



# **INFORMATION FOR FAMILIES WITH ELEMENTARY STUDENTS (Kindergarten - 5<sup>th</sup>)**

Granger Christian School admits students of any sex, race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to our students. The school does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies, admissions procedures, scholarship programs, athletic, and other school-administered programs. The school does, however, reserve the right to deny admission to any individual who cannot benefit by the experience based on past academic achievement or whose personal lifestyle is not in harmony with the stated philosophy and purpose of GCS

### --- SCHOOL HOURS ---

Full Day	8:00 a.m. - 3:00 p.m.
Half Day	8:00 a.m. - 11:30 a.m.

### --- BUILDING HOURS ---

Students are admitted to the classroom 10 minutes before school begins. Students arriving before 7:50 a.m. must go directly to the cafeteria. Teachers are on duty in the cafeteria starting at 7:30 a.m.

Unless staying for a school activity or aftercare, students are expected to vacate the building as soon as school ends and no later than 3:15 p.m.

Younger siblings are not permitted to wait for older siblings who have games or practices after school. Students who go to tutoring or another classroom after school will be dismissed from the pick-up line by the on-duty teacher. After 3:15 p.m. all remaining students must go to our aftercare program. Parents will be billed the applicable charges for this service.

### --- ABSENCES/ATTENDANCE ---

#### **ABSENCES**

If your child is absent, please call or email the school office and your child's teacher by 8:30 a.m. on the day of the absence. If we do not receive your call, we will call you. Please be prepared to give reasons for the absence. Legitimate reasons for absences include sickness, death in the family, doctor or dental appointments, and other such emergencies.

Parents must come to the office to sign their children in and out if arriving or leaving during school. The office will call the student out of class when it is time to leave. Parents may not go directly to the classroom during instructional times.

If a student is absent for more than two hours, he/she will be considered absent for one-half day. If a student is absent for more than four hours, he/she will be considered absent for the entire day.

Absences in excess of 20 days per YEAR will place promotion in jeopardy. Parents will be notified if a student accumulates an excessive amount of absences.

If it is known ahead of time that a student will be absent, a note should be sent to the teacher several days before the planned absence. Any student who receives his/her assignments before an absence will be expected to have them completed upon returning to school unless the nature of the absence prevents this.

If a student cannot participate in physical education, a note from the parents must be presented to the teacher. For extended periods of non-participation, a note from the attending physician must be provided. Physical activity is an important part of the overall educational process. We strongly encourage activity, not passiveness, during recess and PE.

Parents should make every effort to avoid extended (week or more) family vacations while school is in session. Missing work will be assigned at the teacher's discretion.

Doctors recommend students stay home for 24 hours after the last symptoms of an illness have been noticed. By following this guideline, "epidemics" within classes or the school may be prevented. We want to stress the importance of not bringing children to school who may be contagious, have fevers over 98.6°, are vomiting, or need 24 hours of medication before returning to school, etc.

#### **TARDY**

Punctuality is a virtue that should be cultivated in everyone's life. We expect our students to be in the classroom before school begins each day. Please arrive by 7:50 a.m. to allow students sufficient time to go to lockers or take care of other necessities, so they can be in their seats by 8:00 a.m. If arriving late, students should check in at the office before going to their classroom.

NOTE: TARDIES MAY BE WAIVED BY THE ADMINISTRATION FOR SUCH THINGS AS INCLEMENT WEATHER. DOCTOR AND DENTAL APPOINTMENTS MAY BE WAIVED IF DOCUMENTATION IS SUPPLIED, ETC.

#### **TRUANCY**

Absence without the parents and/or school's knowledge and permission is considered truancy. Normal discipline and academic penalties will be accorded.

### **--- ACADEMICS ---**

#### **COMPUTERS**

Students are not allowed to use any computers or computer devices (GCS owned or personally owned) until they have read the Acceptable Use Policy (AUP) and have turned in an AUP User Agreement Form for the current school year. The Agreement Form must be signed by both the student and his/her parent or guardian.

#### **COURSE FAILURE**

If a student fails a subject for the year, the administration will decide what course of action is to be taken before the student is promoted or retained.

#### **HOMEWORK**

Each student will have varying amounts of work to complete outside of school hours. This may be unfinished class work, extra projects, or memory work. Parents should regularly monitor returned papers and projects.

While parents should assist their children by explaining homework when necessary, the work must be

completed by the student, and he/she must take the responsibility for their work. Parents can help their child with his/her homework by helping establish good study habits.

#### **STUDENT RECORDS**

Parents and students have the right to inspect and copy the student's academic and health records. Requests must be made through the administration.

#### **FIELD TRIPS**

As a vital part of the academic process, all elementary classes take trips to interesting and educational places throughout the area. A general field trip permission slip was signed at registration. In addition to the general slip the following may also apply: fees/additional expenses, appropriate dress code, lunches, or special supplies. Students are expected to attend and participate in field trips. Teachers will send additional information as needed.

#### **BACKGROUND CHECK**

Any adult who would like to serve in one of the following capacities must complete and have an approved background check on file in the office: attend field trips, in-class tutoring/volunteering, activity management, etc.

### **--- AWARDS ---**

#### **ACADEMIC (1<sup>ST</sup> – 5<sup>TH</sup> GRADES)**

High Honors

- No quality descriptors lower than a 3.0 on report cards

Honors

- No quality descriptors lower than a 2.0 on report cards

#### **ATTENDANCE**

- Perfect Attendance and Punctuality Certificate for 0 days absent and 0 days tardy
- Perfect Attendance Certificate for 0 days absent
- Outstanding Attendance Certificate for ½ to 2 days absent

## CHARACTER QUALITY CERTIFICATES

Character Quality awards are presented to elementary students at the end of the year at an awards ceremony.

### --- DISCIPLINE ---

Education at Granger Christian School involves more than just quality academics. Character building is an integral part of our program. As Christians, we operate from the premise that living our lives based on Biblical standards enables us to glorify and please God. Within the school setting there are certain character traits, which not only please God, but make for positive relationships within the school community.

In an atmosphere of definitive and positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character. Students displaying inappropriate attitudes and behavior will be appropriately disciplined.

Students are expected to refrain from the following or face suspension or expulsion (this list is not all-inclusive and may be amended at the discretion of the administration; since this is a common list for both elementary and secondary, all items may not apply to elementary students):

- ✓ Vulgar language or swearing
- ✓ Fighting
- ✓ Bullying
- ✓ Violating the hands off policy
- ✓ Verbal abuse/criticism of other students
- ✓ Indecent exposure
- ✓ Leaving school or class without permission from authorized school personnel
- ✓ Cheating
- ✓ Vandalism
- ✓ Stealing
- ✓ Defiance/disrespect to teachers or staff
- ✓ Lying
- ✓ Sexual immorality
- ✓ Use, sale, or possession of illicit drugs or alcohol
- ✓ Possession of a potentially harmful weapon

- ✓ Smoking or possession of tobacco
- ✓ Threats of violence or violent acts

Students, whose conduct and behavior outside of school reflects poorly on accepted Christian behavior, may be subject to school probation or loss of enrollment. This includes the improper use of the internet, other social media and electronic communication.

Each classroom teacher establishes rules for his/her classroom that promote Christian character and quality education. These are encouraged by instruction, motivation, and classroom discipline. If a child shows no signs of eliminating the undesired behavior, the parents will be contacted via a note, phone call, or conference. Parent cooperation and support are essential to help students grow through good behavior and to accomplish classroom success. If a problem continues after parental involvement in the disciplinary process, repeat offenses will be directed to the administration.

At the administrative level, there are normally two steps in the disciplinary process (serious offenses skip the first step):

Step 1 – Instruction: Proverbs tells us to instruct the simple, and they will become wise or foolish. We are further told in Proverbs to discipline the foolish. In the first step, we will talk with and counsel the student. Occasionally, multiple meetings may be held with a student as part of Step 1.

Step 2 – Discipline: The student receives the redemptive discipline step the administration feels is most appropriate and/or the discipline most likely to change behavior.

Elementary administrative discipline may include the following:

- Loss of recess with written assignments and/or work detail on the GCS property.
- One or two-week character quality project with written assignments, due dates, and parent

involvement.

- In-School Suspension – Students are placed in isolation to work on schoolwork all day. The needs of the students are handled by the teacher and office personnel.
- Parent Shadowing – Parents may be assigned a one to three-day shadowing of their child for the entire school day.
- Out-of-School Suspension – A student may be suspended and not allowed to be on campus for a set period of time. Discipline of this nature must be viewed as more serious than any of those previously described.
- Probation – The purpose of probation is to provide an opportunity for a student to correct special problems with the assistance of teachers and parents. This is accomplished in an organized way so that everyone understands the seriousness of the situation. This is a last attempt to try to correct a problem so the student can remain at GCS. Probation normally takes one of two forms: probation for academics or probation for attitude/behavior. Problem areas will be clearly communicated to both the student and parents. Regular communication will take place during the probationary period. Probation will normally last for a minimum of nine weeks and no longer than one semester. Shortly before the probationary period ends, the situation will be evaluated. The student will be returned to normal status, asked to withdraw from school, or, in special circumstances, be given a second probationary period.
- Expulsion/Withdrawal –When appropriate, students may be asked to withdraw from GCS or be expelled. Students who fall into this category have typically been involved in repeated offenses that hinder the education of other students in the classroom and/or the ability of the teacher to teach. They could also be involved in things that affect the health and safety of GCS students and teachers.

#### **- - - DRESS CODE - - -**

### **I. General Philosophy**

The standard of dress at Granger Christian School is

designed to reflect modesty, neatness and moderation. Our goals are that the dress code (1) contribute to a distinctive Christian education, (2) promote an effective learning environment without distraction, and (3) encourage a professional level of personal character and appearance.

We recognize that families and sometimes school officials interpret the dress code in a different manner, but we also realize that consistency and fairness are vital to having an effective dress code. To that end, the dress-code guidelines should provide a better understanding of what is acceptable to meet the goals outlined above. The administration reserves the right to make final decisions on the appropriateness of clothing and appearance, as well as to make adjustments to the dress code should the need arise.

While these dress codes are specifically designed for in-school hours, modesty and care should also be shown when attending school events outside of school hours. Students deemed wearing unacceptable attire will be directed to the office where the situation will be handled with discretion, with appropriateness, and on an individual basis. The handling of these situations most likely will include adjusting the clothing as needed or calling a parent to either pick up the student or bring him proper attire. If other issues arise, additional action may be taken, at the discretion of the administration.

**Clothing** – Clothing should never be tight-fitting. As a general rule, students and parents should be able to “pinch an inch” of material anywhere on the garment while being worn by the student. Following this procedure, administrative staff and teachers may ask a student to demonstrate compliance with this rule.

#### **Modesty**

To promote modesty, students must refrain from wearing tight fitting or sheer garments or clothes which expose underclothing. Blouses or tops with open backs or low necks, and shirts that expose the midriff when standing or sitting are not permitted. All clothing styles must have sleeves. Sleeveless tops and dresses may only be worn under a top or sweater with sleeves. No stretch pants or leggings (unless leggings are under a

skirt or dress of appropriate length to the knee) are permitted. The hemlines of dresses and skirts, as well as slits in dresses and skirts, are to reach no more than 2" above the knee when standing and kneeling.

**Appropriate underclothing must be worn and must not be visible.**

**Boys' Hair** – Hair needs to be a natural color (i.e., brown, blonde, black, red, etc.) Hair for boys should be out of the eyes and above the shirt collar. Hair should be neat and clean. Sideburns are permitted but should be no longer than the bottom of the ear.

**Girls' Hair** – Hair needs to be natural color (i.e., brown, blonde, black, red, etc.) Hair for girls should be neat and clean.

## II. Dress Code Distinctions

There are essentially three (3) dress codes at Granger Christian School: (1) Standard Uniform Day – Mondays through Thursdays; (2) Spiritual Emphasis Fridays; and (3) Other. Please note the dress code requirements for each distinction.

### A. Standard Uniform Day

Monday through Thursday will typically be days that students wear their standard uniform attire. Standard uniform attire is defined as the following:

#### 1. Shirts – Standard Uniform Day

**Students** need to wear long-sleeved or short-sleeved solid red, white, black or gray oxfords, blouses or polo shirts. If the student wears a shirt underneath his or her polo, any writing or logos on *that* shirt must not be visible. Monday-Thursday T-shirts and sweatshirts must be solid red, black, white or gray **with** Granger Christian logo or symbols associated with GCS (school name, knight etc.). On Friday any color may be worn as long as it is associated with spirit wear or normal colors as stated for Monday-Thursday. Solid colored sweaters (cardigans and vests) and sweatshirts (crew neck, hoodie, or zip). They must be red, black, white, or gray.

Non-GCS wear may have logos no larger than a business card.

#### 2. Bottoms – Standard Uniform Day

Blue or black denim is permitted on standard uniform days. Athletic clothing (sweat pants, sports jerseys, etc.) are not permitted on standard uniform days.

**Boys** – Boys may only wear the following types of clothes (red, black, white, or gray): collared shirts, knit shirts, sweaters, t-shirts with GCS logo, sweatshirts with GCS logo, dress slacks (black or khaki), khakis, shorts and blue jeans or black jeans. Monday-Thursday polos may be red, black, white, or gray (school colors). T-Shirts and sweatshirts must be red, black, white, or gray with the Granger Christian School logo or symbols associated with GCS (school name, knight, etc.) On Friday, any color may be worn as long as it is associated with spirit wear or normal colors as stated for Monday-Thursday. No flannel shirts allowed on normal school days.

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**Girls** – Blue or black denim is permitted on standard uniform days. Girls may wear black or khaki **skirts (no more than 2 inches above the knee), pants or capris**. Pants and skirts need to be worn at the waist and be in good repair – no holes, no tears, no distressed material, etc. Leggings may be worn under skirts, *but* the skirt must still meet the minimum length requirement. At no time are Spandex or yoga pants acceptable.

Girls may wear the following types of clothes (red, black, white, or gray): dresses, skirts, sweaters, blouses, t-shirts with GCS logo, sweatshirts with GCS logo, dress slacks (black or khaki), khakis, capris which fall below the knees, and blue jeans or black jeans.

Note: all clothes must meet the neatness, modesty and appropriateness guidelines as previously stated. Monday-Thursday polos may be red, black, white or gray (school colors). T-shirts and sweatshirts must be red, black, white, or gray with the Granger Christian

School logo or symbols associated with GCS (school name, knight, etc.). On Friday, any color may be worn as long as it associated with spirit wear or normal colors as stated for Monday-Thursday. No flannel shirts on normal school days

### **3. Shoes – Standard Uniform Day**

**Boys and Girls** – Students may wear dress shoes, tennis shoes, or casual shoes. Slippers, soccer slides, and flip-flops are not acceptable.

### **4. Accessories – Standard Uniform Day**

**Hats** are not permitted while class is in session. **Tattoos** must not be visible at any time.

**Boys** – Boys may not wear make-up, earrings, or other piercings, but may wear necklaces and rings as long as they do not distract, draw attention, or promote or advertise punk, grunge, or other sub-culture groups.

**Girls** – Girls may wear jewelry, excluding piercings other than ear piercings, draw attention, or promote or advertise punk, grunge, or other sub-culture groups.

### **B. Spiritual Emphasis Day**

All Fridays, unless otherwise noted, are designated as Spiritual Emphasis Days. The standard uniform day guidelines will be followed with two exceptions.

**Shirts** for both boys and girls may be a spiritual emphasis t-shirt from the current year or from prior years. Students may also wear other GCS t-shirts, such as t-shirts for GCS athletic teams and clubs.

**Denim** may be worn as long as the clothing does not have holes, rips, or tears (manufactured or otherwise).

### **C. “Other” Dress Day**

Occasionally students may be permitted to wear clothing that is not of the Standard Uniform or of the Spiritual Emphasis style. Examples of such types of days are dress-down days for Spirit Week or community service days or dress-up days for athletic events. Students will be instructed what they can wear these

days as they occur.

### **III. Secondary Gym Uniforms**

Students in 4<sup>th</sup> and 5<sup>th</sup> grades must purchase gym shirts through GCS. *Keep in mind that shorts must be below the fingertips when arms are extended.*

Each student will also need appropriate, non-marking gym shoes.

## **--- GENERAL SCHOOL REGULATIONS ---**

In order to maintain an effective learning environment, procedures of conduct and operation are necessary. The following are general school rules/guidelines that provide for the orderly and safe operation of the school and are applicable to ALL students.

### **CELL PHONES**

Students may bring cell phones to school. The phone must be off and out of sight during the school day. Violations of this policy may be subject to disciplinary action, including suspension.

### **GUM**

NO gum is allowed in the building or on school property at any time.

### **MEDICATION**

If a student is required to take prescription medication while at school, a permission form (available in the office) must be on file. Students must bring medications in the original container and keep them in the office. All medications must be taken in the office. Parents must send a permission note for all medications. Information should include the name of the medication, dosage, time and condition for which the medication is needed.. Bulk medications, including aspirin, may not be stored in school lockers. At no time may a student give or sell medication to another student. The office does not stock any type of medication.

### **TELEPHONE CALLS**

Student calls may be made from the office with permission from the office staff. Due to the high

volume of calls we receive in the office, we are unable to make our phones available for general use. Parent messages related to emergencies and transportation issues will be forwarded to students.

Should parents need to communicate with a teacher, please send a note or email. The teacher will either reply or call the parent(s). Parents may also call the school office and leave a message for the teacher. If requested, the teacher will return the call at their earliest convenience. Please respect the time of day and the frequency of the calls.

### **--- GENERAL INFORMATION ---**

#### **MATTHEW 18 PRINCIPLE**

We believe the principles in Matthew 18 should be used when any problem or misunderstanding occurs. Most problems can be resolved by going directly to those involved. The administration should be brought into the issue only after parents, students, and teachers have discussed the situation and failed to reach reconciliation.

#### **ELEMENTARY PROGRAMS**

Our elementary music programs are designed to teach the element of performance, commitment, and responsibility, as well as to entertain the audience. We ask that your family stay for the duration of the programs. Please remember that attendance at these programs is a part of a student's music grade.

#### **LOST AND FOUND**

Items left at school will be placed in Lost and Found. Periodically, unclaimed items will be disposed of as necessary.

#### **LUNCHROOM**

A hot lunch program is available through RenWeb. Lunches must be pre-ordered and payment sent to the school office.

Students may also bring their lunch from home. Microwaves are available for those students who desire

to use them for grades 3-5.

#### **SNACKS AND TREATS**

Healthy snacks may be requested from parents for various elementary classes. Classroom teachers will send a note home if this applies to your child's class.

Elementary birthday treats are optional, but if provided, please follow these guidelines:

- Provide easily dispensed food items for each child and teacher in the class.
- Please ask classroom teacher about food allergies within the room.
- The classroom teacher will dispense the treat at his/her discretion.
- Please provide napkins, if needed.
- Please do not send in decorations.