

Student Handbook



INTRODUCTION

The purpose of this handbook is to set forth the ideals of Gethsemane Christian SDA Junior Academy (GCSJA) and its social and scholastic regulations and to bring you information, which will insure a happy relationship between the students from time to time, as circumstances demand. Those adapted and announced by the faculty or school board during the school year are as binding as those printed in this handbook.

Each student, parent, and teacher should make a careful study of the contents of this book.

Gethsemane Christian SDA Junior Academy is accredited with the Board of Regents of the Southern Union Conference of Seventh-day Adventists, and meets the standards established by the State of North Carolina Department of Public Instruction.

PHILOSOPHY

Gethsemane Christian SDA Junior Academy was founded by the Seventh-day Adventist Church and is supported by the Gethsemane SDA Church.

It is the purpose of GCSJA to provide for its students a Christ-centered program of studies and activities that will harmoniously balance the development of the physical, mental, and spiritual needs of the student.

We believe that there is security in defined limits. Children want discipline and respond to it if it is administered with love.

We care about the discipline because God cares about discipline. We believe that teachers who maintain order are the teachers who are most respected and long remembered. The most effective classroom environment can only be maintained with the discipline offered in love by teachers who care about the general welfare of your child/children.

Our desire is that the educational program takes in a genuine Christian atmosphere with teachers, parents and students who firmly believe in Christian Education. God's word provides a basis for all activities at Gethsemane Christian SDA Junior Academy. The development of a proper spiritual environment goes hand in hand with academic and social growth and development.

Prayer and Bible study are an integral part of our total program and we look to God each day for direction. One of our prime objectives is the spiritual enrichment of each life.

Preparation for life and its challenges is a further purpose for the existence of Gethsemane Christian SDA Junior Academy. Our goal is accomplished by offering sound instruction in the basic required subjects by encouraging an appreciation for various sciences, fine arts, good music, and physical fitness.

OBJECTIVES

It is the objective of Gethsemane Christian SDA Junior Academy to provide experience, which will enable students to:

Become balanced individuals through the harmonious development of their physical, social, mental, and spiritual faculties.

Develop a sound basis upon which to build a strong philosophy of life.

Recognize that it is their privilege and responsibility to make their own choices, thus showing whether they can be trusted with freedom and eternal life.

Present the Bible in such a way that their attitudes and behavior will be positively affected.

Acquaint themselves with the writings of Ellen G. White as another witness to the truth of God.

Develop with them the desire to be loyal to their country and respect authority.

Understand that obedience to established law is the good citizen's first duty so long as the laws do not conflict with the expressed will of God.

Become encouraged through example, teaching and tolerance toward the views and rights of others.

Learn the value of and receive satisfaction from service to others.

Understand and appreciate the world in which they live through the acquisition of information pertaining to the common heritage in the arts and sciences.

GCSJA, in the administration of its educational policies, admission policies, scholarship programs, and other school administered programs, does not discriminate against any student on the basis of race, creed, color, nationality, or ethnic origin.

ADMISSION

All new and returning students are admitted on probation until official documents are received by GCSJA from the last school attended. Any grade placement is temporary until our official determination is made (Code 1612).

"All students who present themselves for admission to the school thereby pledge to willingly observe all its regulations, to uphold the Christian principles upon which the school is operated and, to the best of their ability, perform all school duties assigned to them. It is also understood that should they break their pledge, they forfeit their right to attend the school. If they are retained in the school, it is the discretion of the faculty and of the school board" (Code 1600).

SCHOOL ENTRANCE AGE

To be eligible for admission, children must be physically, mentally, emotionally, and socially mature to carry work at the prescribed level. Prior to accepting any applicant, the following age criteria must be met:

- 1) Transitional-kindergarten children must be at least four (4) years of age by August 15 of the year the parent intends to enroll them in transitional-kindergarten.
- 2) Kindergarten children must be at least five (5) years of age by August 15 of the year the parent intends to enroll them in kindergarten.
- 3) First grade children must be at least six (6) years of age by August 15 of the year the parent intends to enroll them in first grade.

Any case considered for exception must receive prior approval by the local conference office of education or the local conference board of education (Code 1800).

OPERATION HOURS

School begins at 8:15 a.m. and ends at 3:30 p.m., Monday through Thursday; Friday, 8:15 a.m. to 1:00 p.m. The fees for late pick up are as follows:

Monday – Thursday	4:00 – 4:15	\$10.00
	4:15 – 4:30	\$20.00

After 4:30 p.m. you will be charged in \$20 increments every 30 minutes in addition to the amounts listed above.

Friday After 1:30 p.m., you will be charged in \$20 increments every 15 minutes.

BEFORE SCHOOL CARE

The before care program hours are 7:00 – 7:45 a.m. This service is contingent upon the needs for the students. Please discuss with the principal if it is needed. There is a fee for this service.

WEATHER CLOSING

Gethsemane Christian SDA Junior Academy will close whenever the Wake County Public Schools close due to severe weather conditions. Weather closings due to extreme heat are not observed by GCSJA because we are fully equipped with air conditioning. Watch WRAL Channel 5, WTVD Channel 11 and/or listen to the radio for direction in this instance.

ABSENCES

North Carolina State Law requires schools to maintain attendance and punctuality records. The only valid excuse for absence from public or private school according to the North Carolina State School Law is illness of the student or a death in the immediate family. In no case may a student be kept out of school for work, babysitting, shopping, etc.

All medical appointments should be scheduled outside the school hours. If this is not possible, arrangements should be made in advance with the teacher and the office. Permission to leave school during the school day for necessary appointments will be granted only upon written request from a parent and/or doctor's appointment card. That proof must be brought to school on the day the student returns from an absence.

If a student missed twenty (20) days or more of the school year, the faculty may request that the student be asked to repeat that year of school.

Students who accumulate excessive unexcused tardiness and/or absences may be required to have a Parent-Pupil-Teacher Conference. Students may be detained in another classroom for the remainder of first period; this is for the prevention of interruption of the regular classroom.

CURRICULUM

The curriculum consists of the learning experiences that children have, both in and out of school, which the school utilizes to help each pupil develop into a loyal, effective in his home, school and community. In the school, the basic learning experiences and content are chosen from the board subject areas, which are established and revised periodically by the North American Division Office of Education.

Grade Subjects

Bible

Language Arts (Language, Handwriting, Reading, Spelling)

Mathematics

Science/Health

Social Studies

Physical Education

Art / Practical Art / Music / Computer

SCHOLASTIC STANDARDS

Our goal is to challenge our students each toward higher levels of achievement, to stimulate further development spiritually, academically, physically, and socially.

Students are graded according to their ability, effort, and achievement. The school year is divided into four (4) periods of approximately nine (9) weeks each. At the end of each period, parents will receive a report card indicating progress (or lack of progress) of the student.

Kindergarten

I = Independent	91-100%
S = Satisfactory	81-90%
P = Progressing	71-80%

Grades 1 and 2

E = Excellent	91-100%
S+ = Very Good	81-90%
S = Satisfactory	71-80%
N = Needs Improvement	00-70%

Upper Grades

A = Excellent	93-100%	4.0 GPA
B = Very Good	85-92%	3.0 GPA
C = Satisfactory	77-84%	2.0 GPA
D = Needs Improvement	70-76%	1.0 GPA
F = Unsatisfactory	00-69%	
I = Incomplete		

TEACHERS DO NOT GIVE GRADES ... STUDENTS EARN THEM!

RETENTION

It is the policy of Gethsemane Christian SDA Junior Academy to ensure that elementary school students are placed at appropriate grade levels. Although elementary students will generally be promoted to the next grade on an annual basis, there may be instances in which the child's academic and social performance will require that the student be retained in a grade. The following procedures shall apply in the case of retentions in grade:

No later than the end of the second quarter, the classroom teacher shall determine whether any of the students in his/her classroom are in danger of requiring retention based on lack of significant academic progress. If the classroom teacher determines that a student is in danger of requiring retention, the teacher must give notice to the parents or guardians as soon as possible, but in any event no later than the last day of the third quarter.

HONOR ROLL

Any upper grade student who has a B+ (3.30 – 3.69) grade average or higher at the end of a grading period without having received a grade of “D”, “F” or “I” shall be eligible for Honor Roll. Any lower grade student who has achieved a grade average of S+ (81-90%) average or higher at the end of a grading period shall also be eligible for Honor Roll.

HIGH HONORS

Any upper grade student who has an A- (3.70 – 3.90) grade average or higher at the end of a grading period without having received a grade of “D”, “F” or “I” shall be eligible for High Honors. Any lower grade student who has achieved a grade average of E (91-100%) average or higher at the end of a grading period shall also be eligible for High Honors.

HIGHEST HONORS

Any upper grade student who has an A (3.91 – 4.0) grade average or higher at the end of a grading period without having received a grade of “D”, “F” or “I” shall be eligible for Highest Honors. Any lower grade student who has achieved a grade average of E (91-100%) at the end of a grading period without having received a grade of S shall also be eligible for Highest Honors.

GRADUATING WITH HONORS

Any graduating students with a consistent B+ (3.3) or above average in grades 5-8 are eligible for the Honor Roll and shall graduate with Honors. GPA for eighth grade graduation is calculated from sixth grade to eighth grade inclusive.

HONOR BEARERS

The two (2) seventh (7th) grade students with the highest scholastic average, without having received a grade of “D”, “F” or “I” shall have the honor of introducing the eighth (8th) grade graduating class.

REPORT CARDS

Report cards are issued quarterly. Reports will be given to parents directly or mailed to the parents' home.

MEDICAL RECORDS

All new students, kindergarten, and first (1st) graders entering GCSJA must present a complete record of all immunizations, and a medical examination (filled in by a physician) at the time of registration. Students will be excluded from school if these records are not presented to the within one month of admission.

To enter school all students must have been immunized against Measles, Polio, Diphtheria, Whooping Cough, and Tetanus. This is a North Carolina State Health requirement.

If a student has any allergies or other health conditions please inform the office in writing and include the parent / guardian's signature.

COMMUNICABLE DISEASE

Students with communicable diseases (a disease that can be transmitted from one person to another: flu, common cold, ting worms, GI/intestinal virus, pink eye, head lice, etc.) **MUST** have a release form giving official clearance upon return to school.

SCHOOL TELEPHONE

The school telephone is for School Business use only. Parents are requested not to ask for their children during school hours except in cases of emergency. Students are not to use the school phone without permission. Cell phones should not be used by any students during school hours or will be confiscated. If there is a special circumstance, please make arrangements with the principal.

PERSONAL PROPERTY

Parents and students please note: It is recommended that students not bring more than \$2.00 or \$3.00 to school at any time. The school cannot be responsible for loss of money or personal property. Please put name tags on jackets, sweaters, coats, caps, or any other article of clothing that your child may take off. Marked items will be returned and all others must be picked up within a week.

STUDENT INSURANCE

Each student is covered by an accident policy, which cares for reasonable medical bills resulting from accidents at school, or on school field trips. Claims are made through the principal's office immediately after the accident.

TRANSFERS AND TRANSCRIPTS

All requests for transcripts must come from the new school.

CHANGE OF ADDRESS

The burden of responsibility rests on the parents and student to notify the school at once of any change of address or telephone number. It is very important that the school be well informed at all times of changes in address, telephone number, or other pertinent information which may be needed in an emergency. Help us protect your children from needless delay in cases of accident by making sure all emergency information is on file.

BIBLES

Please refer to Student School Supply Lists

VISITING THE SCHOOL

We encourage parents to visit our school as often as you can or feel the need. We do ask however, that you check with the office before going to the classrooms if your visit is during school hours. Students visiting to visit classrooms with friends or relatives must get a pass from the office.

FIELD TRIPS

Well-organized field trips are planned for the school year. All precautions are taken for the students' welfare. Permission slips must be signed and turned in prior to, and available for, the trip.

PHYSICAL EDUCATION (PE)

State law requires Physical Education for school children. This school will pursue a vigorous physical education program. All students, except those with medical handicaps, attended by a physician, are expected to participate fully and willingly.

DRESS CODE

Simplicity, appropriateness, modesty, and healthfulness characterize acceptable standards in dress. Students should give special attention to their appearance. Christian ideals, not fads of the world, shall determine the students' mode of dress. "A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire." Education p. 24

The policy at GCSJA is that jewelry, unnatural makeup, and unnecessary ornamentation are not in harmony with the spirit and principles of the school; therefore, they are not permitted. The school is not responsible for those unauthorized items worn by the students. No lipsticks, rouge, colored nail polish, rings, earrings, or other costume jewelry are to be worn at any time, nor while participating in any school-sponsored activity.

The appearance of the student body is a contributing factor to our self-esteem at Gethsemane Christian SDA Junior Academy. In an effort to create and maintain a favorable environment conducive to learning, GCSJA has adopted a student uniform. This uniform has been selected with the hopes that this type of school attire will greatly reflect that type of image, which is completely in harmony with Christian principles.

SCHOOL UNIFORM

The official school uniform requirements must be followed. Official school uniform shirts must be purchased from the school.

General Appearance:

1. Clothing is not to be tight.
2. Clothing is not to have holes, rips or tears.
3. Extreme or bizarre styles in hair and clothing are not permitted.
4. Rings, earrings, bracelets, and necklaces may not be worn.
5. Hats or caps may not be worn in the classroom.
6. Make-up or nail polish that is noticeable is not acceptable.
7. Uniform shorts may be worn during hot weather.
8. The following types of shirts may NOT be worn to school:
 - a. Tank tops
 - b. Sleeveless tops
 - c. Midriff tops
9. All pants must be classic style, high inseam, and worn with the belt-line at the waist of the wearer.
10. No underwear is to be showing above the pants or under the shirt.
11. The following types of writing or pictures may not be worn on, over, or under shirts:
 - a. Sports teams or sports clothing

- b. TV shows
 - c. Movies
 - d. Music groups
 - e. Music themes
 - f. Double meaning
 - g. Anything that is contrary to traditional Adventist lifestyle.
12. No thong-type shoes or sandals

Dress Code Violations

Students who attend school dressed inappropriately will be required to make the necessary changes before attending classes. First and second infractions, result in a letter. The third infraction will result in your child being sent home until the dress code can be followed. If this disregard for the dress code should continue we will need to take further action. Any tardiness or absence from class due to inappropriateness of dress will be unexcused. Repeated infractions will cause for dismissal.

Statement of Dress for Volunteers: Recognizing the role that volunteers play in the success of our school, it is expected that all volunteers be dressed in harmony with above-stated dress code.

RESTRICTED ITEMS

Restricted items brought to the school will be confiscated. The student should request a receipt for such items and they will be returned at the end of the school year.

DRILLS

Students will have regular monthly emergency, fire and tornado drills.

UNPRINTED REGULATIONS

Regulations may be printed and adopted by the School Administration during the school year. These new regulations will have the same force and effect as if printed in the Student Handbook. Written notification shall be provided to parents / guardians.

1. Dishonesty, including theft, willful deception regarding violation of school regulations, cheating on examinations, class work, or any other phase of school work.
2. Defiance or insubordination by a pupil toward any teacher or staff member.
3. Conspiracy to or participation in pranks or initiations, committing any act that injures or disgraces a fellow student or faculty member.

4. Explosives of any kind are not to be used by a student or kept in his possession while he is present at any type of school directed or school associated activity. This ruling includes matches and cigarette lighters.
5. Willful destruction or defacing of school property.

Whenever, at the discretion of the faculty, a student proves that he is no longer profiting himself or that his influence is detrimental to others, he may, after counseling with his parents and school board, be dismissed from school.

STANDARDS OF CONDUCT

Self-government is the object of discipline. Directing this development without hindering it by undue control is the continued study of this school. Discipline begins in the home. The school, as an extension of the home, will endeavor to build upon the discipline that is already set forth by the home. We ask that parents assist us by supporting the efforts of the staff on behalf of all the students.

Good discipline in school consists of responsible behavior which encourages active, cooperative participation by each student. Each staff member, by virtue of his or her authority, will be granted the privilege of establishing and enforcing basic rules and regulations of the operation of the classroom in accordance with the philosophy and objectives of GCSJA and the policies of the South Atlantic Conference Department of Education.

Students are asked to refrain from bringing in the following item to school:

- a) Toys (without prior consent of the teacher)
- b) Game or trading cards
- c) Chewing gum (\$3.00 fine)
- d) Candy
- e) Fireworks
- f) Magazines (without prior consent of the teacher)
- g) Musical tapes, records of CD's, videotapes or DVD's (without prior consent of the teacher)
- h) Radios, MP3 players, CD players, television sets, audio or video devices.

Students are also asked to remember that running is not permitted in the building, and quietness should be maintained so that other classes are not disturbed.

Disciplinary Levels

GCSJA classifies different levels of infractions, taking the maturity and awareness of the student into consideration. Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom.

The **first** level includes minor misbehaviors, which interferes with the orderly classroom procedures or orderly operation of the school. At this point, the student has already been given a verbal warning that has gone unheeded, and the student is consulted with privately. A written notice is placed in the teacher's anecdotal file.

The **second** level includes misbehaviors, the frequency or seriousness of which tends to disrupt the learning climate of the school. These generally, but not always represent a repetition of a level 1 misbehavior. A behavior contract worksheet addressing the problem will be assigned for the student to fill out under teacher or office staff supervision. The student will be required to place a call to the parent explaining the situation and proposing a mutually agreed upon plan of how it will be resolved. The child then will either be allowed back into the classroom or placed in isolation to finish his/her assignment for the day, an in-school suspension.

This behavior contract will need to be examined at home, signed by the parent, and returned before the student can re-enter the classroom the next day. This contract is filed under Student Records. This method encourages the proper teamwork between home and school.

The **third** level includes acts directed against persons or property, or by intention is harmful to the health and safety of others in the school. It also could be continued unmodified behavior, which has become a constant disruption to the orderly flow of the operation of the classroom or school.

Problems in any of the following areas **can** result in immediate suspension:

1. Sexual harassment or implication of a sexual nature, including the use of words, gestures or pictures.
2. Display of romantic affection.
3. Experimenting or dealing with the occult, astrology, or psychic phenomena.
4. Dishonesty, including theft, willful deception regarding violation of school regulations, cheating, plagiarism, and gambling.
5. Skipping class or chronic tardiness to class.
6. Critical or poor attitude toward school or staff.
7. Undermining the religious ideas of the school.
8. Willful destruction of any school or church property or any vandalism. This includes excessive wear, tear, and neglect of textbooks. Replacement expense will be the student's responsibility.
9. Bringing the school distracting items such as music players, CD's, cassette tapes, video tapes, cell phones, video games, cartridges, etc. – unless arrangements have been made with the teacher. This includes before and after school.
10. Being a nuisance to the community and bringing reproach upon the school.
11. Committing a breach of conduct outside the school which has a adverse effect on the reputation of the school.

Problems in the following **will** result in the student's immediate suspension:

1. Exhibition on violence (punching, kicking, boxing, choking, scratching, etc.)
2. The use or possession on school ground of any illegal drugs (including alcohol or tobacco).
3. Possession on school grounds of a weapon or article capable of bodily harm or having the appearance of being able to do so).
4. Using profane or inappropriate language.
5. Willful disrespect to, disobedience of, or humiliation of any staff member or school volunteer.

The preceding lists are not to be considered all-inclusive.

Zero Tolerance Policy

Please note that all information received by the school administration and/or staff regarding a student(s) who threatens (even casually or in jest) a teacher, staff member, or another student with a personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration, school, and the South Atlantic Conference Office of Education.

When it is confirmed that any such action was intended or has taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or conference education office.

Student Sexual Harassment

GCSJA is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported to school authorities so they may take appropriate action. Students who sexually harass others are subject to discipline up to and including expulsion.

Definition: Sexual harassment is an unwelcome sexual advance or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment.

Reporting procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman, or any teacher.

Interpretation of School Policy

Should subjective interpretations of school policy be necessary, the teacher may make that interpretation. If that interpretation is questioned or disputed by a student, parent or guardian, the principal may give the interpretation. The school board reserves the right to make final interpretations of school policies, if necessary.

The school reserves the right to make clear any interpretation of policy written or implied and is not subject to legal interpretation of wording or intention.

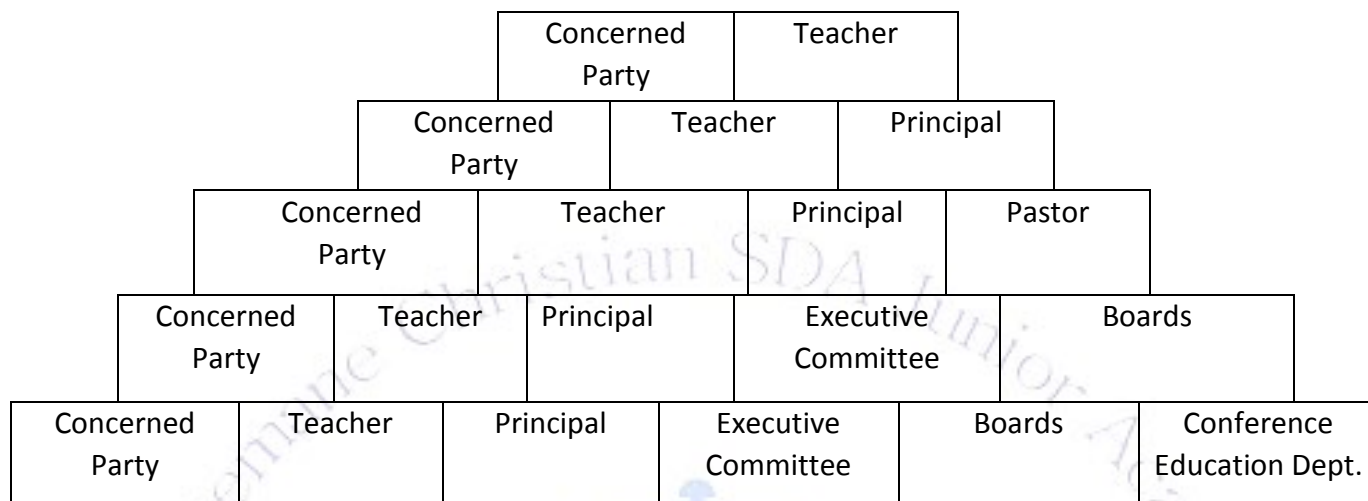
Grievance Protocol

The procedure is mindful of due process and founded on the Biblical principles of Matthew 18. Any questions should be directed to the South Atlantic Conference Office of Education.

Parent / Teacher Complaint Procedure

1. The concerned party is to meet with the teacher alone or as a family to deal with the issue/complaint. Under no circumstances is the issue/complaint to be discussed with any other party. At each instance in which a complaint is registered, the teacher should have the right to address the complaint directly.
2. If the complaint remains unresolved after Step 1, the unresolved complaint is to be taken to the school principal for the purpose among the three parties (principal, concerned party, and teacher) is to be held with the principal chairing the meeting.
3. Should the grievance involve the school principal, the school board chairman along with the Pastor will serve as the facilitator. The South Atlantic Conference Office of Education may also have representation present.
4. If the complaint remains unresolved then the complaint will be referred to the Executive Committee of the School Board. At this point, the South Atlantic Conference Office of Education is to be directly involved.
5. If, after the aforementioned steps prove to be unsuccessful, and the complaint remains unresolved, a final appeal of the issue can be made to the School Board. In order to insure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited by the School Board chairman to participate in the discussion of the issues. Should the concerned party be a member of the School Board, he/she will remove him/herself from the decision-making process relative to the issue at hand. A final resolution to the complaint will be acted upon at this level. All parties are to be officially notified, in writing, of the School Board's decision.

This procedure is summarized in the following chart:



Personal Property Disclaimer

Gethsemane's faculty and staff are not responsible for personal property brought to the school. It is the individual student's responsibility to keep track of his/her property.

Statement of Philosophy on Personal Appearance

As part of the education to be received at GCSJA, the correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self and preoccupation with the conformity to changing fads.

While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards to serve as guidelines for the Christian in their overall appearance. They are:

1. Attractiveness
2. Modesty
3. Cleanliness
4. Simplicity
5. Neatness
6. Healthfulness

Also, it has been established that often behavior and learning can be affected by the way we dress. Our process is to make clear distinction between recreational and classroom attire. It is certainly not our purpose to use this dress code as a perfect standard to be modeled

by all Christians. Based on this philosophy, we have established the following dress code. This is to be followed every school day and at all school functions, unless otherwise stated.

Parental help in monitoring student dress before arrival at school is anticipated. If you are unsure about the attire, following this simple rule will avoid another trip home for clothes, or the child missing a day's classes. When in doubt, ask a teacher prior to wearing it to school. Final determination will be the principal's decision.

SUSPENSION

The Principal may suspend a student based on the standards of conduct until such time as the school board shall have considered that case and taken definite action.

HOME AND SCHOOL ASSOCIATION

The Home and School Association of parents and teachers (better known as PTA) is a valuable asset to the school. The purpose of this organization is:

1. To bring into closer relation the home and school so that parents and teachers may cooperate in the spiritual guidance of their children.
2. To help established in the home the atmosphere of love and discipline of Bible study, prayer, and family worship and of systematic, progressive instruction to develop the child's whole being.

Mission

A powerful voice for all children,
 A relevant resource for families and communities and
 A strong advocate for the education and well being of every child.

Values

Commitment: We are dedicated to promoting children's health, wellbeing, and educational success through strong parent, family, teacher, and community involvement.

FEES

A 5% discount will be given for parents who pay full semester tuition. A 10% discount will be given for parents who pay for the entire school year. For the convenience of all parents, tuition payments may be made in ten (10) equal installments, plus a registration fee.

All tuition is due on the first of the month and is delinquent by the 10th.

No account will be allowed to become more than thirty (30) days delinquent. After thirty (30) days, appropriate action will be taken. If a problem or some type of financial hardship occurs, contact should be made with the school treasurer as soon as possible for other arrangements to be made. There will be a fee of \$30.00 for each check returned to us from your bank. After the third occurrence of insufficient funds, the school will only accept money orders or certified checks as forms of payment.

DAMAGE TO SCHOOL PROPERTY

All students are responsible for taking care of their books and school materials. If yours are damaged or lost, you may have to pay the replacement fees or repair costs. Any act of vandalism to the school building both inside or outside will not be tolerated. If such acts occur, the child and their parent will be held accountable for the repair costs of such acts of vandalism at GCSJA. Same may result in suspension or expulsion, as well as having your grades or diploma withheld until the situation is corrected. This includes graffiti, broken windows, stealing school property or any other damages to the school and the school's property.

GRADUATES

All students who will be graduating are required to pay their account in full by cash, money order, or certified bank check prior to graduation. Until school balance is satisfied; students will be allowed to take exams; however, no test grades or results will be given. Students will be allowed to participate and march in graduation; however, diplomas will not be issued. Eighth (8th) grade students receiving a cumulative GPA below 2.0 will not be eligible to graduate. Provisions can be made during the summer to improve GPA; however, the student will not be allowed to participate in graduation commencement ceremonies.

PARENTAL COOPERATION

Parents and or guardians can cooperate by:

1. Giving to the faculty and staff your wholehearted cooperation and support in upholding the standards of the school.
2. Cultivating a friendly acquaintance and rapport with the teachers,
3. Demonstrating at all times to your children, the confidence you have in the faculty.
4. Discussing criticisms of the school program directly with the officials of the school rather than your child/children.
5. Actively participating in the Home and School Association.
6. Ensuring that your child/children attend school regularly and on time.
7. Meeting financial obligations on a timely basis.
8. Attending scheduled parent/teacher conferences and conferring with teacher after class hours.

9. Remembering that children relate incidents from their point of view and that they carry reports to school as well as from school. Both parents and teachers need to exercise charitable understanding toward such incidents, recognizing that there is “probably another side to every story”.
10. Encouraging your child/children to bring home all notices from the school that is addressed to the attention of parents or guardians. Show interest in the messages received. If you need further clarification, call the teacher or principal.
11. It is the expectation of each parent to diligently participate in fundraising projects for the school. A minimum of \$200.00 per family per year.

Train up a child in the way he should go: and when he is old, he will not depart from it. (Prov. 22:6)

~~~END~~~