

# Gospel Light Christian School 2021 - 2022 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.

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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 *favor 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.

# 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 a 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.

**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.

# Introductory Statements

## **STATEMENT OF NONDISCRIMINATORY POLICY**

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

## **STATEMENT OF CHRISTIAN LIFESTYLE**

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

On those occasions in which a particular student is acting counter to, or in opposition to, the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality, or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

## **PARENT CONDUCT**

Improper conduct by a parent can result in his or her child's dismissal from school. This includes shouting at a teacher or staff member, continual or flagrant disruption of classes in progress, and any public outburst or display that is inappropriate or detrimental to the spirit of Gospel Light Christian School.

In addition, to assist us in promoting consistency in our school setting, parents who are volunteering on the school campus or who are chaperoning a school activity are expected to dress according to the school Secondary (7-12 grades) standard of appearance in the Dress Code section of the handbook.



# Academics

## Academic Planners

A daily academic planner will be provided for students in the 1st – 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.

## 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 K4 - 6th grades to inform parents of their child's progress. A large envelope (9”x12”) is sent home on **Mondays**. It contains whatever information that the teacher deems important. This envelope, with any test papers, must 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.

## 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.

## 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.

## **RETENTION**

### *KINDERGARTEN*

- If a student fails reading, he/she is retained. Failure will be determined by an assessment test in April.
- If a student is considered to be too immature for 1st-grade work, retention is recommended.
- If a student is weak in phonics and reading, summer assignments will be recommended.

### *FIRST—THIRD GRADES*

- If a student fails both math and reading, he is retained.
- Summer school is required if a failing grade is earned in either math or reading.
- If a student is weak in phonics and reading, summer assignments will be recommended.

### *FOURTH—SIXTH GRADES*

- A student who earns a D in math, language, or reading is recommended for summer assignments.
- A student who earns an F in any one of the above- mentioned subjects is required to complete the required summer assignments.
- If a student earns an F in math and language, he/she is retained.

### *SEVENTH—EIGHTH GRADES*

- A student who earns an F in both math and English is retained.
- A student who earns an F in either math or English is required to complete the required summer assignments.
- A student must pass 3 out of 4 major subjects (math, English, social studies, and science) to be promoted.
- It is strongly recommended that students who earn D's in both semesters of either math or English complete the suggested summer assignments.

# 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 Wednesday.

## Academic Instruction

Gospel Light uses the Abeka 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:

### **K4 and K5**

PHONICS  
READING  
WRITING  
SPELLING  
ARITHMETIC  
SPEECH  
CREATIVE WRITING

### **Grades 1th – 6th**

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	1st & 2nd: 11:00 A.M. – 11:30 A.M. 3rd-6th: 11:45 A.M. - 12:15 P.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 Friday.

## Academic Instruction

Gospel Light's secondary curriculum is selected eclectically, using Abeka 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 24 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 in 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

**Mathematics** – 4 units

*Algebra 1 – 1 unit*

*Algebra 2 – 1 unit*

*Geometry – 1 unit*

*Consumer Math or Advanced Math – 1 unit*

**Oral Communication** — ½ unit

**Social Studies** – 4 units

*Civics – 1 unit*

*World History – 1 unit*

*US History – 1 unit*

*Government/Economics – 1 unit*

*Geography – 1 unit*

**Science** – 3 units

*Anatomy & Physiology – 1 unit*

*Biology – 1 unit*

*Chemistry – 1 unit*

*Physical Science – 1 unit*

*Physics– 1 unit*

**Career Focus** – 6 units

**Digital Learning Course** –1 unit

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

**Health and Safety** – ½ unit

**Physical Education** – ½ unit

**Technology** – 1 unit

# 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 (1st-6th Grades)**  
Students who receive an “A” in citizenship both semesters will be given this award at the end of the year.
- **Bible Trophy (1st-12th 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 (1st-12th 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).  
Various academic trophies are awarded to top grade point average recipients in 5<sup>th</sup>-12<sup>th</sup> grades.
- **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.

# 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 a \$15 charge each day for this service.**
- Elementary students who arrive early should proceed directly to the playground, or, during inclement weather, the auditorium.
- 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 at 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.

## LEAVING SCHOOL

All parents coming during class time to pick up students for dental appointments, medical appointments, or other excused absences must report to the office and not to the student's classroom. Students should bring a written note/email from the parent stating the reason for leaving early to the school office before classes begin in the morning. A slip will be given to the student to show the teacher when it is time to leave.

The parent is to come to the school office and ask for the student, and the parent must sign the official checkout register before the student may be dismissed. Medical and dental appointments should be scheduled after school whenever possible.

Students are to be in scheduled classes at all times unless ill or excused by the office (leaving school in order to go home early for the day will not be considered excused). Only the office/ administration can grant permission for the student to leave the campus. Teachers are not allowed to grant such permission.

All students leaving the school grounds before afternoon dismissal must sign out in the school office or be signed out in the school office by a parent or guardian.

## **EXCUSED ABSENCES**

Gospel Light Christian School realizes that there are instances in which absence from school cannot be avoided. A written note or email must be turned in by the parent to excuse an absence.

The following circumstances are considered to be acceptable reasons for absences:

- Person Illness [must present a doctor's note upon returning to school] (up to 6 days per semester will be excused)
- Medical, Dental, or Optical Appointments (must present a doctor's note upon returning to school)
- Death in the family
- Family Emergencies
- School-sponsored activities
- Juniors and Seniors may also be approved for up to four absences per year to visit prospective colleges. (must bring information received during college visit)

## **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.

## **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 remain 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.

## **MAKE-UP WORK**

In the event of any absence, including school-sponsored events, all school work is to be made up. Students are allowed an 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.**



### **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.

### **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.

### **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 prior to the use of the personal day.

### **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.

# Conduct

## **GENERAL CONDUCT**

*In the classrooms of GLCS, these five fundamental rules are to be followed:*

1. Students should stay in their seats at all times.
2. Students should speak only by raising their hand for permission.
3. Students will be respectful of other students and their authorities. They will address and reply to their authorities and teacher with the utmost respect (“yes, sir; no, ma’am,” etc.).
4. Students will be prepared for class with finished assignments, books, and necessary supplies.
5. Students will respond to corrections or direction with a positive attitude.

All rules and regulations apply to students attending any school-sponsored functions, programs, sporting events, field trips, and other events.

## **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>

## **ELEMENTARY DISCIPLINE**

There is no demerit system in grades K4 through 4th grade; however, discipline is administered as the teacher deems it necessary. Parents will be notified when the teacher deems it as excessive or repetitive. A continual discipline problem will result in the following progressive interventions:

1. A warning is issued.
2. Classroom discipline is administered.
3. The child is sent to the principal’s office.
4. The principal calls the parent and asks the parent to come to school and take the child home.

## **SECONDARY DISCIPLINE**

A demerit system is a guide for discipline for the 5th-12th grade level at Gospel Light Christian School. The administration expects students at GLCS to be well disciplined and to maintain the highest standards of behavior at all times. Failure to comply with the school policies will result in the issuing of demerits or other disciplinary actions. The goal of any outside disciplinary action is to correct attitudes and/or behavior and to bring about self-discipline. Offenses not listed in this handbook will be dealt with at the discretion of the administration.

A continued attitude problem and/or negative influence upon the other students may result in demerits, probation, suspension, or possible dismissal. A student who is out of harmony with the school's philosophy and ideals may still be dismissed (or not allowed to return to the School), despite conducting himself/herself within the "letter of the law."

Accumulating excessive demerits or being a behavioral problem will jeopardize both a student's participation in school activities and re-enrollment at GLCS. Any student accumulating 40 demerits in one semester will be placed on disciplinary probation and will not be allowed to hold class offices or student body offices until the end of the next semester. In addition, students who accumulate 40 demerits in any semester will be ineligible to participate in sports for the remainder of the semester. (Students who accumulate 40 demerits during the second semester will be placed on disciplinary probation for the following semester.) A student who accumulates 40 demerits in two successive semesters will not be allowed to re-enroll without administrative approval. Students who accumulate 50 demerits in a semester will lose the privilege of attending Gospel Light Christian School for the remainder of that semester and at least one additional full semester.

No demerits will be carried over from semester to semester. A student who accumulates 25 demerits in one semester will be subject to a one-day in-school suspension from all classes. A student accumulating 40 demerits in one semester will be subject to a two-day suspension. All suspensions are considered as unexcused absences; however, students may make up tests that were given during a suspension. Students are also required to take any tests or quizzes given the day after a suspension and are responsible to obtain any notes they missed. Demerits reset at the start of each semester.

Occasionally, offenses will be dealt with using methods other than demerits. Some violations of the rules may be dealt with by using both disciplinary action and issuing demerits. The administration reserves the right to increase the demerits administered per offense due to student response, attitude, or severity of the offense.

## **DETENTION**

Every 8 demerits issued to a student will result in 1 detention. Detentions will be served every Thursday afternoon, 3:05 - 4:00 pm. Students involved in sports may not participate on the day the detention is served, including practices and games. Failure to report to an assigned detention will result in five demerits and an additional detention.

## **STUDENT BEHAVIOR REPORTS**

Secondary student demerits will be recorded on the behavior section of FACTS. The parent(s) will receive an email from the teacher each time a demerit is issued.

## **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
- Dismissal
- 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.

## **Demerit List for 5th – 12th Grade**

<i>Offense</i>	<i>Demerits</i>
Cheating	10
Chewing gum or eating in class (when applicable)	1
Cutting class or chapel	10
Damaging student's property	5
Defacing school property	5
Direct disobedience	5
Disorderly conduct or horseplay	3
Disrespect to faculty, staff, or students	5
Dress code or hair violation	1
Drugs or alcohol on or off campus	50
Fighting or bullying	15+
Headphones or Cell phone	3
Incomplete homework or classwork	1
Inappropriate physical contact with the opposite gender	15
In the halls without permission	1
Late to class	1
Leaving without signing out	3
Lying	10
Pornography or lewd material	50
Profanity, vulgarity, or obscene gestures	10
Racial comments or slurs	25
Sensual language or innuendo, written or spoken	15
Stealing	15
Tampering with another student's locker	3
Unprepared for class	1
Use of tobacco on or off campus	25

## **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.

### **DISMISSAL FROM SCHOOL**

A student may be dismissed or expelled from school at any time he is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration.

Students engaged in questionable conduct (e.g., maintaining inappropriate content through social media and other online content, immorality, liquor, drugs, smoking, etc.) which in the opinion of the administration is contradictory to the ideals of Gospel Light Christian School are subject to dismissal. This policy is true regardless of time or location.

### **REASONS FOR DISMISSAL**

- A parent will not cooperate with the administration or the school
- A student's conduct, attitude, negative influence, or lack of effort makes it inadvisable for that student to remain in GLCS
- Continual failure to achieve academically or continual lack of effort
- Failure to remain current on one's school account

### **REASONS FOR EXPULSION**

- Drugs or alcohol (use, possession, or association)
- Threats (by parents or students) to administration, faculty, staff, or students
- Destruction of personal property
- Forcible entry into any building after school hours
- Obscene gestures and language directed at the faculty, staff, or other students
- Immorality
- Inappropriate social media content
- Accumulation of excessive demerits (as defined by the disciplinary system)

Gospel Light Christian School expects that its students show respect to God, country, family, faculty, and fellow students. Anyone who will not cooperate spiritually, morally, or scholastically will not be allowed to remain in Gospel Light Christian School.

# Dress Code

GLCS requires school dress codes to be followed in order to create a commonality among our students. Additionally, it has been found that dress codes 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 within two inches of 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.
- Leggings worn under skirts are permitted.
- Crocs, Slides, and Flip-Flops are 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. No extreme hairstyles. This includes but is not limited to, hair on or below the collar, mullets, etc. (The administration has the right to deem any hairstyle as unacceptable at their discretion)
- If a necklace is worn, it may not be visible over their shirt.
- Hats are not permitted inside the school buildings. (This includes headbands, or any other sort of accessory worn on the head)
- Crocs, Slides, Flip-Flops, and Sandals are not permitted.

## **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 A 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 personal electronic device from 8:00 a.m. until 3:00 p.m. without expressed permission from the school office. Students who bring a personal device to school will be required to turn it into the school office every day. If a student is found to have their device during school hours on school property, administration will reach out to the students' guardians and discuss what to do from there. 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.**

## 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 the 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, hiring, or exploring information and media.

# General Guidelines

## **ATHLETIC ELIGIBILITY**

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

- Students will be ineligible for sports if they have below a 2.4 GPA or lower than a “C+” in Bible.
- Students will be ineligible for at least one game if they have below a 2.4 GPA or lower than a “C+” in Bible on the day of a game. Students will be reinstated once grades meet eligibility criteria.
- On any game day, sports participants **must** be present at school for at least 3.5 hours of the school day.
- 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.
- If a student misses the day after a game without a doctor’s note, they will miss a portion of the next game that they are available to participate in.

## **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.

## **CHAPEL**

Every student of Gospel Light Christian School is required to attend chapel. Each student should bring his/her Bible to chapel.

## **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.

## **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
- Kroger Rewards (Please register online at [Kroger.com](http://Kroger.com) under the Community Rewards tab)

## **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.

## **MISSING PHYSICAL EDUCATION**

Students who are unable to participate in Physical Education must have a doctor's excuse or a note from a parent.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **WITHDRAWALS**

Registration fees are not refunded for any reason. In the event a student leaves before the end of the month for any reason, tuition will still be considered due for that entire month.

Withdrawals must be made through the school office and must be in writing. A parent should notify the school office, if possible, a week prior to the last day of school so that the withdrawal papers can be ready. The withdrawal form can only be released when all school-owned books are returned to the office. All records and report cards will be withheld until all tuition costs, book fines, lunch charges, or other official school fees are paid.

## **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 return to 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.

## **COVID ADDENDUM**

- If a student tests positive for COVID 19, they will be required to stay home from school for the duration of their quarantine. All siblings will be required to quarantine with them during their entire time away from school. If a parent tests positive in the household, please contact administration for instructions on what to do with your student.  
(The policies regarding this issue are subject to change at the school's discretion)

## APPENDIX A: 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.*

### ELEMENTARY GIRLS (K4 - 6TH)

- Elementary girls may wear shorts, skirts, or pants. Shorts and skirts must be no more than two inches above the student's knee and must be solid black, khaki, burgundy, gray, or navy. Skirts must be fully pleated, a-line or chino. It is required that elementary girls who wear skirts or dresses also wear shorts under their skirts. They are also permitted to wear solid black, khaki, gray, and navy blue pants. No tight pants, cargo pants or stretch pants are permitted. Joggers are also not permitted. Pants should be "uniform pants" or "academy cut". Leggings may be worn under skirts.
- Any color polo shirt is permitted. Shirts may be either long or short-sleeved. Shirts should not be see-through or form-fitting.
- Students may wear any type of casual, dress, or athletic shoe. Crocs, slides, and flip-flops are not permitted. Chacos or sports sandals that have back straps may be worn in the 4th-6th grade.
- Sweaters, jackets, cardigans, vests etc. are acceptable, but a collared shirt must be visible underneath. If a student is wearing a zip up jacket with a hood, they are not permitted to have it on their head at any time inside the school buildings. **There are to be no hoodies worn to school on any day.**
- Elementary girls should wear loose-fitting, athletic shorts that must have more than a 5 inch inseam. 3 or 5 inch athletic shorts will result in a student being required to change and miss their P.E class. Elementary girls may also wear athletic pants. Elementary girls must wear a short or long sleeved t-shirt (no sleeveless). Students should wear athletic shoes.
- School T-Shirt Day - Every Wednesday students may wear a GLCS t-shirt and any of the following: jeans, jean shorts, school shorts, school skirts, or school pants.
- Denim Friday's - Students may pay \$1 per item to wear different clothes than the dress code. They may wear jeans, jean shorts, or athletic shorts, and a t-shirt.

### ELEMENTARY BOYS (K4 - 6TH)

- Students may wear shorts or pants. Shorts must be to the top student's knee and must be solid black, khaki or navy. They are also permitted to wear solid black, khaki, gray, and navy blue pants. No tight pants, cargo pants or stretch pants are permitted. Joggers are also not permitted. Pants should be "uniform pants" or "academy cut".

- Any color polo shirt is permitted. Shirts may be either long or short-sleeved. Shirts should not be see-through or form-fitting.
- Students may wear any type of casual, dress, or athletic shoe. Crocs, slides, flip-flops, and sandals are not permitted.
- Sweaters, jackets, cardigans, etc. are acceptable, but a collared shirt must be visible underneath. If a student is wearing a zip up jacket with a hood, they are not permitted to have it on their head at any time inside the school buildings. **There are to be no hoodies worn to school on any day.**
- Elementary boys should wear loose-fitting, athletic shorts that must be no more than 2 inches above the knee. Elementary boys should wear a short or long sleeved t-shirt (no sleeveless). Students should wear athletic shoes.
- School T-Shirt Day - Every Wednesday students may wear a GLCS t-shirt and any of the following: jeans, jean shorts, school shorts, or school pants.
- Denim Friday's - Students may pay \$1 per item to wear different clothes than the dress code. They may wear jeans, jean shorts, or athletic shorts, and a t-shirt.

### **SECONDARY GIRLS (7TH - 12TH)**

- Secondary girls may wear skirts or pants. Skirts must be no more than two inches above the student's knee and must be solid black, khaki, burgundy, gray, or navy. Skirts must be fully pleated, a-line or chino. They are also permitted to wear solid black, khaki, gray, and navy blue pants. No tight pants, cargo pants or stretch pants are permitted. Joggers are also not permitted. Pants should be "uniform pants" or "academy cut". Leggings may be worn under skirts.
- Any color polo or button up shirt is permitted. Shirts may be either long or short-sleeved. Shirts should not be see-through or form-fitting. All shirts must be buttoned except the top button. Students may not wear a button up "open" with a t-shirt underneath.
- Secondary girls should wear a camisole under light colored shirts.
- Students may wear any type of casual, dress, or athletic shoe. Crocs, slides, and flip-flops are not permitted. Chacos or sports sandals that have back straps may be worn.
- Sweaters, jackets, cardigans, vests etc. are acceptable, but a collared shirt must be visible underneath. If a student is wearing a zip up jacket with a hood, they are not permitted to have it on their head at any time inside the school buildings. **There are to be no hoodies worn to school on any day.**
- Secondary girls should wear loose-fitting, athletic shorts that must have more than a 5 inch inseam. 3 or 5 inch athletic shorts will result in a student being required to change and miss their P.E class. Secondary girls may also wear yoga pants. If they are wearing athletic pants, their shirt must remain untucked and cover their buttocks. They must wear a short or long sleeved t-shirt (no sleeveless or pop culture). Students should wear athletic shoes.



- School T-Shirt Day - Every Wednesday students may wear a GLCS t-shirt and any of the following: jeans, jean skirts, school skirts, or school pants. Birkenstocks with socks on may be worn on school t-shirt days.
- Denim Friday's - Students may pay \$1 per item to wear different clothes than the dress code. They may wear jeans or a jean skirt and a t-shirt. Birkenstocks with socks on may be worn on Denim Friday's.
- Any logos should be small and from an appropriate store. (Ask administration if you have questions)

## SECONDARY BOYS (7TH - 12TH)

- Secondary boys may wear pants. They are also permitted to be solid black, gray, khaki and navy blue. No tight pants, cargo pants or stretch pants are permitted. Joggers are also not permitted. Pants should be "uniform pants" or "academy cut".
- Any color polo or button up shirt is permitted. Shirts may be either long or short-sleeved. Shirts should not be see-through. All shirts must be buttoned except the top button. Students may not wear a button up "open" with a t-shirt underneath.
- Students may wear any type of casual, dress, or athletic shoe. Crocs, slides, flip-flops, and sandals are not permitted.
- Sweaters, jackets, cardigans, vests etc. are acceptable, but a collared shirt must be visible underneath. If a student is wearing a zip up jacket with a hood, they are not permitted to have it on their head at any time inside the school buildings. **There are to be no hoodies worn to school on any day.**
- Secondary boys should wear loose-fitting, athletic shorts that must be no more than 2 inches above the knee. They must wear a short or long sleeved t-shirt (no sleeveless or pop culture). Students should wear athletic shoes.
- School T-Shirt Day - Every Wednesday students may wear a GLCS t-shirt and any of the following: jeans or school pants. Birkenstocks with socks on may be worn on school t-shirt days.
- Denim Friday's - Students may pay \$1 per item to wear different clothes than the dress code. They may wear jeans and a t-shirt. Birkenstocks with socks on may be worn on Denim Friday's.
- Any logos should be small and from an appropriate store. (Ask administration if you have questions)

## **APPENDIX B: 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