



**Parent-Student
Handbook
2023-2024**

Table of Contents

Mission and Ministry	6
Mission Statement	
School Philosophy	
Statement of Faith	
Statement of Non-Denominational	
Position of Non-Discrimination	
General Policies and Procedures	8
History	
Accreditation/Membership	
Mediation/Arbitration	
Policies and Regulations	
Communications	
Student Transcripts and Records	
Student Report Cards	
Tuition and Fees	
Continuous enrollment	
Book, Technology, and Computer Fee	
Late Account Policy	
Insufficient Funds and Returned Payments	
Credit/Debit Card Fees	
Tuition Refunds	
Withdrawal Policy	
Financial Aid	
Policy on Raffles	
Student Technology Acceptable Use Policy	
Penalties for Electronic Equipment Violations	
Illness Policy	
Covid-19 Clause	
Authorized Pickup/Leaving Early	
Before/After School Policies	
Tarry Policy	
Early Check Out Policy	
Student Dress Code	
Lower School Policies	21
Lower School Academic Policies	
Behavior Grade Scale	
“A” Honor Roll and “A/B” Honor Roll	
Student Promotion to Next Grade	
Standardized Testing	
Attendance	
Discipline Philosophy and Procedure	
Lower School Positive Behavior Expectations	
Lower School Discipline Policies	
Student Dress Code	

Middle and Upper School Policies

25

Middle and Upper School Academic Policies

Grade Scale

HOPE GPA

“A” Honor Roll and “A/B” Honor Roll

Middle School Students Taking 8th Grade Honors Math

Attendance

Tardies To School

Planned Absences

Absences

Check Out Policy

Make Up Work

Credit for Coursework

Dual Enrollment

Work Release

Repeating Courses

Honors Courses

Student Promotion to Next Grade Level

Academic Probation and Remediation

Credits Required for Graduation

Valedictorian and Salutatorian

College Entrance Examinations

Discipline Philosophy and Procedure

Consequences for Demerits

Demerit Removal

Cheating

Plagiarism Defined

Drugs, Alcohol, Tobacco

Firearms

Fighting

Bullying

Cell Phones

Public Displays of Affection

Student Dress Code

Detention

Statement on Learning Challenges

Appendix A- Parent Commitment

36

Appendix B- GPS Parent-Student Handbook Agreement

37

Mission and Ministry

Mission Statement:

The mission of Gainesville Preparatory School is to embrace each child as uniquely made in the image of God, and develop them as disciples of Christ who flourish spiritually, socially, and academically in order to expand the Kingdom of God on earth.

School Philosophy

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

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

Statement of Faith

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

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

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

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

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

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

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

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

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

Statement of Non-Denominational Position

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

Statement of Non-Discrimination

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

General Information, Policies and Procedures

History

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

Accreditation/Membership

GPS is currently accredited K-12 through the Georgia Accrediting Commission (GAC) and Further, we are a member of the Association of Christian Schools International and will be seeking accreditation from them in the near future.

Mediation/Arbitration

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

Policies and Regulations

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

Communications

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

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

Otus: All student assignments, grades and attendance can be in Otus. You will receive login information at Open House.

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

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

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

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

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

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

Further, if you have a change of address, email, or phone number (**especially emergency contacts**) it is pertinent that you update your information by emailing randy@gainesvilleprep.com.

Student Transcripts and Records

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

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

Student Report Cards

Parents are encouraged to become involved in their student’s educational process by frequently checking the Otus parent portal for the latest grade, and other information regarding their student. Report cards will be sent **home via paper** through at the end of each nine-week grading period. **To make the end of the each grading period more significant and meaningful, report cards will be sent home, signed, and returned.**

Tuition and Fees

All parents of GPS students are required to join Gradelink, our billing portal.

Tuition and fees may be paid in the following manner:

1. Full payment for the year with a 3% discount. This payment is due by August 1st.
2. Ten monthly payments, due on the 1st of each month of the school year (August-May)

Tuition Rates

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

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

Continuous enrollment

GPS operates on a continuous enrollment model. This means that your student will be re-enrolled for the next school year **unless** the parent fills out the unenrollment form in February.

Book, Technology, and Computer Fee

Each student has a \$400 book fee per year that covers their Chromebook, technology usage, and books. **Chromebook replacement is covered by this fee for the 2023-2024 school year.**

Late Account Policy

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

Insufficient Funds and Returned Payments

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

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

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

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

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

Credit/Debt Card Fees

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

Tuition Refunds

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

Withdrawal Policy

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

Financial Aid

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

Georgia Special Needs Scholarship Program Recipients

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

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

Policy on Raffles

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

Student Technology Acceptable Use Policy

Reasons For This Policy

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

Computer & Internet Uses

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

Acceptable Uses

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

Impermissible Internet & Computer Equipment Uses

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

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

Monitoring

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

Disclaimer Of All Warranties

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

Security

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

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

Encounter Of Controversial Material

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

Personal Internet Use

Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, students may face school discipline and if applicable the proper authorities will be notified.

Penalties For Improper Use

Any user violating this policy or applicable state and/or federal laws will result in disciplinary action and may be restricted from Internet use. Technology equipment infractions may result in detention, Saturday school, suspension, withdrawal, and/or referral

to legal authorities dependent upon the gravity of the offense. Determination of the disciplinary action is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration.

Electronic Equipment

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

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

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

Penalties For Electronic Equipment Violations

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

following disciplinary action:

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

Texting Policy

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

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

Cell Phones

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

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

Phone Penalties:

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

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

Bring Your Own Technology Policy

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

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

Visitor Policy

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

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

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

School Hours

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

Inclement Weather Days

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

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

Emergency Drills

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

Illness Policy

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

Covid-19 Clause:

GPS preserves the right to check temperatures, ask and require notification of sick family members that are within close contact with the student and/or parent's of the student. GPS reserves the right to ask a student to quarantine for a 5 day period followed by masking while at school for an additional 5 days if deemed necessary. GPS reserves the right to close school temporarily for cleaning purposes if deemed necessary. We are focused on the safety of our student's, their families and our staff. We will hold standards of cleanliness and take precautions as necessary. Our class sizes remain small and we will be doing daily wipe downs between full cleanings to keep everyone safe and health.

Authorized pickup/Leaving during the school day

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

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

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

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

Before/After School Policies

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

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

Tardy Policy

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

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

Early Check-Out Policy

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

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

Student Dress Code

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

Dress Code Rules:

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

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

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

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

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

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

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

Lower School Policies

Lower School Academic Policies

Standards-Based Grading

GPS utilizes a research-based grading model called Standards-Based Grading that gives parents greater insight into their child's learning strengths and weaknesses, as well as into their habits of work. Children's academic achievement is separated from their behaviors that are entitled habits of work on their report cards. More information can be found at: www.gainesvilleprep.com/SBG, and a detailed explanation of report cards will be sent home during the 1st nine weeks of each school year.

Academic Grade Scale

- 0: No Proficiency**
- 1: Low Proficiency**
- 2: Developing Proficiency**
- 2.5: Approaching Proficiency**
- 3: Proficient**
- 3.5: Approaching Exemplary**
- 4: Exemplary**

Student Promotion To Next Grade Level

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

Standardized Testing

GPS utilizes the MAPS growth testing three times a year to monitor student progress and evaluate our teaching methods. These scores will be available within one week of the testing session on Otus.

Attendance

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

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

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

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

Discipline Philosophy And Procedure

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

Lower School Positive Behavior Expectations

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

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

1. Works well with others
2. Cooperative and respectful attitude
3. Obeys right away
4. Maintains self-control

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

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

Lower School Discipline Policies

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

- Loss of a privilege
- Behavior note to parents
- Parent conference
- Other consequences at the teacher's discretion

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

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

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

Consequences for the Accumulation of Demerits Are as Follows:

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

Detention

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

Student Dress Code

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

Middle and Upper School

Middle and Upper School Academic Policies

Standards-Based Grading

GPS utilizes a research-based grading model called Standards-Based Grading that gives parents greater insight into their child's learning strengths and weaknesses, as well as into their habits of work. Children's academic achievement is separated from their behaviors that are entitled habits of work on their report cards. More information can be found at:

www.gainesvilleprep.com/SBG, and a detailed explanation of report cards will be sent home during the 1st nine weeks of each school year.

Academic Grade Scale

On report cards, grades will be reported according to standards-based scales and then converted to traditional grades for the purposes of parent understanding and college transcripts. Colleges, even Ivy League universities, accept standard-based transcripts, but for ease of access, we will provide a transcript with traditional grades, and the conversion scale is listed below.

- 0: No Proficiency → F/0**
- 1: Low Proficiency → F/50**
- 2: Developing Proficiency → C/70**
- 2.5: Approaching Proficiency → B/80**
- 3: Proficient → A-/90**
- 3.5: Approaching Exemplary → A/95**
- 4: Exemplary → A+/ 100**

High School GPA Weight Scale

Scale (follows the HOPE Scholarship GPA scale)

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

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

HOPE GPA:

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

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

“A” Honor Roll And “A/B” Honor Roll

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

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

Middle School Students Taking 8th Grade Honors Math

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

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

Attendance

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

The Principal and/or the student’s teacher should be notified by 8:30AM should a student be absent from school. The student’s work can be procured from Otus. **For excused absences, students will receive one additional day for each missed day to complete their in-class assignments. Every effort should be made to complete in-class assignments from home by using Otus.**

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

Tardies To School

Teachers will be in their classrooms and expect students to be in their seats before the tardy bell rings. Students tardy to school must receive an admittance slip from the office before entering the classroom. Students with an unexcused tardy to school will be given a tardy

warning for each occurrence. After **two warnings** for the quarter, the student will receive an automatic **detention** for **every unexcused tardy**.

Planned Absences

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

Absences

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

Check Out Policy

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

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

Make Up Work

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

- Prearranged tests or quizzes missed due to the absence will need to be made up the day the student returns to school. The student will be allowed until the end of the day or immediately after school to take the test or quiz; in special cases, the teacher may offer alternative arrangements.
- In the event the student misses more than one day consecutively, the student will be given at least one extra day to prepare for the test.
- Students who miss a test or quiz due to checking in late will be required to take the test or quiz before leaving school that day. If the student does not make arrangements to do so, make up of the test or quiz will be at the discretion of the Principal.
- Make up test and quiz formats may be altered to maintain the integrity of the assignment.
- Projects, papers, and special assignments communicated to the students in advance must be

turned in on the due date without exception.

- All regular classwork assignments will be given an extension of one day for every excused absence day. For example, if a student misses two excused days, they have two additional days to complete their assignments.
- The administration must approve exceptions for makeup work due to extenuating circumstances, including extended or chronic illnesses.
- Students with unexcused absences will be given a zero for class assignments and quizzes missed during the absence. Tests or exams missed will result in either a zero or a major point reduction depending on the circumstances of the unexcused absence. The penalty will be at the discretion the Principal.

Credit For Coursework

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

Dual Enrollment

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

Work Release

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

Repeating Courses

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

Honors Courses

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

Student Promotion To Next Grade Level

A Middle School student may only fail one core subject and pass to the next grade. However,

this core class must be repeated during summer school via an approved method by the Principal before the student is promoted.

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

Academic Probation and Remediation

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

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

Credits Required for Graduation with a General Diploma

Credits	Subject	Notes
2	Bible	
4	English	
4	Mathematics	Algebra I, Geometry, Algebra II, and an additional math to include Business Math, Algebra III, Pre-Calculus, Calculus, or Statistics
4	Science	Must include Biology, Chemistry, and Physical Science or Physics and one additional science course
3	Social Sciences	Must include US History, World History, US Government/Economics
3	Foreign Language	Must be the same Foreign Language
.5	Health	
.5	Physical Fitness	
1	Fine Arts	Must include one of the following: Art; Humanities; Film in the 21 st Century or other Fine Arts offerings
2	Electives	Additional credit in electives or optional core courses

24	Total Credits
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*Please note that these general requirements may be adjusted to match your child’s specific needs, depending on class offerings, and transferred classes.

Credits Required for Graduation with a College Prep Diploma

Credits	Subject	Notes
2	Bible	
4	English	Must include at least two Honors classes
4	Mathematics	Algebra I, Geometry, Algebra II, and an additional math to include Business Math, Algebra III, Pre-Calculus, Calculus, or Statistics
4	Science	Must include Biology, Chemistry, and Physical Science or Physics and one additional science course; must include at least two Honors classes
3	Social Sciences	Must include US History, World History, US Government/Economics; must include at least two Honors classes
3	Foreign Language	Must be the same Foreign Language
.5	Health	
.5	Physical Fitness	
1	Fine Arts	Must include one of the following: Art; Humanities; Film in the 21 st Century or other Fine Arts offerings
6	Electives	Additional credit in electives or optional core courses

28	Total Credits
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*Please note that these general requirements may be adjusted to match your child’s specific needs, depending on class offerings, and transferred classes at the discretion of the Principal

Impact Scholars Program

The Impact Scholars Program will begin in 2023-2024 with the offering of AP World History, AP Environmental Science, and Honors British Literature. The course path below will be altered according to current course offerings and student interest for the foreseeable future. As the program and school grow, the course sequence will be followed more strictly.

Each student in this program will be assigned a faculty mentor that will monitor their academic progress, assist them with their college plans, and direct their volunteer hours. Impact Scholars are required to complete 20 hours of community service per school year at a location approved by their mentor.

Impact Scholars will be given a handbook during their Freshmen Year Orientation to the program that will detail the requirements for class sequences, volunteers hours, mentoring sessions, and their Senior Project.

Entrance into the program takes into account the student’s grades from their 7th and 8th grade years, standardized testing, a one-page essay, teacher recommendations, and finally, an interview. More information will be released on the entrance process requirements for 2024-2025 in early 2024.

<p><u>9th Grade Courses</u></p> <p>Honors 9th Grade Lit/Comp</p> <p>Alg I or Accelerated Alg I/Geom A or Honors Geometry</p> <p>Honors Biology or AP EnvScience</p> <p>AP Human Geography</p> <p>PE (.5 credit)</p> <p>Health (.5 credit)</p> <p>Bible</p> <p>Elective (can be Language Year 1)</p>	<p><u>10th Grade Courses</u></p> <p>AP Lang/Comp or Honors 10th grade Lit/Comp</p> <p>Geometry or Honors Alg 2 or Accelerated Geom B/Algebra 2</p> <p>Honors Biology or Chemistry</p> <p>AP World History</p> <p>Language Year 1 (or Lang Year 2 if Lang Year 1 was taken in 9th grade)</p> <p>Bible</p> <p>Elective</p>
<p><u>11th Grade Courses</u></p> <p>Honors American Lit</p> <p>Algebra 2 or Accelerated Pre-Calculus or AP Stat or AP Calculus AB</p> <p>AP Biology or AP Chemistry or Honors Chemistry or Honors Physics</p> <p>AP U.S. History or Honors U.S. History</p> <p>Language Year 2 (or Lang Year 3 if Lang Year 2 was taken in 10th grade)</p> <p>AP Seminar (AP Capstone Students Only) or elective</p> <p>Bible</p>	<p><u>12th Grade Courses</u></p> <p>AP Lit and Comp or Multicultural Lit/Comp</p> <p>Pre-Calculus or AP Stat or AP Calculus AB or AP Calculus BC</p> <p>AP Biology or AP Chemistry or Physics or Science</p> <p>AP Gov't/ Honors Econ or Hon. Gov't/Hon. Economics</p> <p>Language Year 3 (or Lang Year 4/AP if Lang Year 3 was taken in 11th grade) or Elective</p> <p>AP Research (AP Capstone Students Only) or elective</p> <p>Bible</p> <p>***3 years of the same foreign language is required</p>

****Impact Scholars may deviate from this course sequence at the discretion of the Principal and utilize equivalent Dual Enrollment classes in the place of certain AP courses.**

College Entrance Examinations

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

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

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

Discipline Philosophy And Procedure

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

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

Consequences for Demerits

- Four demerits equals one before school detention

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

Demerit Removal

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

Cheating

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

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

Plagiarism Defined

Plagiarism is literary theft. It is defined as:

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

Drugs, Alcohol, Tobacco

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

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

Firearms

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

Fighting

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

Bullying

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

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

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

Cell Phones

Please see the above rules regarding cell phones.

Public Displays of Affection

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

Student Dress Code

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

Detention

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

Statement on Learning Challenges

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

This means that we accept most students with learning challenges, provided that our Special Education Coordinator (SEC) believes that we can serve the student in a way that will allow them to flourish. In concert with our SEC, we develop an educational plan that enacts any

IEP a student may have and further, the faculty and staff will work with parents and other professionals to continue to develop and refine that plan to meet the needs of the student. Our goal is to work together with families to prepare students with learning challenges for their next step in life, whether that is college, vocational school, or the workforce.

Appendix A

Parent Commitment

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

Appendix B

GPS 2023-2024 Student Handbook Agreement

General Agreement

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

Student Agreement (6-12)

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

Parent/Guardian Print Name

Sign Name

Parent/Guardian Print Name

Sign Name

Student Print Name

Sign Name