

Greater Beckley Christian School  
Prosperity, West Virginia



Student  
Handbook  
2011-2012



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## **PHILOSOPHY AND OBJECTIVES**

### **History of the School**

Greater Beckley Christian School of Prosperity, WV was founded in 1973 as a ministry of Prosperity Fundamental Baptist Church (now Faith Baptist Church) for the purpose of providing college preparatory education with high academic standards using subject matter taught from a Biblical perspective. Greater Beckley Christian School opened with thirty-nine students in kindergarten through grade three.

During the past five years the student body has averaged 180 students in grades K-12. Elementary (K-5<sup>th</sup> grades) students comprise approximately 45% of the student body and attend classes on the upper campus of the school—separate from the middle and high school campus.

Since 1983, the year of the first graduating class, 385 students have graduated from GBCS. The state of West Virginia began offering the Promise scholarship to graduating seniors in the spring of 2003. Since that time over one-third of Greater Beckley seniors have qualified for this scholarship.

Greater Beckley is currently in candidacy status with the Association of Christian Schools International (ACSI) to be accredited with the national organization. GBCS continually strives to provide an atmosphere in which students can grow spiritually while at the same time acquire an education of academic excellence founded upon a strong, Biblically based, college readiness curriculum.

### **Mission Statement**

Dedicated to equipping children to lead Christ-centered lives, Greater Beckley Christian School supports parents in their God-given responsibility of educating children by striving to provide quality spiritual, academic, personal, and social instruction in light of God's Word.

Amplification of the Mission Statement - The mission of Greater Beckley Christian School is one of preparing children to live a productive life for the Lord Jesus Christ. While most graduates of Greater Beckley Christian School will choose to continue their education beyond high school, the focus of the curricular and instructional systems will be one of helping each child to grow, both spiritually and academically from whatever level of spiritual and academic achievement he/she has reached. Admissions policies will reflect what the school is able to do for those children admitted. Attention will be given the following three areas:

- **Edification**  
Greater Beckley Christian School is dedicated to the edification of children in accordance with Ephesians 4:12 “For the perfecting (equipping) of the saints for the work of the ministry...” Therefore, attention will be given to spiritual growth and development, equipping children to live a life of obedience to the Lord Jesus Christ. Every effort will be made to develop within children a spiritual knowledge base for making wise decisions about life and to develop both the spiritual and natural gifts of each child to a level appropriate for high school graduates.
- **Education**  
Greater Beckley Christian School is dedicated to the education of children in accordance with the broad areas of development stated in Luke 2:52,

“And Jesus increased in wisdom and stature, and in favour with God and man.” Therefore, attention will be given to the mental physical, and social growth of children. The primary purpose of the academic program is to prepare students for some form of education beyond high school, perhaps Christian education, liberal arts education, or vocational education. Those choosing not to continue education beyond high school will be advanced academically for functioning as an adjusted and productive citizen of this nation.

- **Evangelization**  
Greater Beckley Christian School is dedicated to the evangelization of those children who may not be saved. This is especially true within the elementary school which will include a number of children who have not yet received the Lord Jesus Christ as personal Savior. However, evangelization will be carried out by teachers and mature students on a one-to-one basis. Evangelization, while very important and not to be minimized, will be secondary to the mission to edify and educate children as stated above.

It is the purpose of Greater Beckley Christian School to provide a quality academic education emanating from a Christian view of God and the world, and presenting all truth as God’s truth. We desire to provide a warm spiritual atmosphere where students see biblical values modeled. Each student will be challenged to live a life in fellowship with God through Jesus Christ in the power of the Holy Spirit, and a life of service and witness to men.

We believe that the education of children is the God-given responsibility of parents, and that the school is to function as an extension of the home to meet this obligation. Realizing the difference in innate abilities in children, we encourage and expect each child to do his best.

### **General Goals**

Goal 1: Acquire a God-centered view of life.

- Acquire a Biblical knowledge of God.
- Give the Word of God a high priority in his or her life.
- Display a sense of responsibility to God as Creator and Redeemer.
- Analyze life situations in terms of man’s eternal destiny.
- Possess a survey knowledge of the entire Bible.
- Possess a knowledge of the basic Bible doctrines.

Goal 2: Develop both natural and spiritual gifts to be used for the glory of the Lord.

- Identify and pursue the development of spiritual gifts, given by God in carrying out the commission as stated in Matthew 28:16-20.
- Identify and pursue the development of natural gifts and talents to bring glory to God in worship and in ministry.

Goal 3: Achieve above functional levels in the areas of basic skills.

- Utilize oral and written English effectively.
- Understand fundamental mathematical concepts.

- Function wisely as a citizen of a local community, state, and nation.
- Explore the major religious, social, and technical issues that face citizens.
- Develop an understanding of God's sovereignty throughout history.
- Engage in disciplined study and work habits.
- Practice good health habits and understand the importance of the body maintained in purity for the service of the Lord.
- Understand the basic principles of science and discovery.

Goal 4: Acquire the necessary knowledges, behaviors, attitudes, and skills needed to move on to the next level of education anticipated.

- Understand life goals and the reality of God's calling into some aspect of active ministry.
- Understand what is necessary to achieve at all levels of college study.

Goal 5: Acquire and display a keen sense of what is right and wrong.

- Understand the blessings of God that come to those who engage in the right things.
- Understand the negative consequences that always result from wrong behavior.
- Develop knowledge of those principles of right and wrong that come from God's Word.
- Display positive Christian living as a student.

## **Objectives**

### **Spiritual**

1. To teach that all men are sinners and unable to please God in this condition; that the Lord Jesus Christ is the Son of God who died for the propitiation of our sins; and that it is necessary to be born again by an act of personal faith in Jesus Christ; and to provide opportunities for every student to receive Jesus Christ as personal Lord and Savior.
2. To teach that the Bible is the only written Word of God, and that it is the foundation for the proper understanding of all academic subjects.
3. To engender in each student the desire to know and do the will of God, to understand the world and society from a Christian perspective, and to apply biblical principles to every part of daily life.
4. To develop young people with a desire to witness to others and to have a burden for world missions.

### **Academic**

1. To maintain high academic standards in order to best equip students for a life of productivity and service.
2. To train students in skills and attitudes necessary for success now and after graduation: proper study habits, persistence, initiative, critical thinking, and how to carry out independent projects.
3. To develop every student's ability to communicate clearly, grammatically, and creatively.
4. To teach students to calculate accurately, understand mathematical concepts, and solve practical problems requiring math skills.

5. To develop students who are informed citizens: understanding American and world history and geography, contemporary issues, and ideologies. In particular, to have a thorough grasp of our Constitutional system of government and the responsibilities of citizenship.
6. To teach students to understand and appreciate the physical universe given us by our Creator.

### **Personal and Social Development**

1. To train students to discipline themselves through the experience of firm, consistent discipline administered with love.
2. To encourage each student to understand and accept himself and his abilities as God made him, and to develop those abilities to his fullest in the service of Jesus Christ.
3. To teach students to treat every person with respect and courtesy, to display good sportsmanship, and to solve conflicts biblically.
4. To teach proper stewardship of all things for the glory of God.
5. To teach each student to think for himself and to stand up for his personal convictions in the face of pressure.
6. To teach students to appreciate and respect God-ordained authority.

### **Home -School Relationship**

1. To cooperate closely with parents in every phase of the student's development; in particular, to consult promptly about any problem their child is having.
2. To encourage students to love, pray for, and value their families, and to submit graciously to the authority of their parents.
3. To help parents understand the school's purpose and programs, and to involve them in the school's program.

## **ADMISSION AND OFFICE PROCEDURES**

The admissions process consists of a written application, an interview with the parent and student, and the submission of transcripts of records from any previous schools, a copy of the state-certified birth certificate, and up to date immunization records. Based upon these factors, placement testing may also be required. Final placement may be dependent on the results of testing. A student enrolled after the new school term will be placed on Academic Probation (AP) for at least the first grading period. Students who have lower than a 2.0 or who have failed any class at the end of a grading period will also be placed on AP for the next grading period. Students on AP will be required to attend tutoring sessions at least once a week in the subject area(s) of greatest need and must meet with the administration every other week to evaluate progress. Lack of progress will be noted; documentation will be valuable to determine if a student is permitted to continue at GBCS.

All students are encouraged to attend services at a local church on a regular basis. New students in grades nine through twelve must be a professing born-again Christian.

All students enrolled at GBCS must maintain a consistent Biblical testimony on and off campus. As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year, marked by abstinence from activities including but not limited to the following:

- a. sexual immorality
- b. possession or use of illegal drugs, alcohol, or tobacco
- c. homosexuality
- d. improper use of e-mail/social networking/cell phones (i.e. sexting)

All students must be under the authority of and living with a parent or legal guardian.

No married or previously married students will be accepted for enrollment. Students who marry will be dismissed from Greater Beckley Christian School.

No student who does not want to attend GBCS or who will not abide by the rules of conduct with a gracious spirit will be accepted at GBCS. Parents are to agree and operate with the school's overall purpose and program. Attendance at Greater Beckley Christian Schools is a privilege that may be forfeited by any student who does not conform to the standards and regulations of the school.

Greater Beckley Christian School does not discriminate on the basis of race, ethnicity, or national origin.

### **Office Communication and Procedures**

#### **Copiers**

Students may receive personal copies at a rate specified by the school office. Students may go to the office, and the office personnel will assist them in the making of these copies.

#### **General School Communication**

1. Primary communication with parents is through e-mail. However, notes concerning school events and announcements will also be sent home with

- students in their weekly folders through grade 8 and may be viewed on Information Now accounts or on the GBCS web site at [www.greaterbeckley.org](http://www.greaterbeckley.org).
2. GBCS posts calendars, sports schedules, announcements, etc. on the Information Now web site or at [www.greaterbeckley.org](http://www.greaterbeckley.org).
  3. An Information Now account will be assigned to each student and parent for easy access to grade reports, news, posts, links, and e-mail information.
  4. GBCS occasionally sends mailings to school families, which contain notices of special events and activities as well as developmental needs. There are some forms that need signatures and pertinent family information to be filled in by parents. Please return any signed forms in a timely manner.
  5. Mailed monthly statements include pertinent information concerning not only tuition payments, but also key activities, dates, and procedures as necessary.

### **New Address/Phone**

If GBCS families move during the school year, please be sure to report your new address and phone number to the school secretary immediately.

### **Office Communication**

Parents and guardians are encouraged to call the GBCS office to make arrangements for meetings with the administration or to schedule any teacher conferences.

### **Office Hours**

The main office is open from 8:00 A.M. until 4:00 P.M. Monday-Friday, August 15-June 15. Summer office hours are from 9:00 A.M. to 3:00 P.M. The office at GBCS can be contacted any time via the email address [office@greaterbeckley.org](mailto:office@greaterbeckley.org).

### **Financial Information**

Tuition payments are due by the tenth of each month. These payments will be made over a ten month period. The first payment is due in August and the last payment is due in May. All accounts must be paid in full by June 30. Students with account balances from the previous year will not be permitted to attend classes for the next year without special permission from the GBCS Board. A \$15.00 service fee will be charged for all returned checks. This fee is in addition to bank charges.

Statements of accounts will be mailed monthly. A student who enrolls after school begins or who withdraws during the school year will be charged a pro-rated tuition. In cases of withdrawal or expulsion of a student, tuition is due for the entire month.

### **Overdue Accounts**

1. All accounts not paid by the tenth of each month are considered overdue.
2. No records (including academic records) of students with overdue accounts will be released to other academic institutions.
3. Delinquent accounts will be reported to the West Virginia Credit Bureau, and may be turned over to a collection agency.
4. A Late Fee of \$15.00 will be added to regular charges if tuition is not paid by the 20<sup>th</sup> of each month.

**Partners In Education**

In order to assure continued academic excellence, the school must stay current with advancing technologies and other curriculum enhancements. As a private educational institution, Greater Beckley receives no state, federal, or other taxpayer funded support. The school relies entirely on tuition and gifts to meet budget needs each year. Tuition funding alone does not meet the need to provide the necessary resources for our students.

The Greater Beckley Christian School Partners in Education Program has been designed to allow area businesses and individuals the opportunity to support quality Christian Education for our area's youth. Consider becoming a Partner in Education with Greater Beckley Christian School, and make a difference in the lives of young people today, tomorrow, and for eternity. Details are available at the high school office.

**Financial Aid Service**

GBCS provides a limited amount of need-based financial assistance to families. Applications are available in the school office.

## **ACADEMIC INFORMATION**

### **Add/Drop Policy**

Students may add or drop a class from their schedules within one week from the start of each semester. Any changes after two weeks must be approved by special consideration of the administration.

### **Awards**

We encourage students to do their best in all things in order that they may bring honor to the Lord. We desire to recognize those students who excel in outstanding Christian character, academic achievement, and extra-curricular activities. For this purpose we plan a special awards ceremony at the end of each school year. The time for this ceremony will be announced each year.

### **Bible Instruction**

We realize that our school has students from a variety of church backgrounds. Whenever this is the case, there are some differences on doctrinal questions; however, we support the doctrinal statement of Faith Baptist Church of Prosperity, West Virginia. This doctrinal statement is available in the appendix of this publication and at [www.wvfb.org](http://www.wvfb.org). All students, therefore, should learn the answer to Biblical questions as the teachers present them in the classroom. When students do not agree with this answer, they may respectfully state their beliefs after giving the correct answer from the school's point of view. Discussion of an argumentative nature over Biblical issues will not be tolerated in any class.

In grades 9 through 12, any student who fails a year in Bible will be placed on probation at GBCS; each student is expected to bring a Bible to school daily or leave one at school. Bible is one of the major areas of the school curriculum. Students are assigned Bible verses to memorize. We ask that parents stress to their students the importance of Bible instruction.

### **Computer Lab Regulations**

The GBCS computer lab is available to students for completion of school assignments and class projects. The use of the Internet must be in support of education and consistent with the mission statement and educational philosophy of GBCS. Use of the internet as part of an education program is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. School computers may not be used for personal e-mail or chat rooms. Students must have written permission from a faculty member in order to be in the computer lab when a teacher is not present.

### **Grade Scale**

The numerical value of each letter grade is listed for your information.

A	93 - 100
B	85 - 92
C	75 - 84
D	65 - 74
F	0 - 64

### **Make-Up Courses**

Students who fail during the school year may make up core courses during the summer. The make-up method may include traditional summer school, independent study, distance learning, correspondence courses, and/or community service.

### **Elementary Program**

The elementary program at GBCS prepares students to master basic skills necessary for higher order thinking. Each of our self-contained elementary classes include instruction in Bible, reading/phonics, English grammar/spelling, mathematics, writing/penmanship, science, social studies, art, music, and physical education.

### **Middle School Program**

The GBCS middle school program prepares students for a smooth transition to high school and includes studies in Bible, English, Literature, Math [Pre-Algebra, Algebra I], Social Studies, Science, Physical Education/Health, and Fine Arts.

### **Senior High Programs**

Greater Beckley Christian School is committed to superior academic achievement. A balanced and thorough program is offered with all the standard college preparatory classes: Bible, English, mathematics, history, science, foreign language, speech, fine arts, physical education and health. Additionally, students will be provided with opportunities and encouraged to participate in community service projects throughout the year.

GBCS offers three diploma tracks. The standard diploma track meets all standards and qualifications required by the state of West Virginia for a high school diploma. The college prep diploma track offers advanced courses in English, math, science, and foreign language. The Advanced College Preparation diploma offers students higher level math and science classes.

#### **General Diploma – 26 credits**

Bible (4), English (4), Social Studies (4), Math (4 w/Algebra I and Geometry), Science (3), Speech (1), P.E. (1), Health (1), Foreign Language (2 from same language), Electives (2)

#### **College Preparatory Diploma – 27 credits**

Bible (4), English (4), Social Studies (4), Math (4 w/Algebra I, Geometry, Algebra II, Trigonometry), Science (4), Speech (1), P.E. (1), Health (1), Foreign Language (2 from same language), Electives (2)

#### **Advanced College Preparatory Diploma – 28 credits**

Bible (4), English (4), Social Studies (4), Math (5 w/Algebra I, Geometry, Algebra II, Trigonometry, Calculus), Science (5), Speech (1), P.E. (1), Health (1), Foreign Language (2 from same language), Electives (1)

Classification of Students – Students may advance to the sophomore class with at least seven units (credits), to the junior class with at least 14 units, and to the senior class with at least 21 units. Graduating students must have a minimum of 26 credit units.

### **Progress Reports**

In order to keep parents and students better informed of students' academic status, progress reports are sent home halfway through each grading period. Parents should note that even though a child may be passing a course at mid-marking period, failure to achieve after that time may result in failure for the grading period. Parent-Teacher Conferences are scheduled for each mid-term. Grades / progress reports may be viewed at all times on Information Now accounts.

### **Promotion**

In order to advance to the next grade, students must maintain an average of "D" or better for all classes. Students in grades 1-8 who fail more than one their core curricular subjects will not be promoted unless they have successfully completed these subjects in summer school. Students in grades 9-12 may not make up more than two credits each summer. Students may not attend summer school in order to graduate early.

### **Report Cards**

Report cards will be issued approximately every nine weeks. Progress reports will be issued mid-way through each grading period. Grading period results and semester averages are included on a student's permanent record.

### **Exams**

All students in grades 9-12 are required to take semester exams. Students will receive extra credit on semester exams if they meet the following criteria:

0 Absences = 10 points      1 – 3 Absences = 5 points

All students in grades 6-8 are required to take grading period exams.

### **Standards for Class and Home Assignments**

All academic work assigned to the student is expected to be completed. In most classes, a reasonable amount of homework is to be expected. Failure to turn in homework will result in contact with parents so that the problem can be resolved. If your child seems to spend an inordinate amount of time in preparation of homework, please contact the office to arrange a conference with the appropriate teacher.

### **Transcripts**

For students currently enrolled, transcripts are free. Contact the school office. Transcripts are not released until all financial and disciplinary obligations have been met.

### **Valedictorian / Salutatorian Policy**

In order for a student to be considered for valedictorian or salutatorian, he or she must have attended Greater Beckley Christian School on a full time basis for the last four semesters of the high school years. Class rank will be based on GPA and numeric average with emphasis given for weighted courses. The valedictorian and/or salutatorian must also maintain high character and discipline standards. Any student who violates level two or level three disciplinary offenses may be in danger of losing valedictorian or salutatorian status.

## **ATTENDANCE**

Attendance at GBCS is a privilege. In order for your student to gain the most from school he/she should be in regular attendance. Attendance is required at all daily sessions and certain special events.

Absences from school must be excused by a written note from home. Any excuse not for illness or emergency will be considered unexcused, unless approval is granted by the school administrator ahead of time.

An unexcused absence will result in a student not being allowed to make up or be given credit for work due on the day(s) of the absence.

Normal reasons for absences are: illness of student, death in immediate family, doctor or dental appointment when absolutely necessary, and absences for other reasons pre-arranged with the administration.

Students with an excused absence will be required to make up all work missed. It is the responsibility of the student to obtain assignments from the teacher.

Students will be given the number of days missed plus one to make up class work and exams. For example, if a student missed school on Monday, the student would have until Wednesday to make up the work. After Wednesday, a zero may be given for the work. (Special consideration may be given by the teacher or administration when unusual circumstances exist.)

**High School:** A student who misses more than 20 days in a class will not be given credit for that class. A student will be counted absent if he/she misses more than 50% of the class period.

**Elementary/Middle School:** A student who misses more than 20 days will be retained in the same grade the next year. A student will be counted absent if he/she misses more than 50% of the day.

Please call the school office if your child is going to be absent for more than two days so that arrangements may be made to send home work.

\* A student who misses more than 20 days because of unusual circumstances may appeal to the school board.

### **Tardy Policy**

Students are expected to arrive for school on time. The school will be open 30 minutes before classes are to begin and for 30 minutes after the final afternoon bell. Students who arrive late will receive a tardy infraction or offense from appropriate class room teacher. To encourage punctuality students who have not been tardy per grading period will be rewarded per discretion of the administration.

## **DISCIPLINE**

### **Philosophy of Discipline**

One of the objectives of Greater Beckley Christian School is to help students learn self-discipline. This quality is developed as the student learns to submit to proper authority and to control his behavior for the good of the group and in order to achieve his goals. In addition, it is impossible to provide a safe, orderly place for students to learn without a certain amount of structure. For all these reasons, there is the expectation of support from parents and the cooperation of our students with the requirements. Each teacher is trained to handle classroom discipline. Students are always to address and reply to the teacher with the utmost respect. Members of the faculty and staff of GBCS are to be addressed always as Mr., Mrs., or Miss. Persistent or serious misbehavior is referred to the administrator. Only the administrator, in the presence of another adult, will administer corporal punishment.

**Elementary School Discipline System** – The self-contained elementary classroom teachers devise their own unique discipline systems approved by the administration.

### **Middle/High School Discipline System**

#### **First Level Offenses**

❖ Classroom Rules / Unprepared	❖ Tardiness
❖ Unnecessary Loudness	❖ Disrespect
❖ Horseplay	❖ *Dress Code Violations
❖ Throwing Objects	❖ Inappropriate Attitude
❖ Chewing Gum	❖ Failure to Return Weekly Folder
❖ *Failure to Serve Lunch Detention	❖ Cell Phone Violation (using cell phone during school hours without permission)

**\*These offenses will not accumulate. An automatic lunch detention will be assigned on the day following the offense.**

Offenses will accumulate over the course of each semester in the following way except for warnings, which accumulate weekly.

#### **Middle/High School Disciplinary Procedures**

3 Infractions = 1 Lunch Detention

3 Lunch Detentions = 1 After-School Detention\*

3 After-School Detentions = A conference with the administrator & suspension

\* Students who fail to serve scheduled After-School Detentions will be required to report to lunch detention until the After-School is served.

Lunch Detention will be a time of silence, with the opportunity for a student to eat lunch and work on homework assignments. Once lunch detentions are assigned, they will be served on the assigned day for the full lunch period. After-school detentions may include work around the school or quiet study time. After-school detentions will be served for 45 minutes on the designated day for a fee of \$5.

When a student in middle or high school accumulates three (3) after school detentions, a parent meeting must occur with the administrator or his designee. The purpose of this

meeting shall be to discuss the misconduct and assign a suspension. Work missed from suspensions will be allowed to be made up without a grade reduction. After each semester the student's "discipline slate" will be cleared.

### Second Level Offenses

❖ <b>Stealing</b>	❖ <b>Disrespect</b>	❖ <b>Swearing/Profanity</b>
❖ <b>Pornography</b>	❖ <b>Cheating</b>	❖ <b>Vulgarity/Obscenity</b>
❖ <b>Forgery</b>	❖ <b>Fighting</b>	❖ <b>Cutting Class</b>
❖ <b>Vandalism</b>	❖ <b>Lying</b>	❖ <b>Harassment</b>
❖ <b>Inappropriate Display of Affection</b>	❖ <b>Use / Possession of Tobacco</b>	

Second Level Offenses will accumulate over the course of the school year in the following way:

- First Offense = 1 Day Suspension
- Second Offense = 2 Day Suspension
- Third Offense = Conference with Administrator for possible Expulsion

All **Second Level Offenses** will require a parent conference with the GBCS administrator and the teacher involved before being readmitted to class.

### Third Level Offenses

- ❖ **Use of Possession of Alcoholic Beverage**
- ❖ **Use or Possession of Illegal Drugs**
- ❖ **Sexual Immorality (See Moral Conduct Policy)**
- ❖ **Use or Possession of Weapons of any Kind**

When instances of serious moral misconduct become known to the board, the parties involved shall be confronted immediately with discretion. In doing so, the school is responsible for its testimony of the Lord Jesus Christ as viewed by nonbelievers and the treatment of serious moral misconduct as viewed by other students. The school is also responsible to set and maintain standards on behalf of the parents.

The parties involved may be expelled. The duration of the expulsion shall not be less than one full semester following the semester in which the expulsion took place, and no student shall be considered for re-admission until genuine repentance has taken place.

Conditions for Readmission:

1. Moral misconduct is no longer practiced.
2. Genuine repentance has been demonstrated.
3. Parents have submitted their student to Christian counseling and/or the local church for discipline
4. Any other condition may be applied that the Board of Directors may deem appropriate for the particular case.

### Disciplinary Definitions

1. Cheating-Taking information from some source other than the student's own mind and presenting it as if it came from his/her own thinking. It involves the components of stealing and lying. The following are major categories of cheating as defined by Greater Beckley Christian School policies:

- a. Assignments-The use of someone else's work instead of completing the assignment individually. This would include anything from daily homework to major research papers. Unless specified by the teacher, it is to be assumed that all work is to be completed individually.
- b. Tests/Exams-The practice of soliciting help during a classroom-testing situation, including midterm and final exams. This would include the use of information brought to class, sharing of information during class, or the sharing of information about the test/exam with students who have not yet taken the test/exam.
- c. Plagiarism-The use of information from a source (text, Internet, research information) without documentation. Plagiarism of reports is considered cheating and will be treated as such.

\* Students guilty of cheating will not receive credit for assignment(s) or test(s).

- 2. Class Disruption-Any act whereby the student causes commotion, distraction, and or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.
- 3. Direct Disobedience-The act of not carrying out a directive when specifically given by a teacher or staff member.
- 4. Horseplay-Play fighting, pushing, tripping, and snapping towels or any act that may cause injury to any person.
- 5. Lying-Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.
- 6. Stealing-Taking items of clothing or personal possession or material that does not belong to you. This includes taking items in locker rooms or other areas and hiding them from the rightful owner.
- 7. Truancy-Not being in attendance in school, class or in general not being where you are supposed to be when you are supposed to be there.
- 8. Tardy-Being late, arriving at your destination past the expected time of arrival.
- 9. Harassment-Any form of unwanted touching, suggestive speech, sexual mannerisms or literature, physical or verbal conduct that makes another student or staff member uncomfortable, demeaned, degraded, fearful or physically hurt.
- 10. Vandalism-Malicious or ignorant destruction or defacing of private property or the property of GBCS.

### **General Rules of Behavior**

- 1. Students have the primary responsibility for their actions.
- 2. Students must observe safety rules of the school for their own security and that of others.
- 3. Students shall respect the person and property of others around them.
- 4. Students are always to address and reply to teachers with utmost respect.

5. Students shall follow classroom rules established by the teacher(s). Some rules which may apply are as follows:
- ❑ Students shall listen without talking when the teacher is teaching, giving directions, or speaking.
  - ❑ Students shall finish and complete all assigned schoolwork to receive a satisfactory grade and to fulfill requirements.
  - ❑ Students must respect others by not touching, shouting at, or throwing objects at other students.
  - ❑ Students must remain in their seats if the teacher is out of the room.
  - ❑ There is to be no name-calling, put downs, or fighting.
  - ❑ No toys, cards, games, tape recorders, etc. are allowed at school unless requested by a teacher. When these items are confiscated by a teacher, they must be claimed by a parent within three days.
  - ❑ No eating, gum or candy is permitted in the classroom.
  - ❑ No drinks other than water will be allowed in the classroom.
  - ❑ Electronic Devices

Students **may not have electronic devices at school during normal operating hours**. This includes, but is not limited to: **cell phones, ipods or other mp3 players, pda's, and laptops**. Student electronic devices must be checked-in at the main office before the start of the school day and retrieved only if designated by a school authority or at the end of the school day.

If these devices are confiscated during the school day, they will be held in the school office for one week or students may pay a \$15 fee to recover the device. Each additional offense will require an additional week or additional \$15 fee. For example, a second offense requires a two-week hold or a \$30 fee and so on.

- ❑ Inappropriate use of video phones or cameras is prohibited.
- ❑ Laptops/palm pilots are not to be used in the class room unless requested by individual teachers

### **Clarification**

As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year and in keeping with the school's responsibility to provide a safe learning environment for all students, the administration has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator. In the case of sexting, besides the devastating affects this type of public disclosure can cause, it is possible and increasingly likely that students possessing or distributing sexual images of minors can be tried and convicted of sex crimes under state law.

### **Social Networking**

As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year, Greater Beckley Christian School realizes that social networking sites and blogs are popular and that they present opportunity to share with others in a positive way. However, abuses can occur. Therefore, all internet communications are subject to the school's internet and computer-use policy. All students are expected to reflect a positive Christian testimony. The school's policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the students' or school's Christian testimony, that disparage the school or other students or officials, or that violate the school's antidiscrimination/anti-harassment policies may result in requests to remove the communications and in student discipline, including possible expulsion. The school shall hold students personally responsible for all material they post or blog on a website or for content posted by third parties to students' social-networking or blog pages.

### **Drugs and Alcohol**

As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year, the use of alcohol or drugs while enrolled at GBCS, participating in any academic, extra-curricular, or social program sponsored by GBCS is strictly forbidden. Use of such controlled substances is not only illegal but has been proven to be particularly damaging to changing adolescent bodies. Because our school philosophy pledges a responsibility to the whole person, our drug policy must include opportunities for drug awareness education and rehabilitation as well as punitive measures for students who break this civil and school rule. If expelled for drugs and/or alcohol use, students will not be readmitted to Greater Beckley Christian School without proper drug testing.

### **Harassment and Threats**

As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year, Greater Beckley Christian School does not allow harassment or threats of any kind. Such behavior is subject to penalty. Students are to report harassment and threats to the administration or to a teacher immediately.

### **Physical Contact**

As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year, inappropriate public displays of affection between students are not permitted on school property or at school functions. This includes holding hands, hugging, kissing, or unnecessary physical contact of any kind.

### **Sexual Harassment**

As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year, it is the policy of Greater Beckley Christian School to maintain a Christian academic, athletic, social, and working environment free from all forms of physical or verbal sexual harassment for any student or staff member. Sexual harassment violates school policy, the West Virginia Human Rights Act, the Office of Civil Rights Policy Title IX, and Section 703 of Title VII of the Civil Rights Act of 1964. This policy applies to all students, staff, and agents of Greater Beckley Christian School.

### **Student Pregnancy**

GBCS will not admit students who are married, pregnant, or who have caused a pregnancy (or an abortion). Should any of these events occur while enrolled at GBCS, the student shall be removed from classes immediately. Under some circumstances and strict conditions, a student who has been removed from GBCS under the provisions of this policy may apply for readmission to GBCS. The detailed GBCS policy regarding marriage and pregnancy is available in the school office.

### **Smoking and Tobacco Policy**

As students of GBCS, all are responsible for their behavior 24 – 7 – 365 days a year, GBCS continues to place importance upon the health of its students. Students are not to use any form of tobacco while a student at Greater Beckley. Possession of these substances is in violation of state law and may be referred to local authorities. Use and possession are viewed as being the same.

### **Tardiness**

Punctuality is a matter of primary importance in the educational process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement. GBCS students must be in the classroom when the tardy bell rings.

1. A student is considered tardy when he/she reaches school after the first bell.
2. If students are tardy due to a doctor's / dentist appointment, the student must check in with the office, present a valid excuse from the appropriate physician's office, and receive an admit slip from the office.
3. A student will be counted absent if more than one-half of the class period is missed.
4. Students, unless given permission from the administration, must attend school at least half of the school day to participate in any extracurricular activity.

### **Weapons**

Any instrument that is designed to be used to produce bodily injury shall not be brought onto the property of the school. Nor shall any such instruments be brought onto any premise where school functions are being conducted. Deadly weapons shall include but not be limited to those instruments defined in West Virginia Code, Chapter 61, Article 7, Section 2, as a blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, revolver, or other deadly weapon of the like kind or character which may be easily concealed on or about the person or any other type of firearm of any type or description.

Students who bring weapons as defined above are subject to immediate suspension and/or expulsion.

## **PARENT INFORMATION**

### **After School Care**

After school care is provided at an hourly rate. This care begins fifteen minutes after the regular school day, and is billed in 15 minute increments. The program ends at 5:00 P.M.

Students must remain in school dress and follow all school standards until picked up by parents. Secondary students may not be permitted to leave aftercare, such as for sports practices, without written permission from a parent.

### **Helping Hands and Willing Hearts**

GBCS considers our parent volunteers to be a very special and valuable resource. Parents who would like to volunteer should call the school office. The school secretary will then direct you to the current Helping Hands Coordinator. This volunteer group organizes numerous activities throughout the school year.

### **Parent Meetings**

#### 1. Parent Orientation

This very important meeting is held for all parents prior to the beginning of the school year. This is the time to receive helpful, necessary information from administrators and teachers pertaining to the new school year.

#### 2. Parent-Teacher Meetings

Throughout the school year the school will hold parent meetings for various grade levels. The purpose of these meetings will be to communicate important information to parents regarding the scheduling of classes and elective opportunities, and to answer questions about our school programs. Please look for these meetings on our school calendar and web site.

### **Parental Support**

Parents are urged to contact the teacher if they have any questions or concerns regarding their child's academic progress.

### **Problem Solving**

Greater Beckley Christian School follows the principles of Matthew 18:15-17 in resolving conflicts regarding the school.

1. The parent or student may schedule a conference with a teacher, or the teacher may initiate a conference with the student and/or parent. Most problems will be resolved at this stage if approached prayerfully with the goal of reconciliation.
2. If the problem has not been resolved, then either party may request that the administrator meet with all involved.
3. Parents may request that the GBCS Board appoint a representative to hear all sides and attempt to achieve reconciliation.
4. Finally, the parents or teacher may request a hearing by the entire Board.

### **Signing Students out of School**

1. Students leaving the campus for any reason during the school day must be signed out of the office by a parent or legal guardian in the presence of a school

- employee. To receive an excused early dismissal, written permission must be submitted to the office prior to signing out.
2. If a student drives to school, the parent must establish phone contact with a member of the office staff verifying permission for the student to leave campus. Students may be required to speak with the Principal to receive permission before signing out.
  3. Detailed records for students will be kept in the office regarding signing in and out of school.
  4. Students too young to drive will not be released to anyone other than the student's parent(s), older sibling that drives, or legal guardian except in extreme cases where the Administration has made an exception.

## **GENERAL INFORMATION**

### **Animals in the Classroom**

GBCS policy does not permit students to bring live animals into classrooms. Administrative approval is required to have live animals visit on campus.

### **Bookbags / Backpacks / Briefcases / Laptops**

Bookbags, backpacks, briefcases, or laptops will not be allowed in the classroom. They are to be kept in student lockers. Students will be allowed to visit lockers between classes to get any items required for their next class.

### **Campus**

GBCS is a closed campus. Adult visitors are welcome but they must sign in and receive authorization from the office. Student visitors must have written parental permission on file in the office in advance of their visit. In order for students to visit or audit classes, they must be interested in enrolling in GBCS. Visits from local students who are not at their regular school because of scheduled days off are not permitted. Non-students may visit during lunch only as long as they are not disruptive. Visitor's dress and behavior must be modest and reasonable.

### **Dress Code**

Correct School Day attire for all students:

1. Dress Slacks must be pants that have all inside pockets, with no stitching on the outside, including back pockets. They may not have utility loops- see photo.
  - Slacks must be khaki, navy, brown, or black in color.
  - Slacks must be made of non-denim fabric in a twill or chino.
  - Slacks must be of relaxed fit.
  - Slacks may not have legs that touch the floor; they may not be frayed, have holes, **hang low on the hips**, or have bellbottoms.
2. Shirts must be either a 3-button, collared polo-type OR an oxford shirt-see photo.
  - Shirts must be in a solid color.
  - Shirts should not have any logos or writing.
  - Shirts may have long or short sleeves.
3. Sweaters/Vests may be worn over an approved oxford shirt - see photo.
4. Shoes must be either closed with socks or sandals. Shoes must be tied. Young men must wear socks at all times. Elementary students may not wear open-toed shoes or flip-flops.
5. Skirts (females only) must be no shorter than mid-calf (approximately 30 inches-see photo).
  - Skirts must be Khaki or navy in color.
  - Skirts must be in the same type of fabric as slacks.
  - Skirts must not touch the floor, be frayed, or have holes.

## 6. Sweatshirts/Hoodies

- GBCS approved sweatshirts and hoodies may be worn over regular school uniforms. These items will be available and may be purchased at the school office.



### Additional Dress Code Guidelines:

1. No student's undergarments, with the exception of a t-shirt, may be visible.
2. Jackets/coats, hooded sweatshirts, or any outerwear may not be worn in class. These items are to be left in student lockers. The school dress code provides for long sleeve shirts and sweaters in cold weather.
3. Young men must have their hair cut off the ears and eyebrows, with the back being no lower than the collar. Sideburns must be no lower than the bottom of the ear.
4. Young men must be clean-shaven.
5. Students must have no visible body piercing or tattoos with the exception of earrings for young ladies.
6. Young men may not wear earrings.
7. Student's hair must be of a natural color.
8. Students may not wear inappropriate jewelry.
9. The student should look neat and clean.
10. No hats, combs, brushes or hair picks are to be worn in the classrooms.
11. Students should arrive at school in school dress.

### Spirit Dress Day Guidelines

Occasionally the administration may call for a spirit dress day. On these days students may wear school purchased or approved apparel with jeans. Jeans must not have any extra holes and must not be form-fitting. Failure to abide by the spirit dress guidelines will result in a loss of this privilege.

After-School Activities - Students should dress modestly and appropriately for the activity. They should wear clothing that is not tight or unbecoming of a Christian. T-shirts or sweatshirts should not have inappropriate slogans.

Junior – Senior Banquet - All females attending the banquet must have their dresses approved by a faculty/staff committee. Guidelines will be given. Any young lady attending the banquet as a guest of a GBCS student must also have her gown approved.

Graduation - Students must arrive thirty (30) minutes prior to graduation in order to ensure that they are in proper dress code. Female students should be dressed in modest dress clothing. Skirts should be at the knee or longer. Male students should be in dress clothing. No shorts may be worn under graduation gowns.

\*The GBCS Administration reserves the right to send home students who are found to be inappropriately dressed both during school hours and during school administered events.

\*\*The GBCS Administration also reserves the right to alter the dress code for special days, events, or extreme weather conditions.

### **Drop-off / Pick-up**

#### 1. Morning Drop-off

Parents will be given specific instructions regarding loading and unloading of students before and after school. Everyone must follow the designated procedure if accidents are to be avoided. It is imperative that students be dropped off and picked up at the specified times to provide the highest level of safety. The speed limit in the school zone is 15 miles per hour. Please cooperate with this safety standard.

Students can be dropped off beginning at 7:30 A.M. The school does not provide supervision of students prior to this time and therefore we request that parents do not drop off students earlier than 7:30 A.M. for their own personal safety.

#### 2. Afternoon Pick-up/Dismissal

Students may be picked up in front of the school building at the end of the school day. Any student remaining on campus fifteen minutes after the end of the school day who is not involved in supervised school activities must report to the after-care program. Parents will be charged for this service. Students found wandering the campus will be subject to disciplinary action and parents will be notified.

### **Communicable Diseases**

GBCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent or rash that shall be transmitted whether directly or indirectly by a susceptible host, infected person or animal to other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify a member of the administration.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Greater Beckley Christian School may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. GBCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

**Head Lice Policy**

If lice or nits are found, the student will be isolated and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be lice/nit free before they will be allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

**Illness at School**

Emergency information cards are to be completed by the parent(s) for each student enrolled. These cards list information needed in case your child becomes ill or is injured at school. If your child becomes sick or is injured at school, you will be notified through the telephone numbers provided.

We do not have facilities to take care of children who are ill. If your child becomes ill while at school, we will contact you so that you may make arrangements to come and take your child home.

In case of extreme emergency, every effort will be made to contact the parent or guardian. The judgment of the administrator will be used to make arrangements to take the student to the hospital if the parent or guardian cannot be contacted. The expense of ambulance charges is to be the responsibility of the parent.

**Medication**

Medicine prescribed by a doctor may be given during school hours. When possible, try to schedule doses before or after the school day. A form will be provided by the school office for specific instructions concerning medications prescribed by a physician. This form must be completed before the medication is given.

School personnel will only administer non-prescription medicines to students whose parents/guardians have given them written permission to do so. Specific medications, strength, dosage and frequency must also be specified. Medications must be provided by parents, and must be in their original containers. Under no circumstances will a student be allowed to give any medication to another student.

**Exemption From Physical Education Classes**

Any student unable to participate in physical education for more than two days per marking period must bring a statement from his/her physician. After two days, any non-participating student (with a medical excuse) will be given alternative curriculum in order to fulfill her/her physical education credit.

**Extra Curricular Activities****Conduct and Dress**

GBCS is involved in numerous athletic events, special programs, and academic and fine arts competitions. Applicable rules for student conduct are in effect at extra-curricular activities because, as Christians, we are expected to be ambassadors of Jesus Christ at all times. The following guidelines are also in effect:

1. Dress may differ from that for classes, but students are expected to use modesty in their choice of dress. If girls are wearing pants or slacks, they must be loose fitting and of a conservative design.
2. Students must remain in the designated area during an event.
3. Students who fail to maintain a good Christian testimony or who dress inappropriately may be asked to leave activities.

### **Student Participation**

Students who participate in athletic competitions must meet the following requirements.

1. Greater Beckley Christian School adheres to the eligibility requirements of the West Virginia Secondary Schools Activities Commission (WVSSAC). Students must maintain a grade point average of at least 2.0 in the semester prior to the athletic season in which they wish to participate.
2. If a student is ineligible based on semester grades, he/she may become eligible probationally by earning a 2.0 average during the nine weeks following his/her ineligibility. Students new to the school should contact the athletic director with any questions concerning eligibility.
3. All GBCS athletes and cheerleaders must have a physical examination by a physician. The physician's report must be on file in the school office.

### **Field Trips**

Each year, as part of the overall program of the school, students may take planned field trips that are part of the educational experience for each student. In certain cases, students are responsible for fees that cover admission to events. Students may also be asked to bring money for their own snacks or personal souvenirs. Students are required to remain within school dress code and adhere to school policies unless otherwise noted by field trip organizers. Parents will be notified when field trips are planned. Included in this notification will be information regarding appropriate dress for the trip.

### **Fire Drills**

Fire drills and other safety drills are conducted each year in accordance with the regulations of the State Fire Marshall. Exit routes are clearly posted in each classroom. Teachers will advise students of the exit procedures for each room. Students are to exit the building in an orderly manner and remain quiet for the purpose of taking attendance. This is necessary to ensure that students and teachers can hear further instructions and directions in the event of a fire or other emergency.

### **Gymnasium**

Students are not permitted in the gym, weight room, athletic fields, etc. without faculty permission or adult supervision. Students without proper footwear should not be on the gym floor at any time.

### **Holidays**

GBCS will post all holidays, scheduled school closings, and early dismissal days on a school calendar and on the GBCS website-[www.greaterbeckley.org](http://www.greaterbeckley.org). Yearly calendars will be provided to each school family at the beginning of each school year.

### **Homework Notebooks/Planners**

Students of GBCS are required to use a homework notebook/planner in grades three through eight. In addition to providing a method for keeping track of daily assignments, this planner will also assist the student in organizing his/her monthly schedule.

### **Inclement Weather**

As a rule, GBCS follows Raleigh County Schools' policy regarding inclement weather. We also post our school closings and delays on the Greater Beckley website at [www.greaterbeckley.org](http://www.greaterbeckley.org) and with the following stations: WOAY-TV, WVVA-TV, and WJLS-560AM (radio).

### **Internet Use Policy**

We are privileged at Greater Beckley Christian School to have Internet access for our students. The Internet is a network connecting thousands of computers all over the world and millions of individual users. Students may have access to Internet Web information resources through their classroom, library, or school computer lab.

With access to computers and people all over the world comes the availability of materials that may not be considered to be of appropriate educational value in the context of the school setting. Because no one organization owns the Internet and can enforce regulations, resources are uncensored. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. GBCS has taken precautions to restrict access to controversial materials via filtering hardware and software. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We believe that the valuable information and interaction available on this network outweigh the potential hazards. GBCS expects that in addition to the filtering protection placed in the system that users, as Christians, will be vigilant to withdraw themselves from any questionable sites that might be encountered while interacting with the Internet.

#### **Policies:**

- ❑ Currently enrolled students may use the computers for completing class assignments, projects, and research. Users who have specified academically-related search needs have priority over those browsing the system.
- ❑ School computers may only be used during school hours, with staff or teacher permission.
- ❑ Students should do nothing while using GBCS computers or the Internet to dishonor the name of Christ.
- ❑ Should a student accidentally open a questionable site, they will immediately turn off the computer monitor and report the site to his/her supervising teacher.
- ❑ Students should not reveal personal addresses, phone numbers or personal information about themselves or other students, teachers, or staff.

GBCS Computers/Internet may not be used for:

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- ❑ E-mailing, chatting, game-playing or other recreational purposes (exceptions are for activities in the classroom setting with teacher supervision and permission)
- ❑ Downloading files or programs. Teachers or staff may arrange to download files for students on a case-by-case basis.
- ❑ Transmission of any material in violation of any US or state regulation. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Accordingly, copyrighted music may not be uploaded or downloaded.
- ❑ Commercial activities of any kind.
- ❑ Product advertisement or political lobbying
- ❑ Purposely seeking any Internet site promoting pornography, violence, hate, homosexuality, gambling, harassment or any entertainment sites concerning people or activities pertaining to these things.
- ❑ Using offensive or abusive language. Users are not allowed to post information with racial, ethnic, or religious slur. There is nothing anonymous about the Internet, and your actions will be a reflection on our school.
- ❑ Tampering, pranks, vandalism, adding software, attempting to break into unauthorized files, or attempting to use network in a way that would disrupt network use by others.

Infractions of the above will result in disciplinary action, to include parental notification, loss of computing privileges, detention, suspension or expulsion depending on the severity of the violation.

Students will be charged a nominal fee for photocopies or prints made on school copiers or printers.

GBCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. Our school will not be responsible for any damages students incur. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or student errors or omissions. Use of any information obtained via Greater Beckley Christian School is at the user's own risk. GBCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Lockers**

Students will be permitted to go to their lockers before their first class, between classes, before lunch, after lunch, and after school. If it is necessary to visit a locker at other times, a teacher's permission is necessary.

Locker doors should always be kept closed. Inappropriate pictures may not be hung in lockers; only school-approved materials may be placed on the outside of lockers. Food and drinks may not be kept in lockers except for that which will be consumed at lunch. Lockers may be inspected by school personnel at any time. A second locker may not be used without express permission from the student's homeroom teacher.

**Locks**

Combination locks may be obtained from the student's homeroom teacher. Only these locks may be used on school lockers. Large sums of money and other valuables should not be brought to school. The school is not responsible for missing items.

**Lost and Found**

A Lost and Found area will be designated at the beginning of the school year. Any unclaimed items will be donated to local charities. Students will be notified at least one week prior to the donation of these items.

**Lunch**

Students must remain on campus for lunch unless a parent signs them out. Students will not be permitted to order lunch from outside sources to be delivered to the school. Students may order lunch daily from the school lunch program, or bring their lunch from home. Concession items are also available daily, but must be ordered during the first period class. A student who has forgotten his/her lunch may receive a charge slip from the office. A student may not receive a second charge slip until the first one has been paid. All lunch charges must be paid within two weeks.

**Personal Belongings**

Students are not permitted to use electronic devices, and/or cell phones during regular school hours without specific permission of the administration or teachers. Students are not permitted to have laser pointers at any time. Only items relevant to the educational process should be brought to school.

**Retreats**

High School and Middle School Retreats are a special time in the lives of students to reflect on their relationship with God and build relationships with each other. During this time, students focus on the central values and doctrinal beliefs of our school. For this reason, all students are required to attend scheduled retreats unless special permission is given by the administration prior to the event.

**Student Drivers**

Those students driving to school are to park their vehicles in a designated space in the lot adjacent to the gymnasium. Drivers are not to exceed the posted speed limit of 15 miles per hour. Student Drivers are to understand that their driving privileges may be revoked if they do not adhere to the policies stated in the said contract.

Students are not to return to their cars during school hours. Students must leave cars parked from the beginning of the school day until they are dismissed unless an Administration or faculty member grants special permission. All requests for permission to leave early must be in writing and signed by the parent of the student driving the car. Permission slips will be turned in to the office before classes begin in the morning.

If a student driver transports other GBCS students to and from school, the parents of the transported student must have on file in the school office written permission for their child to ride with a given student. The parents of the student driving the vehicle must also file written permission for their child to transport others. Failure to abide by these policies may result in loss of driving privilege.

### **Student Pictures**

Each fall the school will hire an approved photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages that they may purchase. Each individual student's picture will be used in the school yearbook as well as other school publications. Each student will have his/her picture taken regardless of whether they choose to purchase any picture.

### **Teacher Certification**

All of our teachers are nationally certified through the Association of Christian Schools International and/or the West Virginia Department of Education.

### **Transportation**

#### 1. Transportation-General

Greater Beckley Christian School does not provide bus transportation to and from school. We encourage parents to form "car pools."

#### 2. Students Riding in GBCS Vehicles

Students may be transported to events, field trips or activities using GBCS vehicles. Improper behavior on school vehicles will not be permitted.

Our drivers need to concentrate on driving and should not be distracted by misbehavior of students. Those students who, in the opinion of the driver, misbehave will be referred to the Administration for appropriate action.

### **GBCS Website**

The school website [www.greaterbeckley.org](http://www.greaterbeckley.org) contains information relevant to school events. Elements such as school calendar, sports schedules, newspaper, as well as some specific class information can be accessed on the web. The site is continually updated in order to facilitate quality school to home communication.

## **APPENDIX**

### **Doctrinal Statement**

We believe:

1. The Scriptures are the inspired Word of God, inerrant and authoritative.
2. In the unity of the infinite Godhead there are three distinct persons (Father, Son and Holy Spirit) equal in every divine perfection.
3. In the personality of the Holy Spirit, who is the agent in the new birth indwelling every believer. The evidence of indwelling is in the fruit of the Spirit, and not in speaking in tongues or the spectacular demonstration.
4. Sanctification is a progressive work of the Holy Spirit in the life of the believer, as well as being initially set apart for a holy purpose at the moment of salvation.
5. In the reality of Satan, the enemy of God, who is man's greatest tempter, and who is destined for final defeat by God.
6. In a literal acceptance of the Genesis account of creation.
7. Man, created in innocence, fell into sin by voluntary transgression. All mankind are sinners by nature and choice and under just condemnation.
8. In the virgin birth of Christ who is both the Son of God and God the Son.
9. In the vicarious atonement by Christ, and that salvation of sinners is wholly by grace.
10. In the necessity of the new birth in order for sinners to be saved.
11. The blessings of salvation are made free to all through the gospel. Nothing prevents the salvation of sinners apart from their own inherent depravity and voluntary rejection of the Gospel.
12. Justification is secured for believers solely through faith in the Redeemer's blood; it is not bestowed in consideration of any works of righteousness.
13. Repentance and faith are inseparable in the conversion process.
14. The Church, the body of Christ, is composed of all who have expressed true faith in Christ. A local New Testament church is a congregation of baptized believers, observing the ordinances of Christ and carrying out His commands. It is scriptural for local assemblies of like faith to cooperate with each other to further the Gospel, and each church is the sole and only judge of the measure and method of its cooperation.
15. Baptism is by immersion in water, and the Lord's Supper is to be viewed as a memorial service reminding the church of the death of Christ.
16. Believers are kept by the power of God through faith unto eternal salvation.
17. In the everlasting felicity of the saved and the everlasting conscious suffering of the lost.
18. That civil government is ordained of God for the interests and good order of human society.
19. In the bodily resurrection, ascension, high priesthood, second coming and future reign of Christ. The living members of the Church will be changed in the rapture. The dead in Christ will be raised at the same event.

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Note: This statement is a digest of the doctrinal statement of Faith Baptist Church, Prosperity, West Virginia. The full statement, including Scripture references, is available upon request from the school office.

# WV Immunization Program Guidelines



**Immunization Program**  
350 Capitol Street, Room 125  
Charleston, West Virginia 25301-3715  
(304) 558-2188 or 1-800-642-3634

## **GUIDELINES: Checking Immunizations for WV School Law 16-3-4**

State law requires that all children entering school in West Virginia for the first time, unless properly medically exempted, must be immunized against diphtheria, pertussis, tetanus, polio, measles, and rubella. This does not apply to students who have already attended school in West Virginia. Private physicians may not authorize requirements or exemptions conflicting with those listed on this sheet.

### Kindergartners

- DTaP/ DTP** Before admission, three doses required. One dose must be on or after the 4<sup>th</sup> birthday.
- Polio (IPV/OPV)** Before admission, three doses required. One dose must be on or after the 4<sup>th</sup> birthday.
- Measles** Before admission, two doses required. First dose must be on or after the 1<sup>st</sup> birthday. Minimum 28 days apart.
- Rubella** Before admission, two doses required. First dose must be on or after the 1<sup>st</sup> birthday. Minimum 28 days apart.

### Out-of-State Transfers

- DTaP/ DTP** Same requirements as for kindergarten. \*
- Polio (IPV/OPV)** Same requirements as for kindergarten. \*
- Measles** Before admission to 1-12, one dose required; two doses for kindergarten.
- Rubella** Before admission to 1-12, one dose required; two doses for kindergarten.

\*After one dose of each required vaccine series is given, the student may be admitted and allowed 90 days to complete remaining doses.

### Exemptions

- DTaP/ DTP** Children exempted from the pertussis component must have a written exemption from a physician and must receive DT vaccine instead, or if past 7<sup>th</sup> birthday, Td vaccine.
- Polio (IPV/OPV)** Children may be exempted from IPV/OPV if a physician writes the specific medical condition, which precludes the vaccine. The physician may not merely state the vaccine is inappropriate. In many cases IPV can be substituted.
- Measles** Children may be exempted if the physician writes the specific medical condition that precludes the vaccine.
- Rubella** Children may be exempted if the physician writes the specific medical condition that precludes the vaccine.
- Other** West Virginia School Law does not provide for religious or philosophical exemptions.
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- WV Bureau for Public Health recommends that vaccine doses administered  $\leq$  4 days before the minimum interval or age be counted as valid.

April 2004

**\*\*Immunization records, social security number, and birth certificate must be included with school admission forms.**

## WV Asbestos Free Environment

Dear Parents and Staff:

The building of Greater Beckley Christian School has been tested and found not to contain any asbestos materials.

A copy of the program management plan is on file in the school office.

This letter is being sent in compliance with federal and state regulations regarding asbestos containing materials.

Sincerely,

A handwritten signature in black ink, appearing to read "James Fritz", written in a cursive style.

Dr. James Fritz  
Administrator