safety of others, disrupt the school environment, or are harmful to the educational process

will be disciplined. Any physical or verbal harassing, intimidating, or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils will not be tolerated.

5. **Dating Violence:** Dating Violence will not be tolerated, which means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner. Therefore dating violence will not be tolerated at school, in a classroom, or anywhere on school property, on a school bus or other school-related vehicle, at an official school bus stop, or at any school sponsored activity or event whether or not it is on school grounds. Dating violence should be reported immediately to any staff member.

**First Offense:**

1. Five days external suspension
2. Parent conference with principal
3. Counseling services through GCCS Guidance, IRS Team, Peer Leaders, and group sessions.
4. Possible court complaint, possible behavioral assessment, possible schedule change or possible change in educational setting
5. ***Parts 2 through 5 in the prior and above will be reported to proper authorities***

**Second Offense:**

1. 10 days suspension (5 days external suspension/5 days internal suspension)
2. Parent conference with principal
3. Counseling services through GCCS Guidance, IRS Team, Peer Leaders, and group sessions.
4. Court complaint and behavioral assessment, possible student schedule change or possible change in educational setting
5. ***Parts 2 through 5 above will be referred to proper authorities***

Each subsequent offense will result in ten days' external suspension, parent conference with superintendent, and CST review pending, court complaint, and loss of extra-curricular activities for one calendar year. Corrective actions for continued systemic problems may be implemented (assemblies, new programs, professional training). Application of discipline of GCCS's Student Handbook is at the discretion of the administration. The building principal or designee shall have the authority to assign discipline to pupils. Discipline shall be applied at the discretion of the administration. Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory disability or by any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Before dispensing disciplinary measures, the administration will take into account, at least, the severity of offenses, age and developmental level of the student offender, and student history of inappropriate behavior in accordance with N.J.A.C. 6A:16-7.2. School authorities have the right to impose consequences on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A: 16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

**Administrative Contacts:**

1. Mrs. Jennifer Turner (Academic Administrator)

2. Miss Mary Davis (Elementary School Principal)
3. Mrs. Amy Mariner (Office Manager)
4. Mrs. Michele Doran (Financial Administrator)

### ***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, in which case a parent will be contacted to give permission for an ambulance to be called.

### ***Lateness to Class and Loitering***

Students must be in class and seated by 8:10 AM. 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 penalty absence. Please see the Demerit Matrix for late to class penalties. The decision as to whether lateness is excused or unexcused will be made by the Office Administrator and Principal.

Students that are on campus after 3:10 will be sent to aftercare and charged the appropriate amount for supervision. Students that are on campus after aftercare is over may be charged for supervision as well. This would usually involve the principal, elementary principal, secondary school principal, athletic director, or coach.

### ***Lunch***

Each student is to remain seated during lunch unless obtaining food. No objects (for example food, wrappers, cans, boxes, etc.) are to be thrown at all, at any time, or for any reason. Each student is responsible for the cleanliness of the area around his lunch seat.

### ***Medicine and Nurse***

The school nurse is the primary staff member authorized to dispense medication. All medications must be provided in their original pharmacy-labeled containers and submitted directly to the nurse. The nurse's primary role is to ensure compliance with New Jersey state requirements for health screenings and immunizations. While the nurse is available to respond to student health needs beyond the scope of classroom care, she is not on campus to assess injuries or provide medical diagnoses. In such cases, parents will be notified and referred to their primary healthcare provider. Minor first aid needs—such as band-aids, cough drops, or similar basic care—may be handled in the classroom by the teacher.

### ***MyMeal Order***

#### **Ordering Guidelines**

MyMeal is the school's online lunch ordering system. To ensure accurate preparation and delivery, all lunch orders must be submitted by 9:00 AM the day before the scheduled meal. Late orders may not be accommodated, and students without an order will need to bring a lunch from home.



### Payment and Account Balances:

Families are responsible for maintaining a positive balance in their MyMeal account. Negative balances must be paid in full before final grades or report cards are released at the end of the school year. At the end of each quarter, outstanding balances are added to financial accounts. The school reserves the right to restrict lunch ordering privileges for accounts with an outstanding balance.

### Additional Notes:

- Lunch orders are non-refundable unless the student is absent due to illness or an approved school-related event.
- Account balances can be monitored through the MyMeal portal.

### ***Parents Visiting School***

Parents are always welcome at GCCS. However, all visits must begin at the main office for the safety and security of our students. Parents are not permitted to go directly to classrooms under any circumstance.

If planning to visit the school, parents should check in with the office in advance. Those assisting in the classroom should confirm the appropriate dress code with the teacher beforehand. To meet with a teacher or staff member, an appointment must be made. The teacher will communicate to the office regarding the appointment. Parents should not stop by the classroom before or after school to discuss concerns. Forgotten items such as lunches, PE clothes, books, or homework should be labeled and placed on the table in the entrance. A staff member will deliver these items to the appropriate class

### ***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 school lost and found is located in the first floor hallway of the elementary building. The lost and found for the secondary school 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. Personal property is not to be left in the locker rooms at any time (only exception is sports gear or with special permission). The school is not responsible for any lost or stolen items from the locker room.

### ***Policy for Co-Parenting Families***

Gloucester County Christian School (GCCS) recognizes the unique challenges that may arise when parents are separated, divorced, or otherwise living apart. In such cases, the school's primary concern is the well-being and educational success of the student, while maintaining neutrality in family matters.

### **Legal Documentation**

- Parents must provide current legal documentation (e.g., custody agreements, court orders) outlining custody arrangements, decision-making authority, and any restrictions.

- Without legal documentation, both parents will be presumed to have equal access to the student and their educational information.

### **Communication**

- The school will make every reasonable effort to communicate equally with both parents unless otherwise directed by legal documentation. This means that the school will provide the typical one copy of communication, and it is up to the parents to communicate with each other.
- It is the responsibility of both parents to keep the school informed of current contact information, including phone numbers, email addresses, and mailing addresses.

### **Access to Records**

- Both parents have the right to access academic records, report cards, disciplinary notices, and other educational information, unless restricted by court order.
- Requests for duplicate communications must be made in writing.

### **School Attendance and Pick-Up**

- The school will follow court-ordered custody schedules for pick-up and drop-off arrangements.
- A parent not listed as an approved pickup may be denied access to the student without proper authorization or documentation.

### **Involvement in School Activities**

- Both parents are welcome to attend school events and conferences, unless prohibited by legal order.
- The school will not act as an intermediary in personal disputes. Parents are expected to interact respectfully with staff and each other while on school grounds.

### **Tuition and Financial Responsibility**

- Tuition and fees must be paid according to the agreement signed at enrollment. The school does not mediate financial arrangements between parents and will hold the signing party(ies) responsible for payment.

### **Note:**

The school will follow legal documentation and court orders as presented. It is the responsibility of the parents to provide any updated or revised legal documents. The school will not assume responsibility for enforcing family agreements not legally filed.

### ***Spelling Bee***

#### **Elementary School**

1. Starting eight weeks before the schoolwide spelling bee, grades one through six are to have at least six class spelling bees. The spelling bee stops when two students remain and their names are recorded. Both of the students will be considered the winners mentioned in guideline number two below.
2. The participating students will receive points throughout the week to qualify for the schoolwide spelling bee. These spellers will compete in the schoolwide spelling bee that is held at school.

### **Secondary School, grades 7 through 9**

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

### ***Standardized Testing***

The school uses the Iowa Assessments as its official standardized testing program for students. These nationally recognized tests measure achievement in key academic areas and help guide instruction. Testing is administered annually in the spring. All students are expected to participate unless exempt through an IEP, 504 Plan, or service plan. Students with documented needs will receive appropriate testing accommodations as outlined in their plans. Test results are sent home with the student's final report card at the end of the school year. Results are used to monitor student growth, inform instructional planning, and identify academic needs. Parents may request a meeting to review and interpret their child's scores.

### ***Student Supplies***

All students are expected to provide their own paper, pencils, pens, notebooks, and other necessary supplies. A list of required school supplies for each grade is sent out in June and is also available on the school's website.

### ***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 if the school has created the need (for example, an athletic activity has been canceled). A faculty or staff member may give permission for a student to use his personal cell phone for an emergency or announcement.

## **Academics and Graduation Requirements**

### ***Academic Information***

The elementary, junior high, and senior high students use the ABeka book curriculum from Pensacola Christian School and the Bob Jones University Press curriculum. These curricula stress the traditional approach to education, including daily instruction in the Bible as part of the curriculum. The primary reading program is based upon a phonetic approach.

### ***Dropping a Class***

There will be no indication on a student's transcript or GPA change if the class is dropped in the first five weeks of the year or the first five weeks of the semester if the class is a one-semester class. The class dropped after five weeks will cause a "WP" (withdrawal passing) or "WF" (withdrawal failing) to be noted on the student's transcript. A WF will not jeopardize a senior's ability to participate in graduation. Neither designation will affect the GPA.

### ***Grading System***

Gloucester County Christian School uses the following grading scale

- 100% A+
- 99% - 94% A
- 93% - 92% A-
- 91% - 90% B+
- 89% - 87% B
- 86% - 85% B-
- 84% - 82% C+
- 81% - 78% C
- 77% - 76% C-
- 75% - 74% D+
- 73% - 72% D
- 71% - 70% D-
- 69% - 60% F
- 0 -- a single zero on the report card indicates an incomplete grade

### ***Graduation Requirements***

In order to graduate from GCCS, the student must accumulate 110 credits in grades nine through twelve plus 5 credits in Bible for each year the student is in Gloucester County Christian school. A student's diploma will not be given until all financial obligations have been met. This includes, but is not limited to:

1. Tuition
2. Book fees
3. Athletic uniforms and equipment fees
4. Any other school fees

Classes offered at GCCS must be taken at GCCS. Secondary school credit will be given for approved classes taken at Rowan College of South Jersey if it is a class not offered by GCCS. Students will not earn credit for an outside class if it is offered at GCCS (e.g., *a student is not allowed to take 11th English at RCSJ instead of GCCS because it is an offered course at GCCS, but could take Eng 101 to get ahead for college*).

GCCS offers dual credit opportunities in partnership with Rowan College of South Jersey (RCSJ), Maranatha Baptist University (MBU) and other approved institutions. These programs allow qualified high school students to earn both high school and college credit simultaneously, giving them a head start on their college education. Courses are taught either on the college campus, online, or through approved instructors at GCCS. All dual credit courses must be pre-approved by the administration to ensure alignment with graduation requirements and academic standards.

The administration reserves the right to adjust these requirements as needed on a case-by-case basis, especially in the case of transfer students and students whose schedules have been modified. The following are course requirements for graduation:

|                    | <b>Credits Per Course</b> | <b>Minimal Years Required</b> | <b>Total Possible Credits</b> |
|--------------------|---------------------------|-------------------------------|-------------------------------|
| Bible              | <b>5</b>                  | <b>4</b>                      | <b>20</b>                     |
| English            | <b>5</b>                  | <b>4</b>                      | <b>20</b>                     |
| Social Studies     | <b>5</b>                  | <b>4</b>                      | <b>20</b>                     |
| Physical Education | <b>5</b>                  | <b>4</b>                      | <b>20</b>                     |
| Math*              | <b>5</b>                  | <b>3</b>                      | <b>15</b>                     |
| Science*           | <b>5</b>                  | <b>3</b>                      | <b>15</b>                     |
| Foreign Language   | <b>5</b>                  | <b>2</b>                      | <b>10</b>                     |
| Speech             | <b>2.5</b>                | <b>1</b>                      | <b>2.5</b>                    |
| Electives          | <b>1-2</b>                | <b>N/A</b>                    | <b>N/A</b>                    |

*\*Honors math and science courses earn 5.5 credits per course and Dual Credit Courses earn 6 credits per course.*

A student may not participate in the graduation ceremony if they have failed a course during their senior year or have not successfully completed a previously failed required course from earlier high school years. Seniors who must attend summer school to complete graduation requirements will receive their diploma only after successfully passing the necessary course.

## ***Graduation Scholarships***

Several scholarships are available at graduation. The academic achievement award is given to the senior with the highest academic average throughout the four years of high school. The student must have attended (GCCS) three of the four years in high school. The Didaskalos 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 grades kindergarten through 12. A custom-made blanket is given to the family to acknowledge this accomplishment.

Valedictorian and Salutatorian honors are awarded to the first- and second-ranked students in the graduating class, based on cumulative GPA. To be eligible, a student must have attended Gloucester County Christian School (GCCS) for at least three of the four high school years, hold a minimum cumulative GPA of 3.7, and met attendance requirements over the prescribed three year period. GPAs will only be calculated from time at GCCS. The top four students in the class will be invited to prepare a graduation speech. Once final class rankings are confirmed, the top two students will be officially notified of their selection as Valedictorian and Salutatorian.

## ***High School Retreat***

Each fall, students in grades 9–12 participate in a required high school retreat during the first few weeks of school. This special event is designed to set a strong spiritual foundation for the year ahead while fostering unity among the student body. Through engaging worship sessions, biblical teaching, and intentional group activities, students are encouraged to grow in their faith and build meaningful relationships with their peers. The retreat provides an opportunity to pause, reflect, and refocus on Christ as the center of all learning and life at school. The retreat is an overnight event from a Thursday morning through Friday evening. Expenses for the retreat are included in the activity fee. If for any reason your child is unable to attend, refunds will not be issued.

## ***Homeschool***

We welcome homeschool students to take classes in the junior high and senior high.

## **Junior and Senior High Homeschool Students**

### **Class Selection:**

1. Homeschool students need to choose a core course for their first course, and can select a secondary course for their second or third option
  - a. **Core Courses:** Bible, Science, Math, History (11-12 Dual Enrollment), English, 11th-grade Speech/PE
  - b. **Secondary Courses:** Foreign Language 9th-10th, PE 7th-10th & 12th
2. Add-ons with each course selected
  - a. Each course enrollment receives one activity period per week

- b. Students can try out for Extracurriculars (Soccer, Basketball, Baseball, Softball, Play, Non-Elective Fine Arts)
- c. Chapel and Lunch attendance are available based on the course schedule
  - i. Chapel is not required, but if a student has a class before and after, then they also need to go to chapel
- 3. Homeschool students may attend class (homeroom) parties, enrolled-course field trips, and IOWA testing.

#### Guidelines:

- 1. If the student signs up for a first-hour class, they must attend homeroom and should be placed on a homeroom roster.
- 2. Students on campus during periods when they are not scheduled for a class will be assigned to a supervised classroom and placed on that teacher's roster. For safety reasons, students may not regularly sit outside the office during unscheduled times.
- 3. Homeschooled students enrolled in high school courses at GCCS must adhere to the school's attendance policies in order to receive academic credit. Consistent attendance is essential for meeting course requirements, participating in instruction, and maintaining academic progress. Failure to comply with attendance expectations may result in loss of credit for the course, regardless of academic performance. *(See attendance policy section)*

### **Elementary Homeschool Students**

Elementary students may enroll as a homeschool student as well. They may participate in special days on campus including Fall Festival, sports day, etc. All homeschool students may attend the field trips and participate in the end of year achievement testing.

### **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 throughout homework assures the student a complete mastery of the subject
- 2. Special projects--book reports, composition, special research, can be carried out through homework in order to ensure a deeper understanding of the subject

### **Elementary Homework Guidelines**

Homework expectations are based on grade level, with approximately **10 minutes per grade:**

- 1st Grade – 10 minutes
- 2nd Grade – 20 minutes
- 3rd Grade – 30 minutes
- 4th Grade – 40 minutes
- 5th Grade – 50 minutes

- 6th Grade – 60 minutes

These times are approximate and reflect the needs of an average student. Some students may require more or less time depending on ability and work habits.

### **Junior High and High School Homework**

As students progress into junior high and high school, homework naturally becomes longer and more complex. Assignments are designed to build critical thinking, reinforce classroom instruction, and prepare students for higher academic expectations. Students are expected to manage multiple subjects, complete long-term projects, and study independently for quizzes and exams. This increased workload helps develop responsibility, time management, and study skills essential for future academic and personal success.

### ***Honors Math Track***

- Placement for Honors Math will be under the purview of the Academic Administrator. The AA or classroom teacher will test and gather any relevant information to make the determination. The requirements for upcoming Seventh graders are:
  - An “A” average for the year
  - Recommendation from the Sixth Grade Teacher (If it is a homeschooling situation, the AA reserves the right to assess the student’s work.)
  - Pass the Placement Test with an 80% or higher.
- The GCCS sixth-grade teacher will proctor the test for the current sixth-grade students, and a designated teacher will grade and make her recommendations with the sixth-grade teacher.
- The AA will communicate the results to the office and the teachers.
- The Academic Administrator will send out a letter to the parents informing them of their student’s status.
- New students will undergo the screening process upon admission.

### **Provisional Honors Status:**

Students receiving a D (70% - 75%) may need to be placed on “Provisional” status because this is an Honors class. “Provisional” honors status means that the student will need to complete some summer work (assigned at the discretion of the Academic Administrator) and will need to maintain an 80% or higher for the first semester of the course. If the student is unable to meet these requirements, a decision will be made regarding the student’s ability to remain on the Honors track.

### **Optional Summer Assignment:**

Students earning a C (77%–84%) are strongly encouraged to complete summer work to better prepare for the upcoming school year. Summer work will be assigned at the discretion of the Academic Administrator.

### ***Honor Society***

The American Christian Honor Society is a national organization designed to recognize and honor students in grades 10 through 12 who show excellence and academics, leadership, and character. The student is first eligible in 10th grade. The initial application is given to the student who has a 92%



average or better for their high school years. This election is made by a committee of teachers from grades 10 through 12.

### ***Parent-Teacher Conferences***

Parents who wish to schedule a conference should contact the teacher directly to arrange a mutually convenient time. Once an appointment is set, the teacher will inform the office of the scheduled meeting. Likewise, teachers may initiate a conference by reaching out to the parent and following the same procedure.

### ***Principal's List/Honor Roll***

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

- Principal's list students are those who have a 92% or above or an A minus or above in all subjects.
- Honor roll students are those who have a 86% or above or at least a B minus 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. End-of-the-year 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 end-of-the-year awards as well. Marking period grades will be used to determine marking period honor rolls and principal's lists but not used to determine the end-of-the-year honor roll and end-of-the-year principal's list. For example, high school speech is one semester and will be used to determine end-of-the-year awards. However, junior high art and music are one marking period long, and therefore those grades will be used for marking period awards but not the end-of-the-year awards.

### ***Promotion/Retention***

#### **Elementary Academic Intervention Policy**

Students in grades 1–6 who receive a failing grade (F) in Bible, phonics, language arts, math, or reading are required to attend summer school or complete 30 hours of structured tutoring in the subject area.

Any student receiving two F's in any subjects will be retained at their current grade level. Students who receive a D in Bible, reading/phonics, language, or math must also complete 30 hours of structured tutoring to strengthen foundational skills. Students earning a D or F in science, history, or spelling will be required to participate in study skills tutoring to support academic development across subjects for a total of 15 hours.

## **Secondary Academic Intervention Policy**

Students in grades 7–12 who fail one or two subjects must complete those courses in summer school. The school office will provide information regarding approved summer school options and fees. Students who fail three or more subjects in a given academic year will be retained at their current grade level. Students who fail an honors course will be placed in the traditional track for that subject the following year.

### ***Summer School***

#### **Grades K through 6**

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

#### **Grades 7 through 12**

Students who attend summer school must present written proof of attendance and the grade they received in order to receive credit in that subject. Acceptable options for make up include the following:

1. Educere
2. GCCS-approved programs

### ***Progress Reports***

GCCS does not issue traditional progress reports, as parents have continuous access to their child's academic progress through PowerSchool. This online platform allows parents to view grades, assignments, and attendance in real time, providing up-to-date information throughout the marking period. We encourage parents to regularly check PowerSchool and communicate directly with teachers if they have any questions or concerns about their student's performance.

### ***Report Cards***

The purpose of the reporting system is to give parents and students an indication of the progress which their child is making.

1. Report cards are issued quarterly and must be returned with the parent's signature.
2. Students or parents who lose their student's report card will be charged a fee.
3. Students have three school days from the day the report card is sent home to return the card. This specific date is on the school website calendar. If the student fails to return the report card within this time, it will result in a detention.
4. Report cards are not given out at the end of the school year if all student accounts and responsibilities are not met. A report card may be held any marking period at the office for the following reasons:
  - a. Outstanding financial accounts.
  - b. Detentions not served.
  - c. Sport uniform not turned in.

- d. Student textbook fee, Chromebook replacement or damage charge or library book fine not paid.
5. Due to parent's ability to view grades online, it is possible in the future that report cards may not be given.

### ***Yousa Pousa***

Early in the school year, students in grades 7–8 attend the required “Yousa Pousa” event—a special time set aside to strengthen their walk with God and build community with their classmates. Through chapel sessions, group activities, and team-building games, students are challenged to grow spiritually and develop Christ-centered friendships. This retreat helps set the tone for the school year by encouraging students to pursue godly character, unity, and a deeper relationship with Christ. Fees associated with Yousa Pousa will be included in the activity. If your student is unable to attend the event, fees will not be refunded.

## **Extracurricular Policies**

### ***Parents Advancing Christian Education (P.A.C.E.)***

This parent organization is designed to help the school and 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 sponsor community events and major fundraisers.

### **Athletics and Fine Arts**

#### **General Statement**

1. A student must be in school by 11:00 AM on the day of an event to participate unless excused by the Athletic Director, a Principal, or Superintendent for the following reasons (a non-exhaustive list):
  - a. School functions
  - b. Emergencies
  - c. Church trips returning late

- d. Doctors appointment
  - e. Unforeseen circumstances
2. Any student who does not return any athletic uniform, outfit, or equipment will receive a detention, and the student will not receive his report card or diploma
  3. Any student that participates in any interscholastic athletic activity must have a physical exam before the first practice in that sport. The exam given is good for a 12 month period. A copy of the exam form is on the school website. The coach shall make sure that the entire form is filled out completely.
  4. If a student receives an OSS, he shall not participate in the athletic program for at least two weeks.
  5. Activity fees will not be refunded due to a student becoming ineligible or injured once the season or session has begun.

### **Academic Eligibility Policy for Sports and Extracurricular Activities**

The Academic Administrator monitors student grades to determine eligibility for participation in extracurricular activities, including athletics and fine arts.

To remain eligible, students must maintain:

- A minimum overall grade point average of 77% (2.3), and
- No grades of F in any subject.

A student who receives an F or whose GPA falls below 77% (2.3) will become ineligible for at least two full weeks. After this period, the student may request a grade check. To regain eligibility, all academic standards must be met. Grade checks may only be requested once per week. While ineligible, a student may practice with the team, group, or ensemble, but may not travel to any games or perform.

### **Service Plan/IEP Exception**

Students with an active service plan or IEP will remain eligible if, in the judgment of their teachers, they are demonstrating consistent effort, attending tutoring, and cooperating with the accommodations provided. This exception may still apply if the service plan is inactive due to parental withdrawal from special services.

### **Scheduled Grade Checks**

Official grade checks will occur at the following times:

- **Fall:** 4½ weeks into the first marking period (October)
- **Winter:**
  - 4½ weeks into the second marking period (December)
  - At the time of the report card being issued (February)
- **Spring:** Third Friday in March

A coach's pre-check warning will be given three weeks into each quarter, giving coaches and activity leaders early notice of students at academic risk.

### **Participation Oversight**

The Athletic Director or the coach, under the direction of the Academic Administrator, will review student grades when teams or activity rosters are formed. Based on this review, a student may be deemed ineligible to participate even before official grade checks occur.

Coaches and directors may request periodic grade reviews throughout the season. Continued participation is not guaranteed and may be revoked due to academic underperformance.

### **Eligibility for Homeschool Students**

1. Homeschool students may participate in the athletic program if enrolled in at least one core academic class for the entire school year. (See Homeschool Guidelines)
2. The sports fee is not included in the tuition for homeschool fees.
3. The grades of the homeschooled student will be monitored by the Athletic Director or faculty supervisor.

### **Eligibility for Senior High, Junior High, and Middle School Extracurricular Program**

- Students in grades 9 through 12 are eligible for senior high programs.
- Students in grades 7 and 8 are eligible for junior high and middle school programs.
- Students in grade 7 and 8 are only eligible to participate in extracurricular sports according to the following:
  - a. If a varsity roster has a need for additional athletes to fulfill the roster (for example seven students sign up for varsity softball, but nine students are needed to field a team)
  - b. If the current varsity roster became compromised due to injuries, illness, and or academic eligibility; provided the change was prior to league deadlines, the decision to allow a grade 7 or grade 8 student to participate would be made upon the current coaches request. For example, if there are 14 student athletes on the varsity soccer roster and three of those student athletes are injured (leaving 11 to field a team) and no bench in the event of a red card)
  - c. Those grade 7 and or grade 8 students and their parents must sign the NJSIAA waiver according to the NJSIAA policy article VCL which states that 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 sixth, seventh, and eighth grades and who are otherwise academically eligible, to participate on the junior varsity or varsity teams where such students will be 16 years of age or older upon entrance into the ninth grade prior to September 1. Guidance departments in school administrators of elementary schools should provide the athletic director with ages of all students so they can be assured of four years of eligibility prior to becoming ineligible at age 19.
- Students in grade 6 may be considered for participation in a junior high sport only if the roster for that sport has an insufficient number of eligible student participants. There will be a contract for parents to sign regarding academic eligibility and participation.

## **Gym Usage and Locker Guidelines**

1. No one is permitted in the gym or locker rooms except during supervised times.
2. No athletic equipment of any kind is to be used without first getting permission from the PE teacher or coach.
3. No food or drink is permitted in the gym, except during scheduled athletic events or lunch.
4. A fine of \$10 will be charged for locks that are lost or broken.
5. Adhesive substances may not be placed in or on the locker, except for notes or other paper items which may be attached to the locker only by means of a magnet.
6. Lockers are the property of GCCS and will be inspected on a regular basis. School officials reserve the right to conduct an announced or unannounced search of any and all lockers. Students must comply with and assist GCCS administration in accomplishing all searches and inspections of the lockers.
  - a. A fee of \$5.00 will be charged to a student whose locker is not clean at the end of the school year
7. Pictures that are considered to be even remotely unwholesome in nature in the sole discretion of the administration shall not be placed in or on the locker.
  - a. For example: musicians, actors, actresses, worldly activities, or worldly themes.
  - b. The violation of this guideline may result in a detention
8. 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 may result in a detention in the discretion of the Administration.

## **Closing Thoughts**

At Gloucester County Christian School, we are committed to partnering with families to provide a Christ-centered education that nurtures academic excellence, spiritual growth, and godly character. This handbook is designed to support that mission by promoting order, clarity, and unity within our school community.

We pray that each student will grow in wisdom, knowledge, and love for the Lord Jesus Christ throughout their time at GCCS. As we strive to honor God in all we do, may our conduct reflect His truth and grace, both within our school and in the world around us.

We look forward to a school year filled with learning, growth, and blessings—and we thank you for being a vital part of the GCCS family.

**"And whatsoever ye do, do it heartily, as to the Lord,  
and not unto men." – Colossians 3:23**

## Appendix A

French Toast School Uniform  
Girls Straight Fit Stretch Twill  
Pant



Children's Place Girls  
Uniform Stretch Bootcut  
Chino Pants - Blue



Lee Women's Wrinkle Free  
Relaxed Fit Straight Leg  
Pant



|                                                                                                                                                                   |                                                                                                                                                               |                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Children's Place Girls Uniform Wide Leg Chino Pants - Blue</u></b></p>  | <p><b><u>Landsend Girls Iron Knee Blend Plain Front Chino Pants</u></b></p>  | <p><b><u>Lee Women's Wrinkle Free Relaxed Fit Straight Leg Pant</u></b></p>  |
| <p><b><u>St. John's Bay Women's Relaxed Fit Girl Friend Chino Pant</u></b></p>  |                                                                                                                                                               |                                                                                                                                                                 |

#### Appendix B (Example of Student Behavior Contract)

|                                                                                     |                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Gloucester County Christian School</b><br/> 151 Golf Club Road, Sewell, New Jersey 08080<br/> <a href="https://www.gccs.co/">https://www.gccs.co/</a>   Phone_ 856.589.1665   Fax_ 856.582.4989<br/> <i>A ministry of Hardingville Bible Church &amp; A member of AACCS and GSACS</i></p> |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Student Behavior Contract

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

Contract Duration: From \_\_\_\_\_ to \_\_\_\_\_

Purpose



This behavior contract has been established to provide clear expectations for conduct and to support the student in aligning behavior with the values and standards of Gloucester County Christian School. It is our desire to see every student grow in character, responsibility, and spiritual maturity.

This contract is issued due to the accumulation of disciplinary actions and/or repeated behaviors inconsistent with school expectations. The goal is to restore the student to full standing through partnership with the school, the family, and the Lord.

### **Behavior Expectations**

The student agrees to the following expectations:

1. Demonstrate respect toward all teachers, staff, and fellow students.
2. Follow all classroom and school rules without argument or defiance.
3. Speak and act in ways that reflect biblical values and school standards.
4. Avoid behaviors that are disruptive, dishonest, harmful, or disrespectful.
5. Attend all assigned detentions or disciplinary consequences without issue.
6. Complete all academic responsibilities with integrity.

### **Support and Accountability**

The school will provide:

- A designated staff mentor to check in weekly.
- Opportunities for counseling or pastoral support if needed.
- Clear feedback on progress and communication with parents.

### **Consequences of Non-Compliance**

Failure to uphold this contract may result in:

- Loss of extracurricular privileges
- Suspension
- Enrollment review and possible dismissal

We believe in the student's potential to grow and succeed. This contract is intended to help redirect behavior in a way that honors Christ and strengthens character.

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix C: Appeal to the School Board

### **DIRECT APPEAL TO SCHOOL BOARD**

**Instructions:** At GCCS, we place a significant trust in our leadership, but we know they are not perfect. This form is provided for parents to submit a complaint against the Superintendent or Administration. Please complete every question and answer truthfully. “Not Applicable” is not an acceptable answer to any question and will cause the form to be returned to you to be corrected with an acceptable answer. We take all allegations of professional misconduct seriously and will handle your complaint in an efficient and confidential manner. Once you submit this form, we expect that you will keep this matter confidential until directed otherwise by the School Board. Please refrain from emailing any board members directly about your concern(s). You can submit your completed form to *liaison@gccs.co*.

#### **I. GENERAL INFORMATION**

A. Please enter your name unless you have a valid reason for remaining anonymous:

B. Legitimate Reason(s) for Anonymity

C. Have you prayed about your concern(s) and this appeal process?

- Yes
- No

D. Have you prayed for the Superintendent who is the subject of this appeal?

- Yes
- No

## II. MATTHEW 18 REQUIREMENTS

A. Have you first confronted the Superintendent or Administrator about your concern(s)?

- Yes
- No

B. Have you taken one or two witnesses with you to confront the Superintendent or Administrator about your concern(s)?

- Yes
- No

C. If you answered No on II.A. or II.B. (above), why would it be appropriate to break the Chain of Command and the standard established by the Lord in Matt 18:15-17?

D. Have you spoken to anyone else about your concern(s)?

- Yes
- No

A. Please provide the names of all parties involved in this matter and their relationship:

**II. FORMAL COMPLAINT**

- A. Is this matter urgent and in need of consideration before the next board meeting?
- Yes
  - No
- A. Are you requesting to be heard at a board meeting on this matter? Note: any request to appear before the board is subject to the board's determination.
- Yes
  - No
- B. Please provide a complete yet concise statement of your complaint against the Superintendent to be reviewed by the School Board.

**III. ACKNOWLEDGEMENTS**

- A. Will you agree to continue to pray about this situation?
- Yes
- B. Will you agree to keep this matter confidential until directed by the School Board?
- Yes
- C. Will you agree to update the School Board immediately by emailing [liaison@gccs.co](mailto:liaison@gccs.co) with any new information regarding this complaint as it becomes available to you?
- Yes
- D. Was everything you alleged above the truth?
- Yes

---

Signature of Parent

Date