



Parent-Student Handbook 2026-2027

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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 distinctive.

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.

Further, we can consider families with alternate religious beliefs who express sincere desire to be faithful supporters of our Christian education program and support their child's education while attending GPS.

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.

If additional resources, such as a psychologist, physical therapist, or additional tutoring are required for the education and development of the child, these will be discussed with parents and could possibly require additional monetary support outside of tuition. 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, the workforce and community at-large.

Every effort will be made to appropriately and safely accommodate each child and the school as a whole. Behavioral problems that are not able to be addressed by teachers / the SEC, therapists and parents may result in the need for parents to find alternate placement for their child.

Any false presentation or omittance of a child's academic standing, mental capabilities or behavioral problems by a guardian can be grounds for dismissal.

General 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 we are a member of the Association of Christian Schools International (and will be seeking accreditation from them in the near future). We are also an approved SB10 Scholarship recipient school under the Georgia Board of Education.

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 our school as reflective of the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). See Appendix C.

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.

Overview of Student Discipline

When discipline is necessary, the following steps will normally be followed. While sometimes these steps will be followed sequentially, the steps at times may be repeated, combined and/or skipped depending on the frequency or severity of the offense.

- Talk/Conference
- Employ use natural/logical consequences
- Document the offense
- Notify the Parents
- Involve Head of School

Addressing disciplinary issues referred to the Head of School:

1. The Head of School will address disciplinary issues when teachers have followed the appropriate disciplinary steps as listed above or when the disciplinary issue is significant enough to bypass the above steps. For significant transgressions the Head of School may include an SMT member and/or a teacher to help determine the level of disciplinary action and any related action plan.

2. An action plan may be implemented with the intent to correct the student's heart and cause the pattern of misbehavior to be broken. The general time frame for an action plan may be established that is up to a three-month period, but is subject to a shorter or longer period based upon the level of the offense.

3. The Head of School will meet with the parents and if appropriate, the student will be placed on probation. At any time during the probationary status, the level of discipline can be increased or decreased depending upon the level of severity related to the offense or an event transpiring after the student was placed on probation. In such cases, the Head of School retains primary discretion to apply such changes.

4. Notwithstanding action taken by the Head of School to the contrary, the school policy will include a three-offense approach in dealing with unacceptable behavior for students with a documented action plan:

- **First Offense:** The student is sent to the Head of School. The Head of School will apply the appropriate discipline. The Head of School will contact the parent. The parent may be required to take the child home from school for the remainder of the day.
- **Second Offense:** The student is sent to the Head of School. The Head of School will apply the appropriate discipline and contact a parent. A parent may be required to take the child home from school for the remainder of the day and the next two days.
- **Third offense:** The student is sent to the Head of School. The Head of School will apply the appropriate discipline and contact a parent. A parent may be required to take the child home from school for the remainder of the day and determination will be made as to whether the school is the right environment for the child

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. GPS Administration and Board reserves the right to adjust these policies at any time.

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. By clicking the MYGPS tab at the top, you can find links to Jupiter, our lunch program, this Handbook, and our school calendar. Special announcements and school news can also be found on the site in addition to being emailed to all pertinent groups.

Jupiter: All student assignments, grades and attendance can be in Jupiter as well as payments made for tuition. You will receive login information at Open House. Jupiter has an extensive help menu and if you cannot find a function after using this, please contact randy@gainesvilleprep.com

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 classes and the entire school for most matters. Please ensure that you keep your most relevant and preferred email address updated in Jupiter. 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. If a parent wishes to schedule a team meeting to include outside resources such as tutors or therapists, please send this request in writing and allow 72 hours for the coordination of members.

Written Communication: In the elementary school, information is frequently sent home via paper forms that may need to be signed and returned with your student. This may include classwork, 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 as 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 Jupiter parent portal for the latest grades, and other information regarding their student. **Report cards will be sent via Jupiter at the end of each nine-week grading period.**

Tuition and Fees

All parents of GPS students are required to join Jupiter, our tuition and 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. Twelve monthly payments, due on the 1st of each month of the school year (June-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 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. A detailed explanation of this process can be found here:

<https://gainesvilleprep.com/about-gainesville-preparatory-school/continuous-enrollment/>

Book, Technology, and Computer Fee

The book, technology, and computer fee has been replaced with the annual re-enrollment fee of \$300 per family.

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 Jupiter 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 Jupiter 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 possible to discuss options. We understand that life can sometimes throw hurdles before us and we want to help in any way possible. All family hardships will be presented to the finance committee for consideration.

Credit/Debt Card Fees

All payments made via credit/debt cards will incur a 3% processing fee. There is **only a \$2.00 fee per transaction** with an ACH/checking account payment.

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 meeting or alternatively, fill out the forms during the application process.

Georgia Special Needs Scholarship Program Recipients

Recipients of the Georgia Special Needs Scholarship (SB10) 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)

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 after school detention (3:30-4:00PM) at a charge of \$5.00 billed to the student's account.
2. Second offense - 2 after school detentions (3:30-4:00PM) at a charge of \$5.00 per hour billed to the student's account.
4. Third offense – In-school suspension served from 8:30 AM – 3:30 PM at a charge of \$100.00 billed to the student's Jupiter account
5. Every offense after will receive in-school suspension.

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 **must place their cell phones in their homeroom teachers phone box each morning** and are not to have possession of cell phones 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

Phone Penalties:

1. First offense – 30 minute after school detention (3:30-4:15PM) at a charge of \$5.00 billed to the student's account.
2. Second offense - 2 before school detentions (3:30-4:15PM) at a charge of \$5.00 per hour billed to the student's account.
3. Third offense –In-school suspension served from 8:30 AM – 3:30 PM at a charge of \$100.00 to cover the fee for staffing. This will be billed the students account in Jupiter.
4. Every offense after will receive an in-school suspension.

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 6 – 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. GPS 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, **including active intruder drills**, will 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 or email communication.

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 or email 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 3:45 PM** unless attending aftercare. **At 3:45PM any student still on campus at GPS will be charged the daily rate for the aftercare program.** 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
 - c.) Staying in the aftercare program

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 early check-outs need to be submitted by email or text 24 hours prior to the time of release. Once, you have arrived on campus for check-out please text the school number, 770-322-4494 to notify the administration you are here for pickup.

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.

Board Contact

If a parent wishes to share an idea, grievance or other community interest matter with the GPS Board, you must first write to the admin mailbox (dwhiting@gainesvilleprepga.com) with your detailed request. Once appropriate research has been conducted, a Board member reach out for conversation. Under no circumstances should parents call Board members directly regarding any subject that has not been previously sent in writing to the admin mailbox.

Policy on Mental Health and Gun Safe Campus

Gainesville Preparatory School is committed to providing a safe environment for all students and faculty. Unfortunately, there is not 100% prevention for campus violence; however,

markers of prevention include gun safety, access to weapons and supporting students' mental health. As such, we require a set of community practices to help ensure all students have support for their mental health and limited access to weapons (especially firearms). As these practices will be implemented at the school, we ask parents to commit and deliver these at home as well.

1. Parents will follow the recommended gun safe practices as outlined in Appendix D by Project Childsafe.
2. Any threat, direct or perceived, in-person or via social media, will be researched and examined by GPS administration and local law enforcement. **Threats will be taken seriously and prosecuted to the fullest extent of the law possible.**
3. Following any proven and credible threat by a student(s) against students or faculty, the student will be immediately expelled from Gainesville Preparatory School.
4. Parents of any student who is suffering from a change in personal mental health should alert administration and utilize all available resources to assist their child, including by not limited to school administration, private therapists, county resources or other professionals.
5. GPS reserves the right to bring in any additional resources to assist with any student who we feel is in a repressed mental state and/or has access to weapons/firearms in the home.

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 MAP 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 Jupiter or by 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

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 3:30-4:00PM.

Student Dress Code

Please see the above rules regarding dress code on **page 17**.

Upper School Policies

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.

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 Jupiter.**

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 class begins. **Students with an unexcused tardy for the school day will be given a tardy warning in Jupiter for each occurrence.** After **two warnings** in a nine-weeks, 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 or have their parents email the Principal prior to the start of the school day.

2. Checking students out by their cellphone is not permitted. Proper written, texted, or e-mailed notification from a parent or legal guardian must be presented to the Principal 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. **We must be notified when a student is leaving campus. Failure to notify the Principal will result in the loss of this privilege.**

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 work release must discuss this option with the Principal and develop a detailed plan.

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 a 0 or 1 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 0 or 1 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 began 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..

<u>9th Grade Courses</u>	<u>10th Grade Courses</u>
Honors 9th Grade Lit/Comp	AP Lang/Comp or Honors 10th grade Lit/Comp
Alg I or Accelerated Alg I/Geom A or Honors Geometry	Geometry or Honors Alg 2 or Accelerated Geom B/Algebra 2
Honors Biology or AP EnvScience	Honors Biology or Chemistry
AP Human Geography	AP World History
PE (.5 credit)	Language Year 1 (or Lang Year 2 if Lang Year 1 was taken in 9th grade)
Health (.5 credit)	Bible
Bible	Elective
Elective (can be Language Year 1)	

<u>11th Grade Courses</u>	<u>12th Grade Courses</u>
Honors American Lit Algebra 2 or Accelerated Pre-Calculus or AP Stat or AP Calculus AB AP Biology or AP Chemistry or Honors Chemistry or Honors Physics AP U.S. History or Honors U.S. History Language Year 2 (or Lang Year 3 if Lang Year 2 was taken in 10th grade) AP Seminar (AP Capstone Students Only) or elective Bible	AP Lit and Comp or Multicultural Lit/Comp Pre-Calculus or AP Stat or AP Calculus AB or AP Calculus BC AP Biology or AP Chemistry or Physics or Science AP Gov't/ Honors Econ or Hon. Gov't/Hon. Economics Language Year 3 (or Lang Year 4/AP if Lang Year 3 was taken in 11th grade) or Elective AP Research (AP Capstone Students Only) or elective Bible ***3 years of the same foreign language is required

**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). The SAT and ACT will be schedule once yearly on campus during a school day.

Dates for these tests will sent out via email to all upper school parents.

All freshmen and sophomores in the Honors and Impact Scholars tracks are required to take the one of the PSAT, SAT, or ACT offered yearly on campus.

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.

In general, we expect the four following:

1. Students are expected to respect each other as a person, an image bearer of Christ. Inappropriate touching or teasing is prohibited.
2. Students are expected to respect each other's property. Rummaging through someone else's locker, backpack, books, purse or other belongings or reading personal notes or letters of another student are prohibited.
3. Students are expected to give good reports; this includes refraining from gossip, slander, and complaining about fellow students or teachers.
4. Students are expected to remember that family convictions are not always the convictions of their peers. Parents may set standards for their families that are not practiced by others.

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 3:30-4:15PM.

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 the GPS policy for conflict resolution..
8. Parents must be in full cooperation with the school to meet all attendance requirements, meetings, conferences and community events.
9. Parents must agree to refrain from gossip and sowing dissent when an issue occurs. The first step is always to contact the school administration and teachers to handle the issue and not other parents. If the issue cannot be resolved at the administration level, the board will become involved and ensure that continued resolution of any issue is sought.

At no time should a parent commit libel or slander towards any teacher or administrator at Gainesville Preparatory School. These acts will be grounds for dismissal of your student(s) from GPS.

Appendix B

GPS 2026-2027 Student Handbook Agreement

General Agreement

We, parents of _____,
have read, understand, and agree with all the policies addressed in the 2026-2027 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 2026-2027 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

Appendix C

MATTHEW 18 PRINCIPLE OF CONFLICT RESOLUTION

A Christian school is made up of people – parents, administrators, teachers and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Because of our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems. GPS bases its conflict resolution process on this passage of scripture.

If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they¹³ still refuse to listen, tell it to the church, and if they refuse to listen even to the church, treat them as you would a pagan or tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

1. Keep the matter confidential – The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered” (Proverbs 11:9).
2. Keep the circle small – “If your brother sins against you, go and tell him his fault between you and him alone”. The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level. If either party believes others in the school community share their view of fault or wrong in a particular situation, those others should be encouraged to speak for themselves using the same conflict resolution process.
3. Be straightforward – “Tell him his fault”. Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The Scripture says, “Faithful are the wounds of a friend” (Proverbs 27:6). This step should be done with humility and with the realization that a perception of hurt or fault may be just as valid and necessary to resolve as actual hurt or fault. Humble, honest and straightforward communication between parties can go a long way towards solving a problem.

4. Be forgiving – “If he hears you, you have gained your brother”. This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted”. Most school problems are resolved at step 2 (estimated at 80% of Christian school conflict). Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together, and you are not satisfied with the outcome of your discussion. What is the next step using Matthew 18 principle?

5. The parent and the teacher should agree to share the matter with the Head of School. At this stage the counsel of Jesus would be “...take with you one or two more, that by the mouth of two or three witnesses every word may be established.” For our school’s purpose, this verse means that both parent and teacher should present their version of the issue or issues with the school’s Head of School. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest¹⁴ discussion among people who are sensitive to godly principles will most often reach an amiable solution. (An estimated 18% of Christian school conflict is resolved at the Head of School level). If however, the issue is unresolved (i.e. either party disagrees with and/or is unwilling to abide by the decision of the Head of School), the SMT represents the next level in conflict resolution (filling in for the Church in Jesus’ instructions).

6. The Head of School should explain the problem to the chairman of the SMT. The chairman will decide how the matter should be presented to the SMT. Depending on the complexity of the problem, it may be appropriate for the SMT chairman to request that all persons involved be present at a SMT meeting (or a subset of the SMT). The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to the teacher about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.