

# Gospel Light Christian School 2019 - 2020 Handbook



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# **Contract/Agreement**

The purpose of Gospel Light Christian School is to inspire, engage, and challenge all students to achieve their maximum potential regardless of gender, race, or religion.

This document contains policies and procedures for which our school members are responsible. The parent(s)/guardian(s) and the student(s) accept all the conditions set forth in the current Gospel Light Christian School Handbook (hereinafter referred to as “the handbook”) and agree to comply with all school regulations and policies by their signatures on the Acceptance of Handbook Policies form.

The school administration reserves the right to review and amend the handbook throughout the school year. Parent(s)/legal guardian(s) (hereinafter referred to as “parents”) will be given prompt notification in writing if changes are made.

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# Mission Statement

**Our Mission:** To develop with *excellence* the *mind*, the *body*, the *spirit* and *character* of Christian students to the end that Christ is glorified.

“And Jesus increased in *wisdom* and *stature*, and in *favour with God* and *man*.”- Luke 2:52

**Excellence-** Excellence is not a goal in itself, but rather, it is the method by which we pursue all goals. We are diligent to the task at hand and constantly improve ourselves through honest evaluation.

**Mind-** We provide a Christian educational environment that emphasizes academic achievement, and more importantly, a biblical worldview through which our students evaluate all things.

**Body-** We develop our students to both be good stewards and to discipline their physical bodies, so that they may follow God.

**Spirit-** We grow the spiritual nature of the students, so that they develop a genuine and personal relationship with God.

**Character-** We shape our students by promoting integrity, diligence, perseverance, compassion and responsibility.

# Doctrinal Statement

## *THE SCRIPTURES*

We believe the sixty-six books of the Old and New Testaments to be the full record of God's self-disclosure to mankind. Different men, while writing according to their own styles and personalities, were supernaturally moved along by the Holy Spirit to record God's very words, inerrant in the original writings. Therefore, those applying themselves to study its literal, historical-grammatical context can accurately understand God's Word. Scripture is fully trustworthy as our final and sufficient authority for all of life (2 Timothy 3:16-17; 2 Peter 1:20-21).

## *THE TRIUNE GOD*

We believe in the one living and true God, eternally (John 17:3) existing in perfect unity as three equally and fully divine Persons: the Father, the Son, and the Holy Spirit (Matthew 28:19-20). Each member of the Godhead, while executing distinct but complementary roles in redemptive history, has precisely the same nature, attributes, and being, and is equally worthy of the same glory and honor and obedience (John 1:1-4; Acts 5:3-4).

## *GOD THE FATHER*

We believe God the Father created all things in six literal days for His glory according to His own will (Revelation 4:11), through His Son, Jesus Christ. He upholds all things by the Word of His power and grace, exercising sovereign headship over all creation, providence, and redemption (Colossians 1:17, Hebrews 1:3).

## *GOD THE SON*

We believe that Jesus Christ, the eternal Son, moved by love in accordance with the will of the Father, took on human flesh (John 1:1, 14, 18). Conceived through the miraculous work of the Holy Spirit, He was born of the virgin Mary. He, being fully God and fully man (John 14:8-9), lived a sinless life and sacrificially shed His blood and died on the cross in our place accomplishing redemption for all who place their faith in Him. He arose visibly and bodily from the dead three days later and ascended into heaven, where, at the Father's right hand, He is now Head of His Body the Church, the only Savior and Mediator between God and man, and will return to earth in power and glory to consummate His redemptive mission (1 Timothy 3:16).

## *GOD THE SPIRIT*

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ during this age. He convicts the world of sin, righteousness, and judgment. He draws the unredeemed to repentance and faith, and at salvation imparts new spiritual life to the believer, bringing that person into union with Christ and the Body of Christ. The Holy Spirit sanctifies, seals, fills, guides, instructs, comforts, equips, empowers, permanently indwells at salvation, and bestows spiritual gifts to the believer for Christ-like living and service (John 16:8; 13:15; Titus 3:5; Ephesians 1:22; 4:11-12; Romans 8:9-17; 12:4-8; 1 Corinthians 3:16; 12:4-5, 11-13, 19; Galatians 5:25; Hebrews 2:1-4; 2 Corinthians 12:12).

## *MANKIND*

We believe that God created mankind—male and female—in His own image and likeness, free of sin, to glorify Himself and enjoy His fellowship. Tempted by Satan, but in the sovereign plan of God, man freely chose to disobey God, bringing sin, death and condemnation to all mankind. All human beings, therefore, are totally depraved by nature and by choice. Alienated from God without defense or

excuse, and subject to God's righteous wrath, all of mankind is in desperate need of the Savior (Genesis 3:1-6; Romans 3:10-19; Romans 1:18, 32).

### *SALVATION*

We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as the substitutionary atonement in our place, and that salvation is found in none other than Jesus Christ. Jesus Christ's death on the cross was the sole and complete payment for sins, fully satisfying God's righteous wrath for each person that turns from sin in repentance and places their faith in Christ alone by grace alone. At salvation each person is made a new creation by the Holy Spirit, declared righteous before God, and secured as an adopted child of God forever. Genuine faith continues in obedience and love for Jesus Christ with a life eager to glorify God and persevere to the end (Romans 8:37-39; 2 Corinthians 5:21; 1 Corinthians 12:13).

### *THE CHURCH*

We believe that upon placing one's faith in the Lord Jesus Christ as Savior, the believer is made part of the Body of Christ, the one universal Church, of which Jesus Christ is the Head. The Scriptures command believers to gather locally in order to devote themselves to worship, prayer, teaching of the Word, fellowship, the ordinances of baptism and communion, service to the local body through the development and use of talents and spiritual gifts, and outreach to the world to make disciples (Ephesians 1:22-23; Acts 2:42-46; 1 Corinthians 14:26; Matthew 28:18-20). A church's members are to work together in love and unity, intent on the ultimate purpose of glorifying Christ (Ephesians 4:16).

### *BAPTISM AND COMMUNION*

We believe that Christian baptism is a public declaration of the believer's salvation in Christ, identifying with Christ in His death, burial, and resurrection symbolized by immersion in water. The Lord's Supper is the united commemoration by believers of Christ's death until He comes and should be preceded by a careful self-examination (Acts 2:41; Romans 6:3-6; 1 Corinthians 11:20-29).

### *MISSIONS*

We believe it is the aim, duty, and privilege of every believer and local church fellowship to glorify God by responding as active participants in the Great Commission call of Jesus Christ to go and make disciples of all nations. We believe the primary focus and priority of this call is centered on efforts that establish, strengthen, and reproduce biblically-based churches, which will then plant churches that plant churches for future generations and God's glory.

### *THINGS TO COME*

We believe in and expectantly await the glorious, visible, personal, pre-millennial return of the Lord Jesus Christ. The blessed hope of His return has vital bearing on the personal life, service, and mission of the believer (1 Thessalonians 4:13-18). We believe in the bodily resurrection of both the saved and the lost. The lost will be raised to judgment and experience eternal wrath in hell. The saved will be raised to eternal joy in the new heaven and new earth in the manifested presence of God (Acts 1:3, 9; Hebrews 7:25-26).

# Philosophy of Education

The following statements identify the school's basic educational philosophies. It is critical that all faculty and staff members fully embrace and incorporate these factors into their teaching and relationships with students. GLCS bases its philosophy of education on the following basic components:

Immersion in God's Word--Believing that the Bible is the final authority on all matters of life and learning, GLCS is committed to a daily curriculum of Bible instruction. The focus of Christian education is to immerse students in a developmental appropriate study of God's Word as the basis for approaching all other academic disciplines. The goal of Bible instruction is the accurate interpretation and faithful application of scripture to the life of each student.

Infusion of God's Wisdom--A second key element in our philosophy of education deals with the starting point of God's wisdom in the overall approach to learning. The basis of this model is found in the book of Proverbs' reference to three key words in the learning process; wisdom, understanding, and knowledge (Proverbs 24:3 4,) "Through wisdom is an house builded; and by understanding it is established: And by knowledge shall the chambers be filled with all precious and pleasant riches.", (also see Proverbs 3:19). The secularization of these terms has reversed the biblical intent of their order and priority. From a human viewpoint, wisdom is viewed as a result of gaining more of man's knowledge and his process of understanding. *This is a system based on theory.* GLCS approaches wisdom from God's Word, not as the result of a learning theory, but as the starting point of all truth. God's wisdom must be the arbiter and organizer of all knowledge and learning. The goal is to understand whatever principle or counsel God's Word offers on any particular subject. *It is a system built on truth.* This approach in no way undermines or decreases the school's commitment to scholarship or intellectual pursuit. In fact, it enriches and enhances the importance of a program of academic excellence. God's wisdom provides a platform for the pursuit of knowledge, and brings it to a higher and more complete level of understanding. If anything, approaching knowledge from God's viewpoint demands the very best in scholarly pursuits.

The Integration of Faith in Learning--Secular education places "religion" and the Bible into a compartment and treats it as irrelevant to all other academic disciplines and thought. In contrast, Christian education involves the commitment to both the person of Jesus Christ and the authority of the Bible as having a profound effect on all knowledge and academic disciplines. Within Christian schools, this view of scripture and knowledge is known as biblical integration. Simply defined, *integration is the blending of faith and knowledge with the goal of producing a biblical worldview.*

GLCS views integration as a natural outcome of the school's commitment to the authority of the Word of God and the wisdom of biblical principles. Under the careful eye of the Christian teacher, God's Word is integrated into all subject matter, much as a weaver creates a tapestry. The threads of scripture are vital to the true representation of any given subject. Strands are naturally woven into each lesson as appropriate, providing it with a distinct look, feel, and biblical signature. GLCS commits itself to the philosophy of biblical integration as a major component of its educational theory.

## Faculty

<b>Matthias Capaci</b>	<i>BS, Secondary Education</i> Champion Christian College Six years teaching experience
<b>Leah Childers</b>	<i>BS, Elementary Education</i> Champion Christian College Three years teaching experience
<b>Tricia Cranston</b>	BS, Secondary Education Hyles-Anderson College Four years teaching experience
<b>Jordan Elkins</b>	<i>BS, Church Ministry in Music</i> Champion Christian College Two years teaching experience
<b>Rose Gillespie</b>	AA, Christian Education International Institute of ACE Five years teaching experience
<b>Timothy Gillespie</b>	<i>BS, Youth Ministry</i> Champion Christian College Five years teaching experience
<b>Lauren Hoffman</b>	<i>BS, Secondary Education</i> Champion Christian College Eight years teaching experience
<b>Christina Lindley</b>	BS, Secondary Education Champion Christian College BS, History Liberty University One year teaching experience
<b>Calvin Massey</b>	<i>BS, Secondary Education in Math and Bible</i> Champion Christian College Three years teaching experience
<b>Ken Reid</b>	<i>M.Min., Masters in Ministry</i> Golden State Baptist College Ten years teaching experience
<b>Nathan Sellers</b>	BS, Applied Web Technology Anderson University Liberty University Seven years teaching experience

**Tarah Sellers**      *BS, Secondary Education*  
Champion Christian College  
Three years teaching experience

**Marlenia Sims**      *AA, Computer Information Systems,*  
National Park College  
Eleven years teaching experience

**Lydia Vidanage**      *BS, Secondary Education*  
Golden State Baptist College  
Five years teaching experience

**Cortney Wright**      *BS, General Studies*  
Henderson State University  
Four years teaching experience

# Academics

## Textbooks

Students should maintain books and keep them in good condition. All textbooks must be covered with an acceptable cover. Fees may be charged for negligent damage or loss of textbooks.

## Assignments

Teachers will make assignments to students as clear as possible. Students are responsible to be sure they understand and complete all assignments. Assignments that are not turned in on time will be penalized at the teacher's discretion.

## Envelope System

GLCS uses an “envelope system” for the first through sixth grades to inform parents of their child's progress. A large envelope (9”x12”) is sent home on **Mondays**. It contains tests, assignments, and other important information. This envelope, with all test papers, must to be signed by the parent and returned to school by Wednesday of the same week it is given. The envelope will be considered lost if it is not returned by the following Monday, incurring a \$3.00 charge.

## Academic Planners

A daily academic planner will be provided for students in the K5 – 6<sup>th</sup> grades. Listed each day will be the student’s homework. Students are required to bring their planner to school each day, signed by a parent. Students who lose their planner will be expected to purchase another one for \$5.00 through the school office.

## Report Cards

Report cards are issued quarterly. All report cards will be withheld for students who have delinquent accounts with the school. Report cards must be signed and returned to the school office within three days of being issued.

# Elementary Curriculum

## Spiritual Instruction

We comprehensively teach biblical truths throughout our subjects, as the Bible is pertinent to all areas of learning. Daily Bible classes include prayer, Bible stories, and the learning of scripture verses and stories. An elementary-specific chapel service is conducted each Thursday.

## Academic Instruction

Gospel Light uses the A Beka curriculum for the vast majority of classes. Students will be promoted unless they earn below average grades (“D’s” and “F’s”) in all of their core classes (Arithmetic, Language and Reading) on their final report card. The subjects taught in each grade are as follows:

### Four and Five-Year-Old Kindergarten

PHONICS  
 READING  
 WRITING  
 SPELLING  
 ARITHMETIC  
 SPEECH  
 CREATIVE WRITING

### Grades 1<sup>st</sup> – 6<sup>th</sup>

READING  
 LANGUAGE  
 ARITHMETIC  
 SPELLING  
 HISTORY  
 SCIENCE  
 HEALTH  
 MUSIC  
 SPANISH VOCABULARY

## K4 & K5 Schedule

School Begins	8:00 A.M.
Lunch	11:00 A.M. – 11:30 A.M.
<b>½ Day Dismissal</b>	<b>12:00 P.M.</b>
Full Day Dismissal	3:00 P.M.

## Grades 1st – 6th Schedule

School Begins	8:00 A.M.
Lunch	11:00 A.M. – 11:30 A.M.
Dismissal	3:00 P.M.

# Junior/Senior High Curriculum

## Spiritual Instruction

We comprehensively teach biblical truths throughout our subjects, as the Bible is pertinent to all areas of learning. Daily Bible classes include prayer, Bible stories, and the learning of scripture verses and stories. A chapel service is conducted each Wednesday.

## Academic Instruction

Gospel Light's secondary curriculum is selected eclectically, using A Beka Books, Bob Jones University Press, and Saxon Publishers primarily. Please contact the school office for more details regarding the secondary curriculum.

## High School Graduation Requirements

Each course is one unit unless otherwise indicated. A student must accumulate a minimum of 28 units in grades ninth through twelve in order to receive a high school diploma. Any specific changes in the prescribed curriculum must meet with the approval of the administration.

It is suggested, but not required, that students retake classes in which they earn below average grades ("D's" and "F's"). Although credit is awarded for classes in which students earn a "D" or above, it should be noted that college admissions standards may require a "C" or higher.

Seniors who fail a required course, or are deficient in the units needed to graduate, may participate in graduation exercises, provided they are only deficient three units or less. They will not, however, receive a diploma until all units are completed.

All students must take a minimum of three classes during every semester they are enrolled in Gospel Light Christian School, one of which must be a Bible course. Regardless of student's class-load, they are required to attend all chapel services and to be available to meet with administration when necessary

The following courses are high school requirements for a College Preparatory diploma from Gospel Light Christian School.

**Bible** – 4 units

**English** – 4 units

**Oral Communication**—½ unit

**Social Studies** – 4 units

*World History – 1 unit*

*Government/Economics – 1 unit*

*US History – 1 unit*

*Geography – 1 unit*

*Civics – 1 unit*

**Mathematics** – 4 units

*Algebra 1– 1 unit*

*Geometry or its equivalent – 1 unit*

*Algebra 2 – 1 unit*

*Consumer Math or Advanced Math – 1 unit*

**Science** – 4 units

*Physical Science – 1 unit*

*Chemistry – 1 unit*

*Biology – 1 unit*

*Physics– 1 unit*

*Anatomy & Physiology – 1 unit*

**Health and Safety** – ½ unit

**Physical Education** – ½ unit

**Fine Arts** – ½ unit (art, drama, music)

**Technology** – 1 unit

**Digital Learning Course** –1 unit

**Career Focus** –6 units

# Honors

To reinforce positive behavior, the following awards are distributed at the annual Awards Ceremony:

- **Honor Roll**  
Students achieving “A’s” and “B’s” and no “C’s” or below at semester’s end (December and May) will qualify for the Honor Roll.
- **Principal’s List—Straight “A” Honor Roll**  
In order to qualify for the Straight “A” Honor Roll, a student must be enrolled for the complete year, August through May, and must receive straight “A’s” at the end of EACH semester period (December and May).
- **Citizenship Awards (K5-6<sup>th</sup> Grades)**  
Students who receive an “A” in citizenship both semesters will be given this award at the end of the year.
- **Bible Trophy (K5-12<sup>th</sup> Grades)**  
In order to qualify for this award, students must be enrolled for a complete year (August through May) and must receive an “A+” at the end of both semesters (December and May).
- **Bible Award (K5-12<sup>th</sup> Grades)**  
In order to qualify for this award, students must be enrolled for a complete year (August through May) and must receive straight “A’s” in Bible at the end of EACH semester period (December and May).
- **Attendance Award**  
Special recognition will be given to those who have not been absent or received more than five tardies for the entire year.
- **Academic Awards**  
Certain academic awards may only be obtained when a student has been enrolled for a complete year (August through May).
- **Bronze, Silver, and Gold Medal Honors (Seniors)**  
Graduating seniors who meet the following grade point requirements for grades 9-12 will qualify for bronze, silver, or gold honors.
  - Bronze           3.0 through 3.29
  - Silver            3.3 through 3.59
  - Gold             3.6 through 4.0
- **Salutatorian Award (Seniors)**  
In order to qualify for this award, a student must have at least a 3.3 grade point average and have attended a public or private school for grades ninth through twelfth.
- **Valedictorian Award (Seniors)**  
In order to qualify for this award, a student must have at least a 3.6 grade point average and have attended public or private school for grades ninth through twelfth.

Various academic trophies are awarded to top grade point average recipients in 5<sup>th</sup>-12<sup>th</sup> grades.

# Attendance

## **ARRIVAL, DEPARTURE AND TARDINESS**

- Students are to arrive no earlier than 7:25 a.m. and are to be picked up no later than 3:15 p.m. (or 12:10 p.m. for half-day kindergartners). **Any half-day student who has not been picked up by 12:15 p.m. will be charged for the full day.**
- Students enrolled in half-day kindergarten may stay for the entire day whenever a parent wishes for them to do so. There will be an \$10 charge each day for this service.
- Elementary students who arrive early should proceed directly to the playground, or, during inclement weather, the atrium.
- Only parents/guardians are permitted to pick up students unless the school office is notified.
- If students' school day ends before 3:00 p.m., students must leave the property promptly.
- Parents must give written permission to the school office if they wish for their student to walk home from school.
- The school reserves the right to add fees to a students' account when they are not picked up by 3:15 p.m.
- Opening assembly begins in the auditorium at 8:00 a.m. each morning. Students should be in their seats before 8:00 a.m. in order to be considered on-time.
- Students who arrive to school late will receive a tardy. Those who arrive more than 30 minutes late will be counted absent.
- Students will receive an absence for every five times they are tardy to school.

## **EXCUSED ABSENCES**

When a student is absent, the school office should be notified of the reason for the absence within 24 hours of the student's return to school. When a note is received, absences will then be excused for the following reasons:

- Illness (up to 6 days per semester will be excused; see the school office for exceptions regarding chronic illness)
- Death or family emergency of a critical nature
- Legal, dental or medical appointments. A doctor's note is required upon return.
- School-sponsored activities
- Juniors and seniors may also be approved for up to four absences to visit prospective colleges.
- Other absences may be approved by contacting the school office prior to the absence.

## **PERSONAL DAYS**

Students are allotted two personal days per semester. These may be utilized at the parent's discretion for any reason. The school office should be notified of the use of the personal day within 24 hours of the student's return to school.

## **UNEXCUSED ABSENCES**

Any absence not considered excused or a personal day results in an unexcused absence. Parents will be contacted after two unexcused absences in a semester and must meet with the school administration. Students are withdrawn from any class in which they have 5 unexcused absences.

## **OVER-ABSENCE**

In compliance with truancy policies of the state of Arkansas, students will be reported to the appropriate truancy enforcement officers when they have gained four unexcused or nine total absences in one semester. Students will be withdrawn from any class in which they have 15 absences in one semester. Please contact the school office as exceptions may be available for extended illnesses or similar circumstances.

## **PARTIAL ABSENCES**

Students may be signed out early by a parent/guardian. Students who miss less than 3.5 hours will receive a ½ day absence, while students who miss 3.5 hours or more will receive a full-day absence. Parents/guardians may sign a student out during the regular scheduled lunch time provided that the student is returned before the next class begins. Seniors may leave campus during the lunch hour provided they return to their next class on time.

## **ILLNESS DURING SCHOOL HOURS**

If a student becomes ill during the school day, they should report immediately to the school office. Parents will be notified and a determination will be made concerning whether the child should remain at school or be taken home. In the case of sudden, severe illness, injury, or worsening of chronic conditions, the emergency instructions and chronic illness Health Care plans will be followed for transporting the student to the hospital and contacting the family physician. If a student needs to be transported to the hospital, a staff member will accompany him/her.

## **MAKE-UP WORK**

In the event of any absence, including school-sponsored events, all school work is to be made up. Students are allowed equal number of make-up days as days absent to turn in all work. If the absence is excused, make-up work shall receive full credit. If the absence is unexcused, the grade on make-up work shall be reduced by 50%. **It is the responsibility of the student to obtain all make-up work from all teachers.**

## **INCLEMENT WEATHER**

If a local school district closes due to inclement weather, GLCS will also be closed. However, there may be instances when GLCS is closed even if the local school districts remains open. In the event of a school closing, please check our school social media pages (Facebook, Instagram, or Twitter) or tune in to Channel 4, 7, or 11.

# Conduct

## **CLASSROOM DISCIPLINE**

For the proper development of our students, we strive to demonstrate that they themselves choose their behavior, and that from their choices emanate both positive and negative consequences. GLCS follows an assertive discipline model which includes the posting of classroom rules, reinforcing positive behavior, and enacting consequences to deter negative behavior. Teachers and administrators are given reasonable liberty in enacting consequences for negative behavior. A demerit system is instituted in grades 5<sup>th</sup> -12<sup>th</sup>

## **PRINCIPAL**

The principal will become involved in discipline issues at the request of a parent or teacher or in matters involving continual, serious or extremely negative behaviors. If a child needs to leave the classroom due to negative choices, and is sent to the principal, the student may receive any or all of the following consequences:

- Phone intervention with parents
- Detention
- Mandatory parent conference
- In-school suspension
- Suspension from extra-curricular activities
- Probation
- Expulsion

It should be noted that some behaviors may warrant immediate suspension and/or expulsion. The school reserves the right to impose these penalties as the administration deems appropriate. It should be noted that GLCS does not utilize corporal punishment.

Students, by virtue of their enrollment, agree to accept the responsibility of adherence to the school's standards of conduct or to withdraw if they can no longer, with integrity, conform to them.

## **BULLYING**

Bullying can be defined as a deliberate negative action from one person(s) toward another person(s) that is repeated over time and is designed to frighten, intimidate, or injure the person it is directed toward. Any behavior determined by the administration to constitute bullying by one student toward another, including "cyber-bullying", will result in immediate consequences, including possible expulsion.

## **Disciplinary System from 5th – 12th Grade**

- Level 1: 1 demerit (repeat offenses will result in increased demerits)
1. Classroom disturbance
  2. Uniform offense (student will be required to immediately change into appropriate attire)
  3. Tardy to class without a note
  4. Unprepared for class
  5. Incomplete homework
  6. Improper use of technology. (If a student's phone is confiscated up to 3 times in a quarter, the student will be required to turn their phone in daily.)
- Level 2: 2+ demerits (to be determined by the principal/discipline committee)
1. Cheating
  2. Stealing
  3. Disrespect to authority
  4. Destruction of school property (plus payment)
  5. Inappropriate conduct (including, but not limited to lying, fighting, cursing, bullying, leaving campus without permission, etc.)

Every 10 demerits will result in a 1 hour detention to be served from 3 to 4 pm. (This will result in missing any school extracurricular activities during which the detention is to be served)

After 5 detentions, a conference will be set up with the discipline committee, and may result in a suspension.

Demerits reset at the start of each semester.

## **PARENT/GUARDIAN CONDUCT**

GLCS asks that all adults behave in a manner that supports the school's Christian environment. The school strives to make its environment a healthy place where children can learn, grow, and develop Christian character. To achieve this goal, the administration, staff, and parents are asked to set a model of Christian behavior in both word and deed. Expectations and good modeling include, but are not limited to, the following:

1. Follow all security, access and safety procedures, including seat belt law observation if transporting students.
2. Handle all confrontational issues appropriately.
3. Hold to confidentiality standards, when appropriate.
4. Lift each other up in prayer.
5. Encourage and love one another.
6. Demonstrate good sportsmanship and respect for referees, coaches and players.

# Dress Code

GLCS requires school uniforms in order to create a commonality among our students. Additionally, it has been found that dress codes may positively impact students. While we do not necessarily consider clothing to be wrong or sinful that does not conform to our dress code, we do ask that parents monitor their student's dress to be sure it conforms to our guidelines.

## **GENERAL GUIDELINES**

### **1. Clothing should not be too tight or revealing.**

Midriffs should not show when reaching or bending. Necklines should not be revealing; shoulders should be covered. The length of skirts, dresses or shorts (elementary only) should be to the top of the knee. Tight or form-fitting pants are not allowed.

### **2. One's appearance should be neat and clean.**

Effort should be made to press wrinkled clothing. Excessively worn, stained or damaged clothing should not be worn. Hair should not cover the eyes.

### **3. One's appearance should not draw inordinate attention.**

Extreme hair styles or unnatural hair colors are not permitted.

## **SPECIFIC GUIDELINES FOR GIRLS**

- Simple jewelry is permitted. Large hoop earrings, nose rings, and excessive rings, necklaces, bracelets or earrings are not permitted. Up to two pieces of jewelry in each ear are permitted
- Excessive make-up is not permitted.

- **SPECIFIC GUIDELINES FOR BOYS**

- Boys must be clean-shaven. Facial hair is not permitted.
- Sideburns shall be neatly trimmed and shall not extend more than ½ inch below the earlobe.
- Boys may not have piercings.
- Hair should be clean and of modest length.

## **DRESS CODE ENFORCEMENT**

When a dress code issue can be corrected immediately, a teacher or administrator will speak with the student concerning the issue and have the student make necessary corrections. No further action will be taken. If, however, the student continues to persist with these “correctable” issues, the teacher will send the student to the principal where he/she will be subject to the disciplinary actions described in the “Conduct” section of this handbook. If a serious dress code infraction occurs, students may be asked to remain in the school office until clothing can be brought to rectify the situation.

*\*Please see Appendix B at the back of the handbook for more specific information regarding the dress code.*

# Media and Electronic Devices

## PERSONAL DEVICES

In order to promote a learning environment and to increase social interaction, students are not permitted to access any electronic device from 8:00 a.m. until 3:00 p.m. without expressed permission from the school office. Devices will be confiscated when used. Continued use will result in further disciplinary action. Teachers may occasionally permit access to devices for special assignments. **At no time should students have headphones in listening to music while on school property during school hours.**

## ACCEPTABLE USAGE

In general, GLCS holds students to a high standard of behavior, whether online or in the classroom. The school network should only be accessed for research and approved communication. Students who access the internet on the school campus or at a school activity agree to the following terms:

- The administration or teachers may access information stored in any student device or computer.
- School hardware or software shall not be damaged, modified or abused. Firewalls, filtering, anti-virus and similar software may not be deactivated or circumnavigated.
- Intentionally altering the files, data or software on the school computers will be viewed as vandalism.
- Loading software on any computer without authorization of the technology coordinator is forbidden.
- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Use of or sharing another's password is not allowed.
- Students must notify a teacher immediately of any inappropriate material found on any device or computer.
- The use of internet without the knowledge and permission of a teacher or administrator is prohibited.
- Students may not download programs.
- The use of the Internet without a clearly defined educational objective, understood by both student and teacher is not allowed.
- Students will use polite language; obscene languages, harassing, insulting, or attacking language will not be tolerated.
- Transmitting or downloading materials in violation of copyright laws is prohibited.
- Users are prohibited from sending and displaying offensive messages or pictures.
- Trespassing in another's folders or files is forbidden.
- Intentionally wasting limited resources is not allowed.
- Students are not to reveal personal information through any online source.

Violation may result in loss of access as well as other disciplinary or legal actions. By signing the Acceptance of Handbook Policies form, students agree to comply with the above stated rules – communicating over the network in a responsible fashion while, honoring all relevant laws and restrictions.

By signing the Acceptance of Handbook Policies form, parents grant permission for their children to access networked computers services such as electronic mail and the internet, understand that individuals and families may be held liable for violations and that some materials on the internet may be objectionable, and accept responsibility for guidance of internet use – setting and conveying standards for their children to follow when selecting, sharing, or exploring information and media.

## **General Guidelines**

### **BIRTHDAYS**

Parents may bring food or drinks on a child's birthday, but should notify the child's teacher and the school office in advance. In order to limit classroom distractions, these items may only be brought during lunch time.

### **DATING**

Dating is not encouraged between students. Physical displays of affection (hand holding, kissing, hugging, etc.) are not permitted between students while at school-sponsored activities or on school grounds.

### **STUDENT VALUABLES**

It is suggested that students not bring valuable items to school. If such items are brought to school, their security is solely the responsibility of the student. GLCS takes no responsibility for lost or stolen items.

### **PARENT/TEACHER CONFERENCES**

The school and the home form a partnership in the overall education of a child. A critical element in this cooperative effort is frequent and clear communication. To meet this need, GLCS has adopted both a formal and informal system of dialogue. Parent to teacher communication is encouraged at all times; however, a formalized conference will be scheduled for each child twice per year. Parents should make every effort to attend these meetings. In order for teachers and parents to speak freely, we ask that students do not attend these meetings.

### **INCOMING PHONE CALLS**

Neither teachers nor students will be called from the classroom for phone calls. In case of an emergency, a message may be left with the office.

### **LOCKERS**

Students may be assigned a locker at the beginning of school. All lockers must be kept neat. Locker checks will be conducted periodically throughout the year. Only school-issued locks may be used on lockers. Locks may be rented through the school office for \$5. All locks must be returned to the school office before finals begin. Any lock not returned will incur a \$5 fine. GLCS reserves the right to search lockers at any time.

### **LUNCHES**

Students should bring their lunches in a sack or lunch box clearly marked with their name. Microwaves are available for student use. If a lunch is brought to a student during the school day, it must be taken to the school office. No lunch should be delivered by a parent to a student in a

classroom. Parents may eat with their child on any day without prior notification during their child's lunch time. Grandparents will need to obtain prior permission with the school office.

### **MEDICATIONS**

Students who are taking **any medication** while at school **must** notify the school administration. The medication must be kept in the school office. Medicine must be properly labeled.

### **OFFICE PROFESSIONALISM**

Due to space restraints, we ask that loitering in the school office to be limited. If possible, please avoid bringing small children into the office for any length of time.

### **FUNDRAISING**

Raising funds outside of tuition is important to the improvement of our school. For that reason we ask parents to participate in the following fund-raisers:

- One school-wide fundraiser per year
- Box Tops for Education (Please collect labels and turn in to office)
- Kroger Rewards (Please register online at Kroger.com under the Community Rewards tab)

### **PARENT/TEACHER ASSOCIATION (PTA)**

Gospel Light Christian School strives to enable all parents to form a partnership role in their child's education. Parents are asked to show their interest in their child by attending scheduled PTA meetings and participating in school events.

### **PHOTOGRAPH AND VIDEO USAGE**

Gospel Light Christian School reserves the right to use student photos and videos for school publications, website, advertising, and official social media pages. All such photos and videos become the property of Gospel Light Christian School for both current and future use. Parents who do not wish to grant this permission should contact the school office in order to opt out.

### **SECURITY**

For the protection of our campus, adults should not remain on the property after dropping children off without an appointment. Keypad codes are not permitted to be shared with any non-family member.

### **TUITION**

- Tuition is due on the 20<sup>th</sup> of each month. A late fee will be incurred if tuition is not paid by the 1st of each month.
- Accounts 30 days past due will result in the withdrawal of all students on the account. Students may not attend class until tuition is paid in full.
- Report cards, transcripts, or diplomas will not be issued unless all financial obligations are current.
- Checks returned for any reason will result in a return fee.
- Further information can be obtained from the business office. Also see Appendix D of this handbook.

## **RESPECT FOR ADULTS**

Adults should always be addressed as Brother, Mr., Miss, or Mrs. Students should address teachers in this manner both on campus and off campus, during school hours, and after school hours. No type of nickname will be tolerated in reference to a teacher or administrator. Any form of disrespect to teachers or staff members may bring immediate suspension or expulsion.

## **VEHICLES**

Students who are legally qualified by the State of Arkansas to drive may do so providing they observe the following regulations:

- The on-campus speed limit is 5 miles per hour.
- Once students arrive on campus, they may not leave until the end of the school day without expressed permission from the school office.
- Students are not permitted to be in their cars after arriving on campus without permission from the school office.
- Students may not transport other students at any time without permission from the parents of both students.
- Any vehicle use that endangers safety or disrupts learning will not be tolerated.
- Students should park in the Champion Parking Lot.
- **GLCS reserves the right to revoke driving privileges at any time.**

## **VISITORS**

- All visitors must secure written permission from the administrative office at least 24 hours before visiting any class or other school activities.
- Anyone not employed by or enrolled in GLCS will not be allowed to loiter on school grounds during school hours.
- Any visitor, parent or otherwise, must immediately check in with the school office upon arrival on campus.

## **ATHLETIC ELIGIBILITY**

The following qualifications must be met and maintained by cheerleaders, athletic participants, and spectators:

1. Students will be ineligible for sports if they have below a 2.8 GPA or lower than a “B” in Bible.
2. Students will be ineligible for at least one game if they have below a 2.8 GPA or lower than a “B” in Bible on the day of a game. Students will be reinstated once grades meet eligibility criteria.
3. On any game day, sports participants **must** be present at school for at least 3.5 hours of the school day.
4. Any student not on a team who would like to travel as a spectator must have a “B” average composite of all grades. The school reserves the right to revoke permission to travel from any student whose absence is deemed counterproductive to academic achievement.

# APPENDIX A: SCHOOL CALENDAR

## 2019 – 2020

### **FIRST SEMESTER**

Parent/Teacher Orientation	August 9, 2019
First Day of School	August 12, 2019
Individual Picture Day	August 20, 2019
Labor Day ( <b>No School</b> )	September 2, 2019
Progress Reports	September 13, 2019
Annual Elementary Zoo Trip	September 20, 2019
End of First Quarter	October 9, 2019
Parent/Teacher Conference ( <b>1/2 day of school</b> )	October 11, 2019
Staff Development Day ( <b>No School</b> )	October 21, 2019
Miss Hall Day	October 25, 2019
Pumpkin Patch	November 5, 2019
Progress Reports	November 8, 2019
Picture Retakes	November 15, 2019
Elementary American Heritage Day ( <b>1/2 day of school</b> )	November 22, 2019
Thanksgiving Break ( <b>No School</b> )	November 25-29, 2019
Christmas Program (Tuesday Performance)	December 3, 2019
Christmas Program (Sunday Performance)	December 8, 2019
End of First Semester ( <b>1/2 day of school</b> )	December 20, 2019
Christmas Break ( <b>No School</b> )	December 23 – January 3, 2019

## **SECOND SEMESTER**

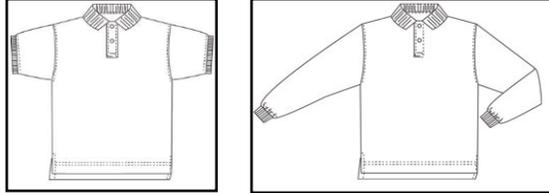
First Day of Spring Semester	January 6, 2020
Report Cards	January 10, 2020
Professional Development (1/2 day of school)	January 10, 2020
Spirit Week	January 13-17, 2020
Homecoming	January 17, 2020
MLK (No School)	January 20, 2020
Hundredth Day of School	January 22, 2020
Progress Reports	February 7, 2020
Valentine Box Contest	February 14, 2020
Presidents' Day (No School)	February 17, 2020
End of Third Quarter	March 4, 2020
Parent /Teacher Conference (1/2 day of school)	March 6, 2020
Teacher Appreciation Day	March 13, 2020
Spring Break (No School)	March 16-20, 2020
Speech Contest	April 3, 2020
Easter Break (No School)	April 10, 2020
Spring Elementary Program (Tuesday Performance)	April 14, 2020
Progress Reports	April 17, 2020
Spring Elementary Program (Sunday Performance)	April 19, 2020
Sports Banquet	April 24, 2020
Stanford Achievement Testing	April 27– April 30, 2020
Fun Day Field Trip	May 1, 2020
Annual Open House	May 5, 2020
Second Semester Finals (Jr-Sr High only)	May 8 – 12, 2020
Field Day	May 13, 2020
JH/SH Field Trip	May 13, 2020
Annual Picnic at the Park /last day of school (1/2 day)	May 14, 2020
Kindergarten Graduation & K4/K5 Awards Ceremony	May 14, 2020
Awards Ceremony (1st-12 <sup>th</sup> grade)	May 15, 2020
High School Graduation	May 17, 2020

## APPENDIX B: DRESS CODE

*NOTE: Due to the subjective nature of enforcing certain aspects of a dress code, it is highly recommended that any questionable clothing be approved through the school office before being worn to school. Please see the Student Handbook for further details regarding school dress.*

### **SHIRTS**

Any color polo shirt is permitted. Shirts may be either long or short-sleeved. Shirts should not be see-through or form-fitting.



### **PANTS**

All students are permitted to wear solid black, khaki and navy blue pants. No tight pants, cargo pants or stretch pants are permitted. Pants should be “uniform pants” or “academy cut”.

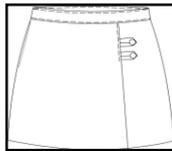


### **SHORTS AND SKIRTS**

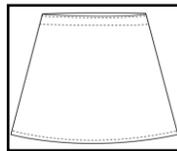
Elementary students may wear shorts and all girls may wear fully pleated, a-line or chino skirts. Shorts and skirts must be no more than two inches above the student's knee and must be solid black, khaki or navy. It is recommended that elementary girls who wear skirts also wear shorts under their skirts.



Loose-fitting shorts



A-line skirt



Chino skirt



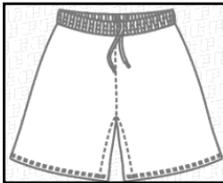
Pleated skirt

### **SHOES**

Students may wear any type of casual, dress, or athletic shoe.

### **P.E.**

Students should wear loose-fitting, athletic shorts that may be no more than two inches above the student's knee, or “warm-up” style athletic pants. Any tee shirt may be worn. Students should wear athletic shoes.



## **APPENDIX C: GRADING SCALE**

A+	100-99%
A	98-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%
F	59% and below

## APPENDIX D: TUITION INFORMATION

### REGISTRATION

**Annual Registration Fee:** \$275.00 per child (\$50 discount if paid by July 20th)

**Enrollment Fee:** \$275.00 per child

**Re-enrollment Fee:** \$225.00 per child if paid before July 20<sup>th</sup>

**\*\*\*Enrollment fees are non-refundable.\*\*\***

You can enroll online at [gospellightschool.com](http://gospellightschool.com) and sign-up for your tuition payment plan.

### **Tuition is due on the 20th of every month**

12-month plans are available. Billing will begin on June 20th and end on May 20th. Please contact the school office to arrange a 12-month plan.

**Pre-K Half Day** \$2,500.00

\* 5 % discount when paying for the entire school year by August 15th

- Monthly tuition payments are due on the 20th of each month.
- A grace period will be allowed until the 1st of each month.
- A \$20.00 late fee will be added to your account on the first working day immediately following the 1st of each month.
- Accounts 30 days past due may result in Financial Withdrawal of all students on the account.
  - Report cards, grade transcripts, or diplomas may not be issued unless tuition payments are current.