

## **Section 100**

## **ASSOCIATION AND BOARD**

### **Article I. Name**

The name of this organization shall be Greater Portland Christian School Association.

### **Article II. Purpose**

The purpose of the Greater Portland Christian School Association shall be to maintain a parent-controlled school for the daily instruction of pupils in accordance with the principles of Article III. The Association shall elect from its membership the Board of Directors who shall administer the affairs of the School.

### **Article III. Basis**

The basis of the Greater Portland Christian School Association is the teaching of the Bible that man was made in the image of God to be a steward of His creation, and that parents are responsible to train their children to know and serve God. The basis rests further on the belief that such training can most effectively be carried on in a school where every area of knowledge is related to God: e.g., science is recognized as the investigation and use of God's eternal purpose; and the arts are viewed as reflections of God's creatures.

The Theological basis, which unites the members of this Association and binds the teachers of this School, includes the following particular truths of Scripture:

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, and in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

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.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **Article IV. Membership**

Membership in this Association is open to all persons 18 years of age and older who annually subscribe in writing to the basis of this School as in Article III, who regularly attend an evangelical church, and who pay annual dues as set by the Board of Directors. The Association shall have the power to dismiss or suspend a member by 4/5 or 80 percent vote of the membership present at a legal meeting of the Association (such action to be taken after careful consideration of the Lord's teaching as per Matthew 18), and that action taken at the Association meeting be reported to the church pastor of the individual concerned.

## **Article V. Meetings**

1. The annual meeting of this Association shall be held on the first Monday in June unless otherwise determined by the Board of Directors.
2. Special meetings of this Association may be called by the president of the Board of Directors when requested by a majority of the Board of Directors when requested by a majority of the Board of Directors or when requested by one-fourth of the voting membership.
3. Written notice containing the agenda for the meeting, including nominations for the annual meeting shall be given all members at least two weeks in advance of all annual meetings of the Association.
4. The business of the annual meeting shall include:
  - (1) Election of members of the Board of Directors
  - (2) Financial report of the past year
  - (3) Administrative report of the past year
5. A quorum to conduct business shall be one-fourth of the Association membership.

## **Article VI. Amendment**

This Constitution may be amended by a two-thirds vote of the Board of Directors and a two-thirds vote of the membership present at any legal meeting of the Association provided that the proposed amendment has been set before the Association at the previous meeting, and that, in accordance with Article V, Section 3, the proposal of the amendment has been included in the call of this particular meeting.

Articles II, III, and VI of the Constitution are not subject to amendment except by a unanimous vote of the Board of Directors and a three-quarters vote of the Association's total membership.

## **BYLAWS -- Article I.**

### **Section I. Selection of the Board**

1. The Board of Directors shall consist of nine elected members to serve rotating three-year terms, with members elected at each subsequent annual meeting.
2. The secretary of the Board of Directors must receive nominations at least three weeks prior to the annual meeting.
3. The Board of Directors shall elect its own officers and determine the times of its meetings.
4. The officers of the Board of Directors shall serve as officers of the Association.
5. The school administrators shall be non-voting members of the Board of Directors.
6. Vacancies that occur on the Board of Directors may be filled by appointment by the Board, the term to run until the next meeting of the association.
7. Spouses of full-time teachers are not eligible to serve as elected members of the Board.

### **Section II. Term of Office**

1. The term of an elected member shall be for three years.
2. Elected members may be re-nominated for additional terms.

### **Section III. Duties of Officers**

1. President
  - a. Provide an agenda for all meetings
  - b. Appoint committees with Board approval
  - c. Act as/or appoint a temporary administrator in the event of the administrator's prolonged absence
  - d. Conduct meetings of the Association and of the Board of Directors
1. Vice-President/Financial Secretary
  - a. Assume responsibility of the President in his absence
  - b. Sign any or all checks in the treasurer's absence
  - c. Assume responsibility for the collection and recording of all tuition receipts
  - d. Follow up on overdue accounts

2. Treasurer
  - a. Sign all checks
  - b. Provide an accounting of all School finances to both the Board and the Association semi-annually
  - c. Assume responsibility for the recording of all receipts and disbursements of the school
3. Recording Secretary
  - a. Take minutes of all Board and Association meetings
  - b. Handle all Board and Association correspondence
  - c. Notify members of all meetings of the Board and Association

## **Section IV. Committees**

### **A. Education Committee**

1. Recommend broad educational policies to the Board
2. Cooperate with the principal in screening prospective teachers
3. Encourage and support the director and his assistants in the administration of the School
4. Work with the administration in the development of the curriculum
5. Work with the administration in the development of the extra-curricular activities
6. Encourage and help the director and the teachers in earning and maintaining state-approval for the School
7. Cooperate with a long-range planning committee to define and to accomplish future goals

### **B. Finance Committee**

1. Make recommendations to the Board on the policies and procedures for the business activity of the School
2. Seek to promote efficient and effective business operations
3. Work with the director and the Board to establish the annual budget
4. Make recommendations to the Board on registration fees, tuition, and other fees
5. Arrange the annual audit of the financial records
6. Work out careful procedures for handling all income
7. Be certain that legal requirements have been fulfilled for tax exemption and for foundation appeals
8. Maintain a five-year projection of the School's finances to keep the Board alert to the financial trends which are coming

### **C. Promotion Committee**

1. Work with the Director to promote the school to the Christian community and to the general public
2. See that the brochures and newsletters of the school are of top quality
3. Help to recruit new students
4. Develop contacts with foundations
5. Broaden the financial base of the school by securing new donors

6. Help with the annual fund drive and with campaigns for capital improvements
7. Seek opportunities to keep local pastors informed about the school
8. Cooperate with the Director in the Open House program and with other programs to get people on campus

## **Article II. Staff**

1. The Board of Directors shall appoint the director and teachers after careful consideration of their spiritual, academic, and professional qualifications.
2. The director and teachers shall be appointed for such terms and with such salary and other conditions as the Board may determine.
3. All members of the administrative and teaching staff must declare annually in writing their unconditional agreement with Articles II and III of this Constitution.

## **Article III. Non-Discriminatory Policy**

The Association does not discriminate with regard to race, color, national or ethnic origin.

## **Article IV. Amendments (By-Laws)**

These by-laws may be amended by a two-thirds vote of the Board of Directors and a two-thirds vote of the membership present at any legal meeting of the Association provided that the proposed amendment has been set before the Association at the previous meeting, and that, in accordance with Article V, Section 3, the proposal of the amendment has been included in the call to this particular meeting.

### **HISTORICAL NOTE:**

Charter members of this organization elected an initial Board of nine directors: Three persons to three-year terms; three persons to two-year terms; three persons to one-year terms.

## **Section 120**

## **BOARD MEMBERS**

Bill Bamford- President  
Russell Keenan- Vice President  
Steve Whiting- Treasurer  
Kevin Frye- Secretary  
Chrissa Vocal- Facility  
Deborah Meek- Development  
Mary MacDonald-Murray  
**Ali Gant- Volunteer Coordinator**  
**Daniel Patterson**

## **Section 200            ADMINISTRATION AND FACULTY**

### **210 Administration**

Connie Woodward- Office Manager  
Lorissa Ruiz- Bookkeeper

### **215 Faculty**

Melissa Good- Preschool  
Lori Libby- Elementary Lead Teacher/ Kindergarten  
Nancy Strout- 1<sup>st</sup> grade  
Debbie Waugh- 2<sup>nd</sup> grade  
Jeannie Fillmore- 3<sup>rd</sup> grade  
Margaret Swartz- 4<sup>th</sup> grade  
Denise Steinwachs- 5<sup>th</sup> grade  
Jennifer Will- Jr High Teacher  
Carol Bickford- Jr High Teacher  
**Keith Dawson- High School Teacher/Head of School**  
Lynn Sarver- Jr High/ High School Ed Tech  
**Adam Howard- High School English**  
**Kate Donatelli- High School Math/ Science**  
Charlene Simpson- Academic Dean/ High School History/Science  
David Stewart- 11<sup>th</sup> & 12<sup>th</sup> Bible  
Lois Libby- High School Chorus  
Caryn Hasbrouck- Spanish  
**Joanna Martel- Jr High Science**

### **220 Support Groups**

**GPCS maintains organized team sports for grades 6 – 12 and depending on programs and participation, for elementary grades as well.**

Any student newly enrolled or participating in a sport must have his/her physician fill out a "GPCS Physical Exam Report". These forms are sent at enrollment time and/or are available in the school office.

### **230 Publications**

Flyer - This newsletter is published by the administration to notify parents about matters such as school trips, special events, meetings, etc. **It is mailed, emailed or sent home monthly.**

## **240 Special Services**

Counseling - Counseling at GPCS has two facets: Academic counseling, which involves career and college guidance; and Biblical counseling, which focuses upon practical daily living.

Limited special needs are met on the elementary level with part-time teachers for remedial reading classes and programs with high achievers.

Student Tutoring Program - High School Juniors and Seniors who are doing well academically and who have permission from the director may participate in the Elementary Tutorial Program.

## **Section 300**

### **ADMISSION AND FINANCIAL POLICIES**

#### **310 Admission Standards**

Greater Portland Christian School is a private Christian School. While the school would like to take in and educate any and all children, the school, unfortunately, does not have the staff or the resources to educate children with special needs. Consequently, the school cannot accept any children with current major learning difficulties (i.e., children who have been involved in special education programs). Similarly, the school cannot accept any student who has a history of major emotional problems or major disciplinary problems.

All students must undergo a screening process before they can be admitted to the school. The screening process will include an achievement test. For the reasons stated above, no student can be admitted to the school if his achievement test indicates that he is below 4 stanine. Students who pass the screening process will be given preliminary admission to the school. No decision concerning final admission to the school can be made until the school administrator has had an opportunity to review the student's previous school records.

All new and re-enrolled students in the school will be admitted only on a preliminary, probationary basis for the first three (3) months, and can be asked to leave the school after a parent-teacher conference.

GPCS seeks support from strong Christian students and parents, but does not require a profession of faith from students or parents. We do require our teachers and Association members to subscribe to the Statement of Faith.

GPCS does not discriminate in any of its programs on the basis of gender, race, color or country of national origin.

### **320 Enrollment of New Families**

New families considering enrollment must file a complete application packet with the secretary and pay a screening fee. After satisfactory screening tests and a family interview with the **Head of School**, written or verbal notice of acceptance will be made. All other appropriate fees are to be paid before the student may attend class.

### **330 Re-Enrollment of GPCS Families**

**During February** a time is reserved for families who are presently enrolled to complete the re-enrollment process and reserve a classroom space. Space is reserved only after all appropriate forms and fees have been received. Written notice of acceptance may be sent. Families owing back tuition will not be allowed to re-enroll. The registration fee is not refundable should the family decide not to enroll. If GPCS does not accept or have space for a student, the fee will be returned.

Teachers who have children enrolled are considered school families and should follow the usual registration process.

### **340 Waiting List**

No classroom space for any student is reserved until the process is complete, since acceptance is based on chronological completion of the enrollment process. A waiting list of those who have completed the entire process will be established for those applying to classes that are filled.

### **350 Tuition Payment Policy**

#### **Incentive for Early Payment:**

- Receive a tuition discount of 5% for payment-in-full by August 15.
- Receive a 3% tuition discount for payment of first half of tuition by August 15.
- Receive a 2% discount for payment of second half of tuition by January 15..

**[Note: these discounts for payment of 1/2 tuition only apply to the half-tuition that is being paid up front]**

#### **Offer 12 month payment plan:**

- A new 12-month option, in addition to current 10-month plan with the start date of July 1.
- The 12-month payment plan rolls up tuition, curriculum and other fees into 12 equal lump sum payments designed to help our families budget the costs.



## **Traditional 10 month payment plan:**

- Registration Fee is due June 1.
- Curriculum Fees and Activities Fee are paid by July 1<sup>st</sup>.
- Tuition payments are spread out over 10 months with first payment due August 10 and the final tuition payment due May 10.

**-Tuition must be paid in full before graduating seniors can receive their diplomas.**

**-A late fee of \$15.00 will be charged to accounts not paid by the 10<sup>th</sup>.**

**-Unpaid tuition at the end of a semester, student(s) will not be allowed to attend the following semester until overdue balance is paid in full.**

**-Students will not be permitted to begin a new school year if a balance is showing for any previous school year.**

**-Students who leave the school for any reason will be charged tuition on a pro-rata basis.**

On the 11<sup>th</sup> of each month, a letter will be sent by the bookkeeper to all families with past-due accounts. This letter will identify the specific amount that is past due, including any late penalty. If you have unpaid tuition at the end of the semester, you will not be allowed to attend the following semester until your overdue balance is paid in full. Accounts that are more than two (2) months delinquent will be reported to a credit bureau.

### **360 Tuition Aid Plan (TAP)**

Each year the Board reserves funds for tuition aid to families who apply for it. Application forms should be obtained from the secretary. Application is due by **the last Friday in May**, and decisions will be announced as soon as possible after June 1.

## **Section 400**

## **ATTENDANCE POLICIES**

### **410 Tardiness**

Promptness reflects upon the school as a whole. Therefore, parents and students are expected to be punctual (8:10 for secondary, 8:15 for elementary) unless circumstances such as sickness, inclement weather or mechanical difficulties occur.

Elementary students who are tardy must bring a note to their teacher describing the reason for the tardy signed by the parent. Unexcused tardies or no written notification will result in the student missing one recess that day. Accumulation of five tardies will result in a parent conference.

**In Grades 6-12** two unexcused tardies per quarter in each subject are permitted. Notes for unexcused tardies will be received no later than one (1) school day after the occurrence. After the fifth tardy students will be discipline with a 1-hour detention.

Unless an acceptable note accompanies all morning tardies, an unexcused tardy will be issued. The accumulation of five tardies, excused or unexcused, will be counted as an absence on the student's attendance record.

## **420 Absences and Dismissals**

Unless permission was granted prior to the absence, all students returning from an absence of any kind must give the secretary a note signed by a parent giving an acceptable excuse for the absence. Examples of acceptable excuses are in 410 - the tardy policy. Unexcused absences may result in no credit for class work missed.

Prior permission should be obtained before any **planned absences**. **If permission is not obtained for extended absences, or if a note or contact is not given to the secretary following an absence, the absence will be unexcused.** Credit will not be given for work missed, including tests and quizzes.

A total of ten (10) absences per semester is allotted each year **in grades K - 12, pro-rated for classes meeting fewer than five days a week in order to give credit for a class.** It is the prerogative of the staff to decide whether to grant exceptions.

To prevent serious disruption to students' progress, prior (preferably at least one month) permission must be obtained before any planned extended absences. Request for Extended Absence forms are in the office. If permission is denied and the parents decide on the absence anyway, they are responsible for ensuring that the students learn the missed material, without imposing any additional demands on the classroom teacher, if necessary through the hiring of a tutor. These parents should also realize that such an absence could mean retention (on the elementary level) or failing a quarter (on the secondary level). If prior permission is not sought before a planned extended absence, credit will not be given for work missed, including tests and quizzes.

A note from a parent must be handed in prior to an early dismissal. If a note is not given to the secretary, the dismissal will be unexcused, thus prohibiting credit for the work missed. Early dismissal for students with a last-period study hall requires a parental note requesting this dismissal. For a student to have this privilege, he or she must be up-to-date with assignments and have at least a C average in each subject area. Students with an early dismissal must leave the school grounds.

No students are allowed to leave school during school hours without written permission.

**Grades 6-12:** A student must attend school for at least 3 hours of classes in order to participate in any after school activity.

#### **421 Communicable Diseases**

Communicable diseases such as the following may require a dismissal from the school and a doctor's note before readmittance: pinkeye, hepatitis, impetigo, lice, ringworm and scabies.

#### **422 Snow Day Rule**

On storm days when school is in session, but weather conditions are such that parents feel it would not be safe for them to drive to school, the student(s) **is given an excused absence.**

#### **430 Rules for Entrance and Exit**

Entrance: Students should not be left unattended at school before adult supervision, which begins at 7:45 a.m. **Grades 6 - 12** will enter their respective doors at 8:05 and **K - 5** will enter at 8:10. Classes begin at 8:15. In case of inclement weather, students will enter the building upon arrival and report to the gym. Elementary school students will remain in the gym until their teachers escort them to their rooms.

Exit: Students not involved in supervised extra-curricular activities are to be out of the building by 3:00 p.m.

Any **K - 5**-grade student that has not been picked up by 3:00 will be brought to a designated area and will remain there until his or her ride arrives. After the second offense, a parental conference will be scheduled. Habitual offense will be grounds for discipline. Students in grades **6 - 12** will wait outside the building after 3:00 p.m.

### **Section 500**

### **ACADEMIC POLICIES**

#### **510 Report Cards**

**Report cards will be given out two weeks after the end of each quarter. Report cards for grades K - 12 will be emailed (mailed on request). Report cards at the end of the year will be emailed (mailed on request) to all students.**

Grading policy for grades 9 - 12: Semester exams will not count more than 20% for any semester course. The report card will show quarterly grades, exam grades, semester grades and course grades.

## **520 Progress Reports**

Progress reports are prepared for all students by their teachers after the 4<sup>th</sup> week of the first quarter and are mailed home. Subsequently, notices will be sent after the 4<sup>th</sup> week of each quarter to students who are failing or who are not performing up to their ability in either work or citizenship.

## **530 Academic Probation and Possible Dismissal**

Academic progress of students will be checked bi-weekly, and a Progress Report will be sent to parents/legal guardians if a student's grade in a particular subject is D+ (75%) or lower. This will give a student the opportunity to improve his/her grade in order to avoid being placed on Academic Probation.

At the end of quarters and mid-way through each quarter, any secondary student not having at least a C- (76%) average in all subject areas will be placed on academic probation for two weeks. The two-week probation period will start one week after the mid-point or end of the quarter. Students on academic probation will receive a written plan from their teacher(s) explaining what they need to do during the probationary period to try to improve their academic standing. This may include, but is not limited to, making up work and/or tests, doing extra credit work, and/or meeting regularly with the teacher during the probationary period. Students who are on academic probation will not be allowed to participate in any extracurricular **activities (sports, drama, musicals, etc.)** for those two weeks **(Unless the activity is for credit. If the credit requirements are complete, then the student will not be allowed to participate)**. Students on sports teams will not be allowed to attend practices or suit up and sit on the team bench for any games during the two-week probation. Any student who is placed on academic probation for two consecutive quarters could be dismissed from the school after faculty review. **A parent meeting will be scheduled.**

## **540 Parent Conferences**

Parent-teacher conferences are scheduled for the end of the first and third quarters. In addition, teachers may schedule conferences at any time on an individual basis and should do so at the request of a parent.

## **540 FERPA: The Family Educational Rights and Privacy Act of 1974**

Parents may review their child's file with a teacher or secretary present. They may submit written comment or rebuttal to any document contained in the file, but they do not have the right to remove or have removed any document.

## **550 Homework**

Homework is an integral part of the school program. It is given to provide drill, for mastery, or for remedial or supplemental course work.

Classroom work missed due to **short-term illness** or excused dismissal is to be made up within twice the number of days missed. Work missed for any reason other than illness is due when the student returns to class.

Students in Grades 6-12 should expect a minimum of 1 (one) hour of homework per day.

## 560 Graduation Requirements

GPCS offers a full program of study for each academic year, including courses in the following disciplines: Bible, English and literature, mathematics, science (physical and life), social studies (history, geography, sociology and government), foreign languages, fine arts, computer literacy and physical education. This program will fulfill all State requirements for graduation, as well as general college admissions requirements. All students enrolled in GPCS are expected to take a minimum of five (5) courses each year of their high school careers, earning the following credits:

Bible	4
English (1)	4
Mathematics	4
Science (2)	4
Health	.5
Social Studies (3)	4
Foreign Language	2
Fine Arts (1)	1
Computer Literacy (1)	1
Physical Education (1)	<u>1</u>
<b>TOTAL CREDITS NEEDED</b>	<b>25.5</b>

(1) = Required by the State of Maine

(2) = State of Maine requires one half (1/2) credit be in Health

(3) = State of Maine requires one credit be in U.S. History

While in high school all students taking a foreign language must take two years of a foreign language, preferably the same foreign language.

Fine Arts credit may be earned by taking an art class (in or outside of GPCS) and by participating in drama, yearbook, and/or chorus.

## Section 600

## DRESS AND CONDUCT POLICIES

### 610 Dress Code

The Policy Committee feels that the parents of GPCS students should bear most of the responsibility of ensuring that their children are neat, clean and modest in appearance. However, recognizing that opinions of appropriate attire vary, the committee has set up a few specific guidelines:

- Sheer or see-through clothing is inappropriate. No underclothing or bare midriffs should show at any time.
- **Torn clothing, ripped-out jeans, leggings and pajamas are unacceptable.**
- Tank tops, halter tops, crop tops or anything that is excessively tight, short, or low cut is inappropriate for school. Modest sleeveless tops are acceptable. Straps of tops should be no less than 2 inches wide.
- Necklines of shirts may not be lower than 4 fingers-breath (fingers, not palm) below the collarbone.
- Shorts are acceptable for 6 – 12 only during the months of August, September, October, and then beginning March 21<sup>st</sup> (first day of spring), April, May and June. **Shorts are acceptable for K-5 only during the months August, September, October, May and June.** Shorts must be worn at the appropriate length. Grades K - 12 shorts should be no shorter than 4 inches above the knee when kneeling on the floor.
- Girls' skirts should be no shorter than 4 inches above the knee when the girl is kneeling on the floor.
- T-shirts with approved logos are acceptable.
- Boys: no earrings. Hats are not allowed to be worn inside the building by boys or girls.
- Boys pants must be worn above the hips.

Any controversial issues will be left to the discretion of teachers and staff.

### 611 Chapel Dress Code

- No students are allowed to wear shorts or sweat shirts (hooded or pullover).
- Girls are to wear skirts, dresses, or dress pants but are not allowed to wear capris or athletic type pants. Dressy knit shirts are allowed, but T-shirts with logos are not.
- Boys are to wear dress pants; **no jeans or athletic pants** are allowed. Belts are to be worn with pants that have belt loops. Pants must be worn above the hips. Dress shirts for boys are to be full button shirts which must be tucked into dress pants. Neckties must be tied.

## **612 Field Trip Dress Code**

On field trips students should follow the Chapel Dress Code (611) unless a teacher specifically directs to follow the general Dress Code (610).

## **613 Physical Education Dress Code**

Students are required to wear appropriate shorts or jeans, a T-shirt, and sneakers

## **615 Enforcement of Dress Codes**

When a student violates the Dress Code Policies, a teacher (K-12) will give the student a Dress Code Violation Card. The card will include the following information: the student's name, the violation, the time and date the card was issued, and the name of the teacher issuing the card. Immediately after the card is issued, the student must go to the principal who will carry out the following:

*1<sup>st</sup> Offense:* The student will be sent to the office to call a parent and inform him/her of the violation and request that a change of clothing be brought to the student at school. If appropriate clothing cannot be brought at the time, the parent will be informed that the student will be provided with a big shirt, which must be worn until the student leaves school.

*2<sup>nd</sup> Offense:* In addition to the 1<sup>st</sup> offense consequences, a parent conference will be scheduled by the school administration.

*3<sup>rd</sup> and Subsequent Offenses:* In addition to the 2<sup>nd</sup> offense consequences, 2 points will be debited from the final quarter grade of each class missed or for which the student is tardy due to the infraction.

Any controversial issues will be left to the discretion of the director, staff and policy committee.

## **620 Detention Policy, 6 - 12**

Detentions will be 45 minutes in length and served on the following Thursday unless the teacher who imposed it requires it to be served the same day it was imposed. Failure to serve a detention will result in a one-and-a-half detention. After 5 detentions a conference with the parents will be scheduled. If more detentions are given after the conference with the parents, the principal will determine whether or not an in-house suspension will be given.

## 630 General Rules for Student Conduct

Students are expected to be well behaved and show respect for teachers, students, other people and property whenever they are on school grounds. Furthermore, all students will be expected to live up to these same standards of conduct at school-sponsored, off-grounds activities (such as field trips, away athletic events, etc.), whether attending as participants or spectators. Failure to abide by these rules of conduct will result in disciplinary action being taken.

The following are some general rules of student conduct which all students are expected to observe. However, this is not intended to be an all-inclusive list. Again, all students are expected to be well behaved and respectful at all times.

1. Students are to address all staff members with respect, using the titles of Mr., Mrs., Miss, etc.
2. Students are to walk quietly in the halls.
3. Stealing, cheating or destruction of school property can be grounds for immediate dismissal.
4. Fighting, pushing and pulling in school and on the playground are not allowed.
5. Students are not to climb the fences or trees.
6. Students are to remain on school grounds during school hours, unless a teacher gives them permission to leave.
7. Parking a student car on campus is a privilege, which can be revoked upon quarterly evaluation. A registration form should be obtained from and filed with the office. Student cars are off-limits during school hours.
8. No snowball throwing is allowed.
9. Students are not to bring recreational electronic devices to school unless they are allowed for a school function. Cell phones or pagers must be checked in and left in the homeroom during the school day. Students may retrieve cells/pagers at 2:30pm or earlier if a student has an early dismissal. If a student does not follow this rule, the cell/pager will be confiscated and given to the student's homeroom teacher. A detention will be given to the student. For the 2<sup>nd</sup> and subsequent offences, in addition to the 1<sup>st</sup> offense consequences, the cell/pager will be held by the principal until a parent retrieves it.
10. Smoking and the use of drugs or alcohol are strictly prohibited. Use of such is grounds for immediate dismissal.
11. Students are not to chew gum at any time on school property.
12. Hats are not to be worn inside the building at any time by females or males.



13. Males are not to wear earrings; females may. Any tattoos and/or body piercing jewelry are not allowed.
14. Inappropriate physical contact is not allowed.
15. No skateboards, or skates of any kind are allowed at school.
16. Taking the Lord's name in vain (using it lightly) or using language a teacher considers inappropriate will result in a student getting detention.

### **631 Weapons Policy**

It is the policy of the school that knives and firearms are not toys and should not be used while on school property. The safety of the students, faculty and staff is of paramount importance. Therefore, any item brought into the school or used by a student that is perceived by faculty or staff to be dangerous (including but not limited to stars, maces, nunchucks, sling shots, tazers etc.) is subject to confiscation. If a weapon is needed as a prop for a school performance or as part of a school project, the teacher supervising the activity will assume responsibility for the use and storage of the item.

### **640 Discipline Policy**

Students will be disciplined if they breach the standards of conduct set forth above. Teachers and the director shall have complete discretion for determining the type of discipline to be imposed. By enrolling their children in GPCS, parents grant the teachers and the director permission to discipline the children, as the teachers and the director deem necessary and appropriate. Concerning discipline, it is the policy of GPCS that, "the punishment fit the crime." Punishment shall depend upon the type of offense committed, the circumstances involved, and the student's attitude at the time the offense is committed. Parents are expected to support the teachers and the director in the disciplining of the children. Parents with any questions concerning discipline given out to their child should discuss the situation with the director and the teacher(s) involved.

GPCS reserves the right to use physical contact in extreme cases when necessary to control students. By enrolling a child at GPCS parents thereby consent to allow GPCS staff to enforce this policy.

### **650 Controlled Substances**

While the form of discipline will generally be left up to the discretion of the teacher or director involved, GPCS has prescribed specific discipline for students who are caught smoking and for students who are caught possessing or taking drugs or alcohol or are found to be under the influence of drugs or alcohol. If a student commits one of these offenses, he/she will receive the following punishment:

First offense - One day suspension from school (with zeros in all courses); a two week suspension from all extracurricular activities; a parent/teacher conference; and counseling for the student from his or her local pastor or from the school chaplain.

Second offense - One week suspension from school (whole or partial makeup of class work at the discretion of the director); a three week suspension from all extracurricular activities; another parent/teacher conference; and counseling for the student from a professional Christian counselor.

Third offense - The student will be expelled from the school, and will be allowed to reapply for admission only after he or she has successfully completed a rehabilitation program.

## **660 Suspension and Expulsion Policy**

The GPCS faculty maintains the right to suspend and/or recommend expulsion of any student at any time for any reason, including, but not limited to, situations where students and faculty or the GPCS facility is endangered by the actions of that student. However, an expulsion must be ratified by the GPCS Board of Directors.

## **661 Suspension Policy – In-house Suspension**

If an In-house Suspension is necessary, teacher(s) and principal(s) will meet with parent(s) to explain the policy. The student given an In-house Suspension will serve it in isolation from all other students for the number of school days required. The student will spend time in suspension doing homework assigned by his/her teacher(s). All work including tests assigned prior to that day or days but due on the day when the suspension is to be served, will be credited as zero (0%) for the assigned work. It is up to the discretion of the teacher(s) how the work completed during the time of the suspension will be graded and credited. When the suspension is assigned, teacher(s) must inform the parent(s) how the work completed during the suspension and/or long-term projects will be graded and credited.

In-house Suspensions are preferred; however, the In-house Suspension Policy applies to suspensions served at the student's home or off school property.

## **Section 700**

## **SCHEDULES AND EVENTS**

### **710 Field Trips**

Field trips are approved by the Head Teachers and are part of the normal school calendar. School rules are in effect during the field trip.

## **720 Chapel and Assembly**

Chapels are scheduled for the elementary and secondary students each week. All students are required to attend chapel. Secondary students **are required** to bring their Bibles to chapel. Chapel has a three-fold purpose: to worship the Triune God, to receive teaching from His revealed Word and to build a spiritual social base through fellowship.

## **730 Parties**

During the school year various parties may be planned by classes. However, for costume parties, witch, ghost or goblin costumes are not permitted.

A policy passed by the Board on March 28, 1985 is as follows: "Regarding non-school sponsored events: Parents and/or organizations are not to use the school as a vehicle for inviting students to non-school sponsored events. The school will supervise school-sponsored events but will not supervise, condone or assume responsibility for non-school sponsored events."

## **Section 800**

## **STUDENT ORGANIZATIONS**

### **810 General Policy**

Faculty and students engaged in extracurricular activities should not disrupt academic classes. Phone calls should be made and received only with teacher permission in order to protect both academic and business processes.

### **820 Student Treasuries**

Student sales and money-raising projects are to be cleared through **the Head of School and Development director**.

General monies are to be handled by the classroom/homeroom teacher and deposited in the school activity account. Funds may be spent as the class decides under the guidance of the homeroom teacher, and by proper vote in class meeting (gifts, parties, etc.). These are funds received from sales, programs and activities.

### **830 Drama Department**

This group usually produces two plays per year. This includes the one-act play competition, which includes schools throughout the state.

### **840 GPCS Yearbook**

## **850 Chorus**

This 1/2 credit class performs during the year, participates in several state and regional music festivals, travels to local churches to represent the school, and produces a musical each spring.

## **860 School Store**

This enterprise is usually run by the Senior Class. Proceeds are used for graduation expenses.

## **Section 900**

### **POLICIES FOR RESOLUTION OF STUDENT AND/OR PARENTAL CONFLICTS**

## **910 Introduction**

The Biblical principles as presented in Matthew 18 shall apply to our dealings with each other. That is, in a spirit of Christian love, we shall deal with our differences one-to-one, first with the person most directly involved. During the process of resolution, we shall consistently refrain from conversation or gossip about the matter with anyone not immediately involved.

## **920 Conflict with Academic and Administrative Areas**

1. When a child has a problem with treatment, discipline, grading, etc., he or she should talk directly with the teacher/coach/others involved.
2. Should the parents of a student detect such a situation, they should suspend judgement, make an appointment with the teacher, and, with the child included, meet to assess the validity of the complaint and to resolve the problem in such a way that each party is satisfied. In cases where such resolution is not achieved, the parent should contact the head teachers/director.
3. The head teachers/director will promptly schedule a meeting with all parties to review all prior action, examine any written evidence, and try to attain a mutually satisfactory solution. Should any party to the complaint disagree with the solution, he or she should make that clear and declare his or her intention to appeal to the appropriate committee. Such an appeal must be made in writing, with a copy given to the director and to all involved parties, and a copy mailed to the Chairman of the appropriate committee. Such an appeal must be made in writing, with a copy given to the director and to all involved parties, and a copy mailed to the Chairman of the appropriate committee.

4. The appropriate committee or its designee will hold a confidential meeting with all parties present to review all the evidence and try to bring about mutual understanding and agreement. The committee may also make a decision, if it deems that to be appropriate. An appeal to such a decision may be made by any party to the complaint. It must be delivered in writing to the Chairman of the Board within ten (10) days of the decision made by the committee.
5. The Board will review all documents and evidence, call in the disputants if it sees fit, and render a decision. The decision of the Board is final.

### **930 Conflict in Non-Academic or Non-Administrative Areas**

Since the head teachers/director have the major responsibility for overseeing all matters concerning parents and students; they have an essential interest in all communications between a parent/student and any department at GPCS. Therefore, parents and students should seriously consider seeking the advice of the head teachers/director before contacting any Board member or other personnel with whom there appears to be a problem. The head teachers/director should be viewed as the major channel of communication between the parents/students and Board members or other committees at GPCS. Routine matters involving Board or staff in the normal execution of their duties should be addressed directly to the person involved. (For example, questions concerning routine tuition payments should be addressed to the bookkeeper.)

After prayerful consideration of Biblical principles and the procedures established here, parents/students and, usually, the head teachers/director will meet and follow the procedures established above in Section 920, number 3 and following.

## **Section 1000**

## **MISCELLANEOUS**

### **1010 Fire Drills**

Ten (10) fire drill practices are required. Students are expected to be silent and move quickly in a single file out of the building as instructed by their teachers.

### **1020 Lost and Found**

The lost and found is located **in the office**. Items are given to a charity after 30 days.

## 1030 Visitors & Volunteers

Visitors to the building must report to the main administrative office on the second floor. No student visitors will be allowed unless a 'Classroom Visit' form has been completed at least three days in advance of the visit. On the day of the visit, the student should return a 'Student Visitation' form to the office.

## 1040 Medicine

No student at GPCS will receive any medication, prescription or over-the counter, without written consent of the parent or guardian.

Only the school nurse or trained unlicensed personnel can administer medications that are prescription or over-the –counter. A student may self medicate with an inhaler or epi-pen if GPCS has the following forms complete and on file:

1. Physician's Consent.
2. Health Service Protocol Contract
3. Self- Medication Assessment
4. Authorization to Administer Medication in School
5. Maine School Asthma Plan- for students with asthma only

Students in grades 6-12 have included in their health packet, a consent form for Advil or Tylenol. Students with this form completed and on file at GPCS can receive Advil or Tylenol. The school nurse or authorized personnel records date and time of dispensing medication and send parent or guardian email notification.

No other over-the-counter medication will be given without written consent of the parent or guardian.

Students who regularly receive prescription medication need to have an Authorization to Administer Medication in School form completed and on file

### Students Enrolled with Asthma:

- GPCS requires those students diagnosed with Asthma have a completed Maine School Asthma Plan on file at GPCS.
- GPCS requires the Authorization to Administer Medication in School form completed and on file.
- If student has knowledge and skill to carry and self medicate their inhaler by physician (allowed by Maine law), a Health Service Protocol/Contract and Self-Medication Assessment will be need to be completed and kept on file at GPCS.
- A record of medication needs to be completed every time an inhaler is used. If the student is cleared to self medicate, the student completes the record. If the school nurse or authorized personnel medicates, they complete the record. Follow the steps carefully on the record sheet.

- A back up inhaler needs to be provided to the school to have on hand in case of emergency. The inhaler should be labeled appropriately as with all prescription medication.

#### Students Enrolled with Need of Epi-Pens:

- GPCS requires the Authorization to Administer Medication in School form completed and on file.
- If student has knowledge and skill to carry and self medicate their Epi-Pen by physician (allowed by Maine law), a Health Service Protocol/Contract and Self-Medication Assessment will be need to be completed and kept on file at GPCS.
- A record of medication needs to be completed every time the Epi- Pen is used. If the student is cleared to self medicate, the student completes the record. If the school nurse or authorized personnel medicates, they complete the record. Follow the steps carefully on the record sheet.
- A back up Epi-Pen needs to be provided to the school to have on hand in case of emergency. The Epi-Pen should be labeled appropriately as with all prescription medication.

#### Procedure for Medication Administration on Field Trips/ Extracurricular Activities:

- No student at GPCS will receive any medication, prescription or over-the counter, without written consent of the parent or guardian.
- Students in grades 6-12 that have a consent form for Advil or Tylenol can be administered medication if needed. The school nurse or authorized personnel records date and time of dispensing medication and parent or guardian will receive email notification. The form should then be given to the office.
- If a student is to be medicated with a prescription drug, the method of choice would be to have the dose in original container and to have the Authorization to Administer Medication in School form confirming the need to administer medication to a student while on a field trip or at an extracurricular activity. Once medication has been administered, complete Medication Record and return it to the office. Follow directions completely on the record.
- If a student is approved to self medicate with an inhaler or epi-pen, allow student to do so as needed. A record of administration of the medication needs to be completed and turned in to the office.

An email notification will follow any student receiving medication at school.

## **1050 Lunches**

Students are to bring their lunches, which will be eaten only in homerooms. Snacks and drinks may be purchased from the school store (secondary only).

## **1060 Snow Day Closings**

If school is cancelled, television stations on Channel 6 and Channel 13, and radio stations WGAN (5600 AM), WMGX (93.1 FM), WPOR (101.9 FM; 1490 AM), WYNZ (101 FM), and WLOB (1310 AM) will be notified prior to 6:00 a.m. for the earliest possible announcement. If severely inclement weather occurs during the day, announcement will be made over the radio stations, but parental discretion is respected in determining when to pick up children. **Families are routinely called if school is cancelled once in progress.**

## **1070 Supplies and Damage Assessment**

Texts and workbooks are supplied to students. The students will provide their own notebooks, paper, pens, etc. Pro-rated replacement charges for lost or damaged texts or property are billed to parents at the administration's discretion.

## **1080 Copier Use**

Students are not to run the copier without specific authorization.

## **1090 Phone Use**

Students are granted permission to use the secretary's phone for emergencies only. Schedule changes initiated by GPCS, accidents, or mechanical breakdowns affecting car-pooling are emergencies. Calls for making social arrangements or having forgotten forms, academic supplies or to have athletic equipment delivered are not allowed. Any calls made outside the Portland calling area must be made using a phone card or the calling charge must be reversed.

## **1095 Restroom Use**

**Middle School** and High School students are to use only the restrooms in the High School wing near the gym changing rooms.