



**Parent-Student  
Handbook  
2022-2023**

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## **Mission and Ministry**

### **Mission Statement:**

Educating the whole person for the whole world with the whole truth of Christ.

Our mission is to educate the whole person for the whole world with the whole truth of Christ. Utilizing small class sizes (7-10 students), we aim to individualize a student's academic experience and moral formation, allowing them to maximize their Kingdom impact on their family, school, church and community. We believe in not just educating the minds of students, but following the best education practices of the past, we aim to form the character and hearts of the learners in our care through modeling, Christian practices, and mentorships.

### **School Philosophy**

Gainesville Preparatory School is inspired by pre-modern methods of education that emphasize educating the child as a “whole person,” capable of appreciating the beauty of God’s world and learning to develop the fruits of the Spirit as an essential component of their education. An emphasis on character development is central and aims to create more than minds full of information, but to offer the world deeply formed and sanctified examples of a Christian lifestyle.

To develop our curriculum, we pull from the best of the educational world, choosing resources that reinforce our underlying philosophy. Our books and materials vary from year to year based on the unit studies we are enjoying, but our standards remain the same: quality materials that spread a feast of great ideas before our children and teenagers.

## **Statement of Faith**

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).

We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that humans are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling of the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4).

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

## **Statement of Non-Denominational Position**

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

## **Statement of Non-Discrimination**

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

# **General Information, Policies and Procedures**

## **History**

Gainesville Preparatory School began as part of 3CTutoring with a few homeschooling families who expressed interest in education from a small school, small class format in 2019. During the covid-19 pandemic, the school grew, adding numerous students and expanding from one unit to two at our Thompson Bridge Road location. In late 2021 and early 2022, the administration, faculty, and parents saw the need for an accredited Christian school in our area of Hall County that offered a full, five day program preparing students for college and technical school, but maintained our emphasis on small classroom sizes with more individualized instruction. Prayerfully seeking God's will, the decision was made to pursue Georgia Accrediting Commission accreditation, and to purchase a building on Limestone Road that will provide ample room for expansion.

## **Accreditation/Membership**

GPS is currently in "Preparatory Status" for accreditation in our K-8 through the Georgia Accrediting Commission (GAC) and our 9<sup>th</sup>-12<sup>th</sup> grade is currently accredited with the GAC. We should have finalization of our accreditation for our lower grades in September 2022. Further, we are a member of the Association of Christian Schools International and will be seeking accreditation from them in the near future.

## **Mediation/Arbitration**

By enrolling at GPS and agreeing to abide by the terms of the Student Handbook, each student and his/her parents/guardians agree and acknowledge that the Bible teaches that every person should make every effort to live at peace and to resolve disputes with others in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the student, and his/ her parents/guardians agree that any claim or dispute arising from or related to their enrollment at GPS, or their participation in GPS activities, shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries (complete text of the Rules is available at [www.Peacemaker.net](http://www.Peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The student and his/her parents/guardians understand that these methods shall be the sole remedy for any controversy or claim arising out of or related to their enrollment at GPS, or their participation in GPS activities, and expressly waive their right to file a lawsuit in any civil court for such disputes, except to enforce an arbitration decision.

## **Policies and Regulations**

The following policies and regulations have been designed to assist the administration, faculty and staff, students, and parents in working together in the educational processes of GPS. Undoubtedly, there will be extenuating circumstances to almost every policy and/or rule.

## **Communications**

At GPS, we strive to maintain strong relationships between our faculty, administration, and parents, firmly believing that a student's education is furthered most when we all work together as a team. There are a variety of communication methods that we utilize at GPS, including the following primary avenues.

**GPS Website:** Our website provides information about the school, including our instructional and special event's calendar. Special announcements and school news can also be found on the site in addition to being emailed to all pertinent groups.

Assignments and classroom activities are found on individual teacher Pages through our SchoolWorx system. A link to the parent/student portal is in the upper right hand corner of our website or at <https://portal.myschoolworx.com>

**Social Media:** Current events, pictures and news updates are highlighted on the GPS Facebook page, found at: <https://www.facebook.com/gainesvilleprep>

**Email:** Email is frequently used to communicate information to individual parents, particular grades and the entire school for most matters is our preferred method of communication. Please ensure that you keep your most relevant and preferred email address updated in SchoolWorx. Other email communication will include Monthly eNewsletters that are sent to GPS families, outlining important news and events relating to the school.

**Parent/Teacher Conferences:** Parent/Teacher conferences may be scheduled at any time by contacting the individual teacher via email or School Worx.

**Written Communication:** In the elementary school, information is frequently sent home via paper forms that need to be signed and returned with your student the following day. This may include progress reports, field trip forms, and daily homework logs.

**Contacting the School:** You may contact the school directly by phone at 770-322-4494. Teachers may not be interrupted during instructional time and only a message can be left for them.

If there is as change in the custodial situation with your student, it is very important that you contact the office as soon as possible to notify us and provide the school with the proper legal documentation.

Further, if you have a change of address, email, or phone number (**especially emergency contacts**) is pertinent that you update your information in the SchoolWorx system.

## **Student Transcripts and Records**

Student transcripts and other information may only be released to the parent(s)/guardian(s) of the student on record or to the student should they be eighteen years of age and **requests must be submitted in writing**. Should there be a balance on your student's account for any reason, transcripts and records may not be released until they are paid in full.



Access to student records, for any reason, including viewing only, shall be limited to persons having a signed release/authorization from a parent/guardian, a court order, or those directly involved in the educational well-being of the student.

### **Student Report Cards**

Parents are encouraged to become involved in their student’s educational process by frequently checking the SchoolWorx parent portal for the latest behavior, grade, and other information regarding their student. Report cards will be sent electronically through SchoolWorx at the end of each nine week grading period.

### **Tuition and Fees**

All parents of GPS students are required to join SchoolWorx, our primary method of communicating educational information with parents and also our tuition and billing system.

Tuition and fees may be paid in the following manner:

1. Full payment for the year with a 3% discount. This payment is due by July 15<sup>th</sup>.
2. Ten monthly payments, due on the 1<sup>st</sup> of each month of the school year (August-May)
3. Twelve monthly payments due on the 1<sup>st</sup> of each month (June-May)

### **Tuition Rates**

Tuition rates are listed as variable as we offer financial aid through an application process at the beginning of each school year. We have a third party company that handles evaluating the financial status of each family and offers GPS an adjusted amount of tuition that each family should be expected to pay each year.

Kindergarten to 5 <sup>th</sup> Grade	\$5,000 to \$10,000 per year
6 <sup>th</sup> to 8 <sup>th</sup> Grade	\$5,000 to \$11,000 per year
9 <sup>th</sup> to 12 <sup>th</sup> Grade	\$5,000 to \$12,000 per year

### **Annual Re-enrollment/Security Deposit**

For re-enrollment the following school year, all returning students must complete online re-enrollment by April 1. A non-refundable deposit of \$125 per family is required by April 15<sup>th</sup> to hold your child/children’s spot(s).

### **Supply/Computer Fee**

Students will need access to a computer during the school day as many of our assignments include online and/or computer related components. A student may register their own device at the beginning of the school year for a \$25 fee (to cover our internet filtering system) or they may purchase a Chromebook through GPS for \$125 which includes the installation of a cutting-edge internet filtering system. This Chromebook can be utilized for multiple years. An order email will be sent out via SchoolWorx in early July. For 2022-2023 computers will be provided for all students.

## **Late Account Policy**

Tuition and incidentals are due on the 1<sup>st</sup> of the month and are considered past due after the 5th of the month. If the SchoolWorx auto draft is unsuccessful or if your account is unpaid on the 5th of the month, a \$25.00 late fee will be applied per student to the current balance due.

## **Insufficient Funds and Returned Payments**

A charge of \$30.00 plus any charge the bank assesses the school will be collected for any payments returned to GPS by the bank.

There is a Non-Sufficient Funds (NSF) fee of \$30.00 which will be incurred if a payment is returned. If a tuition draft/payment returns, we will attempt to redraft the payment 15 days after the original draft date. If this draft is returned again, your account, including all payments on behalf of the student (i.e. field trips, tuition, etc.) must be paid by cash, money order, credit card, or cashier's check for that month in the business office. This applies to any payment made to GPS.

If, a student account remains unpaid at the end of a month, the following consequences will be enforced:

1. Access to student records, including report cards, transcripts, and grades will not be released until the account is paid in full; this also includes access to records through the SchoolWorx parent/student portal.
2. Students may not be allowed to sit for exams or participate in graduation if accounts (tuition and incidentals) are unpaid after the 5th of the month.
3. Students may not be allowed to return to class if the account is unpaid at the end of the month.
4. Permanent records will not be transferred until the account is current.
5. If the student is not attending class due to payment delinquency, the student will not be allowed to participate in any sporting event or school activity during this time.

If extenuating circumstances and/or hardship are the determining factor for non-payment and late accounts, please contact [randy@gainesvilleprep.com](mailto:randy@gainesvilleprep.com) as soon possible to discuss options. We understand that life can sometimes throw hurdles before us and we want to help in any way possible.

## **Credit/Debt Card Fees**

All payments made via credit/debt cards will incur a 3% processing fee. There is **no fee** for setting up an ACH/checking account payment.

## **Tuition Refunds**

The June tuition payment is non-refundable. Tuition will be charged for the full month in which a child is withdrawn or dismissed, regardless of the number of days attended.

## **Withdrawal Policy**

If it becomes necessary for parents to withdraw a student, the parent will officially notify the Admissions Office. Tuition is due through the end of the current month the student attends. In addition, a withdrawal fee of \$500.00 will be due at the time of withdrawal. Student's records will not be released until the withdrawal payment has cleared the bank.

## **Financial Aid**

GPS is committed to providing a Christian school education to students that yields numerous benefits for each student and the world around them that they will impact. We also understand that this education can become costly and as such, we will allow the allocation of donor contributions toward a designated fund to offer financial aid for students in need. Further, we offer a variable tuition rate, determined by a third party (FACTS Aid Management) at the time of admission. If, you would like to apply for financial aid please discuss this option with the Head of School during the admissions process or at a later time via [randy@gainesvilleprep.com](mailto:randy@gainesvilleprep.com)

## **Georgia Special Needs Scholarship Program Recipients**

Recipients of the Georgia Special Needs Scholarship will have their scholarship amount deducted from the total amount of tuition due for the year. The total amount of tuition due for the year may include GPS financial aid and GSNS funding and after deducting the combined amount of aid, the tuition and fees may be paid in the following manner:

1. Full payment for the year with a 3% discount. This payment is due by July 15<sup>th</sup>.
2. Ten monthly payments, due on the 1<sup>st</sup> of each month of the school year (August-May)
3. Twelve monthly payments due on the 1<sup>st</sup> of each month (June-May)

## **Policy on Raffles**

According to Georgia Code 16-12-22.1 any raffle operated by a nonprofit, tax-exempt organization fall under the state gambling laws. Therefore, it is the policy of GPS to forbid such activities as raffles. Raffles are defined as any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize. Such terms shall also include door prizes which are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded.

## **Student Technology Acceptable Use Policy**

### **Reasons For This Policy**

Gainesville Preparatory School ("GPS") is providing computer network and Internet access for its students and employees. This service allows employees and students to share

information, learn new concepts, and research diverse subjects. GPA has adopted this Technology Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by GPS. Students are required to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or administration. GPS may revise the Acceptable Use Policy, as it deems necessary and will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students and parents or guardians. Any questions regarding this policy should be directed to the Head of School.

### **Computer & Internet Uses**

Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of GPS, parents, and community members. The use of the Internet and technology equipment within GPS is a privilege not a right. Therefore, violations of this policy may result in disciplinary action and/or restrictions of technology equipment access privileges.

### **Acceptable Uses**

All Internet or technology equipment use shall be consistent with the vision and mission of GPA. It is imperative that users of the Internet or technology equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

### **Impermissible Internet & Computer Equipment Uses**

The following uses of the Internet & computer equipment are prohibited:

1. Any violation of posted computer lab rules, applicable school policy, or public law by such use.
2. Any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting.
3. Any attempt to bypass school security, including Internet filters, or password fraud is forbidden.
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means.
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates.
6. Any violation of copyright, trade secret or trademark laws.
7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource.
8. Any attempt to access information beyond the users authorized access to any electronic information resource.
9. Any destruction, defacement, theft, or altering of school equipment.
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

### **Monitoring**

GPS reserves the right to monitor and review any material on any device at any time in order for the school to determine any inappropriate use of technology resources. The staff will make a reasonable attempt to supervise student use of technology equipment, in a manner that is appropriate to the students' age, circumstances of use, and classroom objectives.

### **Disclaimer Of All Warranties**

GPS makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or technology equipment. Neither GPS nor any supporting Internet services will be responsible for any damages that an Internet user suffers. GPS expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by GPS or the Internet server or by the users error or omissions. Use of any information obtained via the Internet is at the user's own risk. GPS expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

### **Security**

GPS will implement security procedures on Internet access to protect against unacceptable use.

Technology users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone, with the exception of parents or guardians, is not permissible and may result in the loss of privileges. Technology users will be held accountable for any activity that occurs during their login session to technology equipment. Any security problems should be reported immediately to the teacher or Head of School.

### **Encounter Of Controversial Material**

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. GPS' filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

### **Personal Internet Use**

Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's

operations, students may face school discipline and if applicable the proper authorities will be notified.

### **Penalties For Improper Use**

Any user violating this policy or applicable state and/or federal laws will result in disciplinary action and may be restricted from Internet use. Technology equipment infractions may result in detention, Saturday school, suspension, withdrawal, and/or referral to legal authorities dependent upon the gravity of the offense. Determination of the disciplinary action is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration.

### **Electronic Equipment**

Only approved devices may be brought to school at any time or taken with students on field trips.

Unapproved devices will be collected and returned only to the parent. Cell phones brought to school

must be turned off until school is dismissed. The school is not responsible for a student's cell phone or any other electronic device. International or ESL students requiring translation devices must have the device approved by administration before taking it into a classroom. Students must also ensure teacher approval is granted within the classroom prior to usage.

### **Penalties For Electronic Equipment Violations**

Students who violate the Electronic Equipment guidelines or computer policy will be subject to the

following disciplinary action:

1. First offense – 30 minute before school detention (7:45-8:15) at a charge of \$5.00 billed to the student's account.
2. Second offense - 2 before school detentions (7:45-8:15) at a charge of \$5.00 per hour billed to the student's account.
4. Third offense - Saturday School served from 8:00 AM – 12:00 PM at a charge of \$40.00 billed to the student's account.
5. Every offense after will receive a Saturday School.

### **Texting Policy**

Students are prohibited from sending any sexually explicit messages or pictures through the use of any electronic device to include but not limited to any cell phone, computer/laptop, and other personal communication devices.

If a student is found to have participated in inappropriate texting, on or off campus, he will be subject to immediate expulsion from school. If the act took place off campus the student may be subject to criminal charges per OCGA 16-12-100.2. By law, GPS is required to report any violations of this statute to the local authorities if it is proven that the violation occurred while on campus.

## **Cell Phones**

Students are not to have cell phones turned on or visible at any time between 8:30 AM – 3:30 PM. SMART watches that double as cell phones may also not be used during school hours.

**Students may use their phones during their lunch period and/or any period of time a teacher explicitly allows one or more students to use their phones.**

### **Phone Penalties:**

1. First offense – 30 minute before school detention (7:45-8:15) at a charge of \$5.00 billed to the student's account.
2. Second offense - 2 before school detentions (7:45-8:15) at a charge of \$5.00 per hour billed to the student's account.
3. Third offense – Saturday School served from 8:00 AM – 12:00 PM at a charge of \$40.00 billed to the student's account.
4. Every offense after will receive a Saturday School.

Administration reserves the right to punish more severely in cases where students continue to commit cell phone violations. This will be at the discretion of the administration.

## **Bring Your Own Technology Policy**

Technology enhances classroom instruction in many ways and can serve as a helpful learning tool for students. Students in grades 7 – 12 that have registered an approved device for the BYOT program are allowed to bring their approved devices to school to be used in the classroom for learning purposes. Approved devices must have a screen size of 7 inches or larger. The use of these approved devices is at the discretion of the classroom teacher.

Teachers may determine which days are “device on” or “device off” and students are expected to comply with the teacher’s instruction regarding technology usage for that class. Students that do not follow the teacher’s instruction for device usage in the classroom may lose the privilege of using a device in the classroom. Repeated offenses of improper usage of technology could result in detention, Saturday school, suspension, and/or expulsion. ELCA bears no responsibility for damage, loss or theft of any personally owned device brought to school by a student. Personally owned devices that double as cell phones (i.e. iPhone, smart watch, or similar) are not allowed at any time during the school day. (Please see the cell phone policy in the handbook for more details).

## **Visitor Policy**

GPS welcomes scheduled visitors, such as prospective students and parents, but in order to ensure both student safety and operational efficiency, GPS **does not** allow unscheduled visitors (other than parents) during school hours.

Any prospective visitors should call the Head of School before visiting to the school. No visitors are allowed on the hall or in classrooms without prior approval from Head of School and teacher.

Upon arriving on campus, visitors should proceed to check-in through the video doorbell at the main entrance. Only scheduled visitors and parents with good reason will be admitted to the building during the school day.

### **School Hours**

GPS is in session on Monday-Friday according to the school calendar which is provided to each family and available online. Hours are 8:30AM-2:30PM for the lower school and 8:30AM-3:30PM for the upper school.

### **Inclement Weather Days**

In case of the threat of inclement weather, please check the internet, television, or radio for the latest information.

**GPS follows Hall County schools closing policies.** We will also send out a schoolwide email and text to announce inclement weather closings. The school will shift to online learning in the event of inclement weather; if this is not possible, school will be canceled. If, prior notice is available teachers may send home work in lieu of online learning.

### **Emergency Drills**

Monthly fire drills will be held to ensure that students know how to proceed should an active fire occur in the school. Further, tornado and other emergency drills be held on a less regular basis. Evacuation instructions are posted in each room of the school.

### **Illness Policy**

Please respect the health and wellness of the other students in the classroom. Please do not send your child if they have diarrhea, fever, rash or other illness. Children have to be fever free for 24 hours to attend class. If your child has been prescribed an antibiotic, he/she needs to have been receiving the antibiotic for 24 hours before returning to school. If your child has a rash, please send your child with a note from his/her pediatrician stating that the rash is not contagious. If your child's eyes are red with discharge, please have a doctor's note stating that it is not conjunctivitis (pinkeye).

### **Covid-19 Clause:**

GPS preserves the right to check temperatures, ask and require notification of sick family members that are within close contact with the student and/or parent's of the student. GPS reserves the right to ask a student to quarantine for a 5 day period followed by masking while at school for an additional 5 days if deemed necessary. GPS reserves the right to close school temporarily for cleaning purposes if deemed necessary. We are focused on the safety of our student's, their families and our staff. We will hold standards of cleanliness and take



precautions as necessary. Our class sizes remain small and we will be doing daily wipe downs between full cleanings to keep everyone safe and health.

### **Authorized pickup/Leaving during the school day**

At the beginning of the school year, parents will provide GPS with a list of authorized adults or driver eligible students able to pick up or transport your child. If your child needs to be picked up by someone other than a previously authorized adult, please alert your child's teacher or the Head of School with a signed note.

If a student plans to leave the school by any means other than the way she/he came to school, student must present to the Head of School by 8:15AM a note of written permission from the parent(s) for the change in transportation. Any student planning to take a guest home from school must also present written permission to the Head of School by 8:15 AM.

Students driving to and from school must not allow another student to ride in their cars without written permission from both sets of parents, which must be presented to the Head of School by 8:15AM as well.

We understand that occasionally, students must leave for an appointment. Parents need to send a note to the child's teacher and the Head of School in the morning, so that the teacher(s) can plan accordingly. When arriving to pick up your child, please see the Head of School.

### **Before/After School Policies**

- NO students should be in the school building before 8:00 AM unless under the immediate supervision of a teacher, parent, or Head of School.
- Parents must pick up all students no later than 4:00 PM. Should an emergency occur, please call the Head of School immediately.
- No student is permitted in the building or on the school grounds after 4:00 PM unless:
  - A) Requested by a teacher
  - b.) Participating in a supervised after-school activity

Every student on the school grounds after 4:00 PM must be under the immediate supervision of a coach, teacher, sponsor, parent, or the Head of School. Unsupervised middle and high school students remaining unsupervised on campus past 4:00 PM will receive an automatic detention.

### **Tardy Policy**

School begins promptly at 8:30 AM. The late arrival of a student to class is very disruptive to the class environment. Repetitive tardies are disrespectful to both the teacher and fellow students. Timeliness is a matter of parental responsibility.

Tardiness will result in discipline as detailed in the Code of Conduct below.

## **Early Check-Out Policy**

Students will **not** be allowed to leave school early for personal matters (errands, job interviews, haircuts, fitting for clothes, etc. or to return home for books, papers, money, etc.) For safety reasons, teachers will not be permitted to release a child from the classroom without authorization from Head of School. All parents, or others designated by parents, must show ID when checking out a student. No student check-out is allowed after 2:45PM.

If a parent must go out of town and leave his/her child under another's care, parent must provide the school, in advance, written notification of the name of the appointed guardian and whether or not that guardian is authorized to grant permission for various student requests (i.e., leaving school early, going home from school with another student, etc.).

## **Student Dress Code**

Students are requested to dress in comfortable, modest clothing. It is expected that students always maintain high standards of modesty and decency as part of their Christian witness, character development and an exhibition of having high levels of self-worth and self-respect. While the teachers and Head of School retain the authority to determine the appropriateness of a student's attire, the below details should be followed. If, necessary, the Head of School will contact the parent and may require parents to bring new clothes for the student; **repeated violations of the student dress code will result in detention and ultimately suspension.**

### **Dress Code Rules:**

**Tops** – All students may wear t-shirts, polos, or button down shirts that are appropriate in length (covering the mid-riff and back area at all times). Further, the neckline should be modest and not expose the male or female's body inappropriately in any way.

Shirts that are too loose or too tight are to be avoided, as well as shirts that are too long. Students may be asked to tuck in excessively long shirts.

Lastly, no transparent, sleeveless, or spaghetti style/tank top shirts may be worn at any time.

**Shorts** – All students may wear shorts that are not shorter than their fingertips when their arms are stretched out alongside their legs. While khaki shorts are preferred, loose fitting and modest athletic shorts may be worn.

**Pants** –All students may wear pants, including jeans, as long as they are not inappropriately tight for normal range of motion and are not revealing of body parts that should be kept modest. Capri pants that follow all other dress code standards may be worn as well.

**Dresses\Skirts:** For girls, dresses must have sleeves, cover their neckline appropriately, and that are not shorter than their fingertips when their arms are stretched out alongside their legs. Also, they should not be form fitting.

**Shoes:** No flip flops or slippers are to be worn to school.

## **Lower School Policies**

### **Lower School Academic Policies**

#### **Behavior Grade Scale**

E – Excellent

G – Good

S – Satisfactory

NI – Needs Improvement

U - Unsatisfactory

#### **Academic Grade Scale**

**A** 90-100

**B** 80-89

**C** 70-79

**D** 60-69

**F** 59 and below

#### **“A” Honor Roll And “A/B” Honor Roll**

At the end of each eighteen-week period, those students in grades 6-12 earning all “A’s” and “B’s” shall be placed on the “A/B” Honor Roll. Students earning all “A’s” shall be placed on the “A” Honor Roll.

An end of year award is presented to students who were on an honor roll at the end of the Semester 1 grading period AND the Semester 2-13 week grading period (cut off for end of year calculation).

#### **Student Promotion To Next Grade Level**

While grades and teacher recommendation will be primary in determining the promotion of a student to the next grade level, other considerations such as age and emotional maturity may become a factor. If other factors are involved, there will be a schedule meeting between the student’s teacher(s), parent(s), and the administration to determine the best course of action.

#### **Standardized Testing**

A nationally standardized achievement test will be administered to students in third, fifth and eighth grades each May during testing week. This test is mandatory every three years, from third grade to eighth grade. Students may opt to test every three years, or annually.

#### **Attendance**

School attendance is critical to a child’s academic, social, and spiritual success. Missing school may engender major issues in a child’s learning, their ability to connect with peers, and hinder their ability to develop the characteristics necessary to live a godly life. As such,

we encourage parents to ensure that their student(s) are in class unless there is a reasonable excuse such as illness, death in the family, doctor's appointment, or the like.

The Head of School and/or the student's teacher should be notified by 8:30AM should a student be absent from school. The student's work can be procured from the teacher's website or by directly emailing the teacher. The due date for the work will be at the discretion of each teacher, but the teacher must allow the student to make up the work in a reasonable time frame.

Furthermore, it is our duty to notify you of Georgia state truancy laws (20-2-690.1), which deem that children between the ages of 6 and 16 may not have more than 5 unexcused absences during the 180 day school year or they will be considered truant. Missing more than 5 days of school unexcused will result in legal penalties for both parent and child.

An excessive amount of unexcused tardies and unexcused early checkouts are also detrimental to the academic success of individual students and classmates. As such, these must also be reported to the proper authorities. **Students must be in school for four hours for the day to count as present on their record.**

## **Discipline Philosophy And Procedure**

GPS is an extension of the Christian community, including the family, and our ultimate goal is Christian discipleship that teaches students to make responsible, godly decisions in all situations. Discipline is seen as a learning opportunity and as such punitive measures are avoided when possible; the ultimate goal is restoration of "shalom" (harmony/peace) in the community, not excessive discipline or consequences for the sake of consequences. We attempt to model the heart of God in restoring our students while allowing there to be appropriate consequences for their actions.

### **Lower School Positive Behavior Expectations**

Understanding that younger students are at a different point developmentally than those in the middle and upper school, our discipline policies are adjusted to be specific to their age. The teacher plays the primary role in relation to lower school student behavior and attempt to gently and graceful help our students learn the art of self-discipline and character development. At this level, learning to correct behavior is the foremost issue at hand in student conduct and discipline. As such, we attempt to avoid as much as possible involvement of the Head of School and parents. However, specific situations may merit wider involvement.

In the interest of creating positive communal and independent behaviors in our students, we maintain a record of their behavior on their report card each nine weeks. Students will receive a score (see below), along with comments on specific areas of strength and weakness. Each of the following areas will be scored:

1. Works well with others
2. Cooperative and respectful attitude
3. Obeys right away

4. Maintains self-control

In an effort to teach them study skills that are applicable throughout their school career the following will be scored as well:

1. Focuses on tasks during independent work time
2. Completes homework assignments with appropriate level of effort
3. Follows directions on assignments
4. Listens with full attention to the teacher and peers
5. Maintains an orderly desk and back pack

### **Lower School Discipline Policies**

Minor behavior issues that do not disrupt the classroom environment in an extreme way will be handled by the teacher without recourse to the administration. The consequences for minor issues may include one or more of the following:

- Loss of free time/recess
- Loss of a privilege
- Silent lunch
- Behavior note to parents
- Parent conference
- Other consequences at the teacher's discretion

Minor behavior issues can grow to become major with repeated offenses and further, more significant behavior issues escalate immediately beyond the category of a minor offense to a major behavior issue. For these issues, we track discipline through a demerit system that offers a more objective measure of the severity of their infraction. The follow behaviors will result in the demerit penalty listed in ( ):

- Excessive talking after warning (1)
- Continual classroom disruption (1)
- Student disrespect (2)
- 3 Tardies In One Nine Weeks (2)
- Direct disobedience (2)
- Cursing, abusive language, or gestures (4)
- Inappropriate notes (4)
- Teacher disrespect (4)
- Unauthorized use of electronics (4)
- Cheating (4)
- Fighting (4)
- Stealing (8)
- Vandalism (8)
- Bullying/Cyber Bullying (8)

Demerits at the lower school level are cumulative for the school year and while normal cases result in the consequences as written here, the administration reserves the right to modify this policy in extreme cases of behavioral infraction. All Demerits will be recorded in SchoolWorx and parents will be notified regardless of administrative involvement.

### **Consequences for the Accumulation of Demerits Are as Follows:**

- **4 Demerits/1st Administrative Intervention** – Student is taken to the Head of School’s office with a Discipline Incident Report, and parents are called. Detention is given. Detention will be served from 7:45-8:30 on the day determined by the teacher and administration. Parents will be given notice before a student is to serve detention.
- **8 Demerits/2nd Administrative Intervention** – Student is taken to the principal’s office with a Discipline Incident Report, and parents are called. A conference with parents, teacher, and administration is required in which a behavior plan will be developed. Detention is given.
- **12 Demerits/3rd Administrative Intervention** – Student is taken to the principal’s office with a Discipline Incident Report, and parents are called to pick up their child for the remainder of the day. Parent conference is required. Upon return to school the next day, the student will serve an in-school suspension.
- **16 Demerits/4th Administrative Intervention** – Student is taken to the principal’s office with a Discipline Incident Report, and parents are called to pick up their child for the remainder of the day. Parent conference is required. **Out-of-school** suspension will occur. Student will be placed on conduct probation.
- **20 Demerits/5th Administrative Intervention** – Student is taken to the principal’s office with a Discipline Incident Report, and parents are called to conference with the teacher and administration and pick up their child for the remainder of the day. Student conduct will be presented to the GPS’ Board and a decision regarding continued enrollment GPS will be made.

### **Detention**

Parents will be notified through SchoolWorx of all detentions that are to be served by a student. All detentions are to be served from 7:45-8:15AM.

### **Student Dress Code**

Please see the above rules regarding dress code on **page 18**.

# Middle and Upper School

## Middle and Upper School Academic Policies

### Grade Scale

Scale

**A** 90-100    **B** 80-89    **C** 70-79    **D** 60-69    **F** 59 and below

Students receiving a 69 or below in any core class will be required to complete credit recovery during the summer months. The duration, timing, and cost of the credit recovery will be determined by administration based on the class required.

\*all grades at .5% and between two letter grades, WILL BE ROUNDED UP  
i.e. 76.5% will be 77%, 76.4% remains at 76%

Dropping courses after the 4th month results in an F.

### High School GPA Weight Scale

Scale (follows the HOPE Scholarship GPA scale)

**100-90:** 4.0    **89-80:** 3.0    **79-70:** 2.0    **69-60:** 1.0    **59 and below:** 0.0

Honors classes will receive an additional .5 point and for the purposes of GPS class rankings and GPA, Dual-Enrollment classes will receive an additional 1 point

### HOPE GPA:

When calculating the Hope GPA, we only use their core classes and foreign language classes. This GPA is what determines if the student is eligible for the HOPE scholarship if they choose to attend a Georgia college/university. To be eligible for Hope, the student must have a 3.0 GPA. We take their Math, Science, English, History, and Spanish and used the same calculation method (GPA weight scale) to determine current HOPE GPA. Another important note, GSFC will not round up to a 3.0. If a student has a 2.99 they cannot HOPE.

In addition, if they receive a 3.7 GPA or higher in their core classes AND a 1200 or higher on SAT then they are eligible for the Zell Miller Scholarship to attend a Georgia college/university.

### “A” Honor Roll And “A/B” Honor Roll

At the end of each eighteen-week period, those students in grades 6-12 earning all “A’s” and “B’s” shall be placed on the “A/B” Honor Roll. Students earning all “A’s” shall be placed on the “A” Honor Roll.

An end of year award is presented to students who were on an honor roll at the end of the Semester 1 grading period AND the Semester 2 (calculated at the 14 week mark of the semester)

### **Middle School Students Taking 8th Grade Honors Math**

Eighth grade honors math students have the opportunity to take Geometry in the ninth grade. Successful completion of the eighth-grade honors math course with an 90 or greater average test will enable the student to take Geometry upon entering high school.

High school credit is not awarded for math courses taken in middle school. Four (4) credits of math are required in grades 9-12 in order to receive a high school diploma

### **Attendance**

School attendance is critical to a child's academic, social, and spiritual success. Missing school may engender major issues in a child's learning, their ability to connect with peers, and hinder their ability to develop the characteristics necessary to live a godly life. As such, we encourage parents to ensure that their student(s) are in class unless there is a reasonable excuse such as illness, death in the family, doctor's appointment, or the like. After, 3 days of illness a student will be required to submit a doctor's note upon their return to school.

The Head of School and/or the student's teacher should be notified by 8:30AM should a student be absent from school. The student's work can be procured from MySchoolWorx. For excused absences, the due date for the work will be at the discretion of each teacher, but may be no later than **two school days post-absence**.

Furthermore, it is our duty to notify you of Georgia state truancy laws (20-2-690.1), which deem that children between the ages of 6 and 16 may not have more than **5 unexcused absences** during the 180 day school year or they will be considered truant. Missing more than 5 days of school unexcused will result in legal penalties for both parent and child.

### **Tardies To School**

Teachers will be in their classrooms and expect students to be in their seats before the tardy bell rings. Students tardy to school must receive an admittance slip from the office before entering the classroom. Students with an unexcused tardy to school will be given a tardy warning for each occurrence. After **two warnings** for the quarter, the student will receive an automatic **detention** for **every unexcused tardy**.

### **Planned Absences**

Planned absences should be kept to a minimum and must be approved by the Head of School 72 hours before the absence. While these will be handled on a case by case basis, generally only educational trips and college visits will be approved.

### **Absences**



A minimum number of hours in class must be met in order to obtain credit and maintain academic integrity. If a student is absent 5 unexcused days or a total of 10 days excused/unexcused in any class during a semester, the student and parents will be scheduled for a mandatory meeting with the Principal. If 15 absences (of either type) are reached in the semester, no credit will be given for a class. If there are extenuating circumstances it will be at the discretion of the administration to grant an exception or to approve alternative arrangements to obtain credit.

### **Check Out Policy**

When students check out during the school day it can be disruptive to both students and teachers. Due to this, we are asking that parents carefully plan when it comes to checking out their student and adhere to the following policies:

1. Students who need to check out are required to bring a note to the office prior to the start of the school day. The school office personnel will give the student a slip to present to the teacher before class begins.
2. Checking students out by phone is not permitted. Proper written, faxed or e-mailed notification from a parent or legal guardian must be presented to the office before a student driver is allowed to leave campus. This also applies to students who are checking out and riding with siblings who drive or adults other than the parent or legal guardian.
3. Checking students out for lunch is not permitted unless a parent comes to the school to sign the student out.
5. No student may be checked out after 2:45 PM.

### **Make Up Work**

Students with **excused** absences will be able to make up any assignments missed without penalty. The following guidelines will apply:

- Prearranged tests or quizzes missed due to the absence will need to be made up the day the student returns to school. The student will be allowed until the end of the day or immediately after school to take the test or quiz; in special cases, the teacher may offer alternative arrangements.
- In the event the student misses more than one day consecutively, the student will be given at least one extra day to prepare for the test.
- Students who miss a test or quiz due to checking in late will be required to take the test or quiz before leaving school that day. If the student does not make arrangements to do so, make up of the test or quiz will be at the discretion of the Head of School.
- Make up test and quiz formats may be altered to maintain the integrity of the assignment.
- Projects, papers, and special assignments communicated to the students in advance must be turned in on the due date without exception.
- All regular classwork assignments must be turned in **within three days** of post-absence
- The administration must approve exceptions for make up work due to extenuating circumstances including extended or chronic illnesses.
- Students with unexcused absences will be given a zero for class assignments and quizzes missed during the absence. Tests or exams missed will result in either a zero or a major point reduction depending on the circumstances of the unexcused absence. The penalty will be at the discretion the Head of School.

### **Credit For Coursework**

0.5 credits are awarded at the end of each semester for all classes in which a passing grade is earned. Students who do not receive a 0.5 credit due to a failing grade in a required core course must make up the course prior to starting the next school year or, in the case of a senior, prior to receiving a GPS diploma. Students may utilize our summer school schedule or alternative online educational programs with the approval of the Head of School.

### **Dual Enrollment**

In lieu of Advanced Placement courses, juniors and seniors may enroll at the University of North Georgia or a comparable university through their dual enrollment program. Students must meet all of the UNG (or other enrolling schools) requirements and have approval from the Head of School to begin dual enrollment classes. These classes can fulfill core coursework for high school in addition to earning college credit. Please speak with the Head of School for more information on this program.

### **Work Release**

Seniors who wish to have 7th period work release must provide a Work Release Form signed by the employer. Work release is only available for seniors and for one class period.

### **Repeating Courses**

Transcripts will reflect grade for each semester of every high school course taken. If a student repeats a semester of a course due to failure, both the failing grade and the passing grade will be reflected on the transcript and calculated into the GPA. If a student repeats a semester for any reason other than failure, both grades will be reflected on the transcript. However, credit will only be given one time for the same course.

### **Honors Courses**

Upon recommendation by the teacher of a subject area and approval of the Head of School, a student may take Honors and Advanced Honors classes. Only those who have completed the Honors classes offered for their track may move on to Advanced Honors and/or Dual Enrollment coursework.

### **Student Promotion To Next Grade Level**

A Middle School student may only fail one core subject and pass to the next grade. However, this core class must be repeated during summer school via an approved method by the Head of School before the student is promoted.

**6 credits per year** must be received for a High School student to move to the next grade.

### **Academic Probation and Remediation**

Any student who records an “F” for a nine week grading period will be placed on Academic Probation and the teacher along with the Head of School and parents will develop a plan for rectifying the issue before the end of the semester.

Any student who records an “F” for a semester grade will be placed on Academic Probation and will need to receive remediation, as approved the Head of School for this .5 credits.

### **Credits Required for Graduation**

2 credits Bible (this is offered every year)

4 credits English

4 credits Mathematics (Algebra I, Geometry, Algebra II and an additional math to include Algebra III, Pre-calculus, Calculus, or Statistics)

4 credits Science (must include Biology, Chemistry, and Physical Science or Physics and one additional science course)

3 credits Social Science (must include US History, World History, US Government/Economics)

3 credits Foreign Language (must be the same language)

.5 credit Health

.5 credit Physical Fitness

1 credit Fine Arts (Humanities; Film in 21<sup>st</sup> Century or other FA course offerings)

2 additional credits in optional core courses or electives

\*24 credits total

### **Valedictorian And Salutatorian**

Senior class valedictorian and salutatorian are determined by the cumulative academic eighth semester GPA and will be finalized at a designated cut-off date in May. To be eligible for this honor, students must have attended GPS for their junior and senior years.

### **College Entrance Examinations**

The Head of School and/or Curriculum Coordinator will keep you apprised of upcoming college entrance tests. Most colleges and universities including those in Georgia will accept either the ACT (American College Test) or the SAT (Scholastic Assessment Test).

Dates for these tests will sent out via email to parents of sophomores, juniors, and seniors.

All freshmen and sophomores are required to take the PSAT offered yearly on campus. We are in the process of offering on-campus dates for the SAT and ACT as well.

## **Discipline Philosophy And Procedure**

GPS is an extension of the Christian community, including the family, and our ultimate goal is Christian discipleship that teaches students to make responsible, godly decisions in all situations. Discipline is seen as a learning opportunity and as such punitive measures are avoided when possible; the ultimate goal is restoration of “shalom” (harmony/peace) in the community, not excessive discipline or consequences for the sake of consequences. We attempt to model the heart of God in restoring our students while allowing there to be appropriate consequences for their actions. Please note that discernment will be used by all staff and faculty before demerits and/or elevated discipline procedures are utilized. Our goal is to avoid a formal process as much as possible and use infractions as opportunities for spiritual, emotional, and mental growth.

- Excessive talking after warning (1)
- Continual classroom disruption (1)
- Student disrespect (2)
- 3 Tardies In One Nine Weeks (2)
- Dress code violation (2)
- Direct disobedience (2)
- Cursing, abusive language, or gestures (4)
- Skipping class (4)
- Teacher disrespect (4)
- Unauthorized use of electronics (4)
- Inappropriate show of affection/personal contact
- Cheating (4)
- Fighting (4)
- Stealing (8)
- Vandalism (8)
- Bullying/Cyber Bullying (8)

### **Consequences for Demerits**

- Four demerits equals one before school detention
- Eight demerits equals two before school detentions
- Twelve demerits will result in a two day suspension from school
- Sixteen demerits will result in a Parent-Administrator meeting, a three day suspension from school and a behavior plan for the remained of the semester
- Twenty demerits will result in a Parent-Administrator Conference and at a minimum a five day suspension from school and possible expulsion

### **Demerit Removal**

Demerits may be removed for good behavior for a period of two weeks. Each two weeks of receiving zero demerit infractions will result in the removal of ONE demerit.

### **Cheating**

Cheating is a serious offense and undermines academic and moral integrity. Students who are caught cheating on tests, quizzes, graded projects, papers, etc. will receive a “0” on the assignment and detention.

Plagiarism which is blatantly committed by a student will be considered cheating and will receive the same punishment. In regards to plagiarism, the teacher has discretion to ascertain if it was blatant or accidental. A second cheating offense will result in suspension from school.

### **Plagiarism Defined**

Plagiarism is literary theft. It is defined as:

- Using someone else’s words or ideas.
- Failure to acknowledge use of an author’s words by quotation marks and by endnotes.
- Failure to thoroughly paraphrase an author’s words by using one’s own words and syntax.
- Failure to endnote or acknowledge a paraphrase in the text of the paper.
- Failure to acknowledge by endnote the use of an author’s ideas or organization of such ideas.
- Students who plagiarize work will automatically receive a zero for said assignment.

### **Drugs, Alcohol, Tobacco**

Any illegal substance, including minors with alcohol or tobacco, found on campus will result in a minimum of ten days suspension and a possible expulsion.

Suspicion of drug or alcohol impairment will result in asking the Head of School for an assessment and depending on the result, a call for the parents to pick up their child from school. A second offense of impairment will result in a ten day suspension unless the parent consents to an immediate drug/alcohol screening and it returns a negative result. Further offenses will be grounds for expulsion.

### **Firearms**

Possession of firearms or other weapons will result in an immediate expulsion, but may be appealed to the GPS Board within one week of the incident.

### **Fighting**

Fighting is taken extremely seriously by GPS and shows a lack of self-control and compassion towards another student and as such it will be punished severely. A first offense for fighting will result in a five day suspension. A second offense will merit a ten day suspension and possible permanent dismissal from GPS.

### **Bullying**

The detrimental effects of bullying have been noted in a widespread manner in recent years. **GA Code 20-2-751.4** defines bullying, “as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; and (3) any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- causes another person substantial physical harm (as defined in 16-5-23.1;)
- has effect of substantially interfering with a student's education;
- is so severe, persistent, or pervasive that it creates an intimidating or threat to the education environment; or
- has the effect of substantially disrupting the orderly operation of the school.

**Penalties for bullying will be given for first offenses as this issue can escalate and spiral out of control. Eight demerits will be given for a first offense. More severe consequences may be merited and will be enforced at the discretion of the Head of School.**

### **Cell Phones**

Please see the above rules regarding cell phones.

### **Public Displays of Affection**

Public displays of affection are inappropriate for school and include holding hands, lingering hugs, sitting in one another's lap, kissing, and other forms of affection. Students will be redirected in the first instance (if appropriate) before escalating the offense to the assignment of demerits.

### **Student Dress Code**

Please see the above rules regarding dress code on **page 18**.

### **Detention**

Parents will be notified through SchoolWorx of all detentions that are to be served by a student. All detentions are to be served from 7:45-8:15AM.

### **Statement on Learning Challenges**

GPS strives to create an inclusive and loving community for *all* students, including those with learning challenges. We value all students as gifts from God to be shaped and molded to serve His divine purposes on earth.

This means that we accept most students with learning challenges, provided that our Special Education Coordinator (SEC) believes that we can serve the student in a way that will allow them to flourish. In concert with our SEC, we develop an educational plan that enacts any IEP a student may have and further, the faculty and staff will work with parents and other professionals to continue to develop and refine that plan to meet the needs of the student. Our goal is to work together with families to prepare students with learning challenges for their next step in life, whether that is college, vocational school, or the workforce.

# **Appendix A**

## **Parent Commitment**

1. Parents must be in agreement with the school's purpose and spiritual objectives, and be willing to abide by the school's rules and regulations.
2. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law.
3. Parents must agree to release enough responsibility to the school and teachers concerning curriculum, course load, classroom instruction and pace, and school discipline, academic and student progress standards to ensure the greatest success of their student at GPS.
4. Parents must acknowledge that they have read with their child and understand and agree with the Code of Conduct. The student will abide by these policies and parents must agree to hold them accountable for completing assignments and adhering to the Code of Conduct.
5. Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
6. Parents must ensure that their child completes homework, projects and assignments in a timely manner.
7. Parents must be willing to follow GPS' policy for conflict resolution.

## Appendix B

### GPS 2022-2023 Student Handbook Agreement

#### General Agreement

We, parents of \_\_\_\_\_,  
have read, understand, and agree with all the policies addressed in the 2022-2023  
GPS Handbook, including but not limited to the Code of Conduct, Student/Parent  
Guidelines, Discipline Policy and Financial Agreement.

#### Student Agreement (6-12)

I, \_\_\_\_\_, have read, understood, and agree with  
all the policies addressed in the 2022-2023 GPS Handbook, including but not limited  
to the Code of Conduct, Student/Parent Guidelines, and Discipline Policy.

#### Photo/Video Release

We allow pictures/videos of my child to be taken and posted to the GPS website, Facebook  
page, newsletters, and/or school video. My child's name will not be used to identify my  
child.

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date