



STUDENT HANDBOOK CODE OF CONDUCT

Middle School Addendum 2011-2012

PROVIDING **A** NETWORK OF **T**RUTH IN A **H**ERITAGE OF **E**DUICATION **R**EFLECTING **S**CRPTURE

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Dear GCA Parents and Students,

Welcome to GCA Middle School. We are excited to have you as part of our school family.

The goal of the Student Code of Conduct is to clearly outline the expectations of our students as they seek academic and spiritual success. This booklet is designed to provide rules, expectations, and consequences for student behavior as well as to encourage students to make good choices.

Student and parents/guardians have the responsibility to know and respect the rules as described in the Student Code of Conduct. Please review this booklet thoroughly. Students and parents/guardians will be required to sign that they have done so.

It is important to remember that your success is best achieved when we work together and that education is a key to a successful future. Our objective is to set academic and character goals while outlining behavioral expectations. We believe that all children can learn. These are guidelines to help you succeed. It is the responsibility of the student to work hard to reach the goals with a teachable heart.

We look forward to helping you reach your highest academic and character goals.

May He find Us Faithful!

ENCOURAGEMENT PROGRAM

PANTHER PAT – “Panthers Applying Truth”

The PANTHER PAT Encouragement Program provides a positive, productive, academic, and cultural environment to promote student success. This program is used for 3rd-8th Grades.

Here at GCA excellent behavior is always expected. At the same time we recognize that each individual is growing in godly behavior at a pace designed by our Lord Jesus Christ. It is our goal to help students prepare for their future. No one always makes the right choice and often the best choices we make are seen only by God, but getting caught in the act of making a good choice – at just the right moment - may be the encouragement needed to continue positive behavior.

Students will occasionally receive a PANTHER PAT when they are caught in the act of making a good choice. Typically the PANTHER PAT will be awarded by teachers but all staff is ready to recognize good behavior. The PANTHER PAT will be in the form of a card that may be exchanged for reward opportunities as noted below.

PANTHER PAT Rewards / Incentives

- **Personal Dress Down Day** – 20 PATS
- **Homework Pass** (Get out of one night’s homework, major projects excluded) – 25 cards (Disclaimer: student is still responsible for understanding the material – if a pass is used that homework will not be included in grade calculation)
- **Class Party** (The entire 6th, 7th **or** 8th grade class combine cards to achieve a class party: pizza, popcorn & movie, **or** ice cream sundae bar) – class size x 5 PATS
- **End of Month Drawing** - Save one or more cards and enter to win \$25 VISA gift card. Drawings are held at the end of the month. One drawing will be for 3rd-5th graders and one drawing will take place for middle school students.

To encourage expected behavior occasionally students might get...

“CAUGHT MAKING A GOOD CHOICE.”

Encouraging regular and consistent acts of kindness and responsibility is our goal for recognition.

Examples of Expected Behavior

- **Best effort** – Be on time and prepared, respect classroom, use class time to stay on task, ask questions
- **Academic achievement** – Attend regularly, bring required materials, turn in assignments without mistakes, make up missed work (your responsibility to ask)
- **Responsible actions** – Be safe, treat school with respect, raise your hand and wait to be called on, show respect to all classmates, conversation appropriate and positive
- **Kind gestures** – Use please and thank you, listen without interrupting, assist those who need help, use appropriate language at all times, respect others, appreciate one another's differences, assume the best
- **Dress Code** – Willingly and consistently comply
- **Hallways** - Stay right, go with the flow, respect others space, use appropriate tone of voice/language, pick up after yourself, keep a clean locker, walk slowly, listen for adult direction and follow
- **Bathrooms** – Respect others privacy, keep clean, wash hands, follow appropriate procedures, observe time limitations
- **Lunchroom** – Show respect to others, be polite, use appropriate conversation, no pushing, clean up after yourself
- **Assemblies/Events** – Support the event (Chapel, pep rally, sports game, etc.) and leader by participating, being cooperative and being a positive model for younger students

POSITIVE LIFE CHOICES

Excerpts from Positive Charges: 544 Ways to Stay Upbeat During Down Times by Alexander Lockhart

FIRST – START YOUR DAY WITH PRAYER

- Wake up each day and tell yourself that it is going to be a great day, and look forward to each hour with enthusiasm.
- Treat others the way you want them to treat you.
- If you want respect, have self-respect.
- Take time to be friendly.
- Be polite, courteous, and understanding when dealing with people.
- Give compliments.
- Be forgiving toward others.
- If you think you can or think you can't, you are right.
- Search for ways in which it can be done instead of looking for reasons it can't be done.
- Take pride in your work.
- Whether a glass is half full or half empty depends on the attitude of the person looking at it.
- Expect big things in your life.
- If you fail the first time, try again.
- Be willing to accept occasional small setbacks.
- If you don't know, say so.
- Admit your mistakes.
- Make your mistakes. Learn from them. Move on.
- What happens *in you* is more important than what happens *to you*.
- Be thankful for each day. Count your blessings instead of your problems.
- Remember, every problem has a limited life span.
- Develop love where hate has been.
- Develop an attitude of gratitude.
- Don't allow someone's opinion of you to become your reality.
- Be a problem solver, not a problem maker,
- Control your temper.
- Don't try to always win arguments.
- Celebrate life.

Ephesians 4:29-32 Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate one to another, forgiving each other, just as in Christ who forgave you.

DISCIPLINARY PROGRAM (includes 5th grade)

CONSEQUENCES

The Glasgow Christian Academy expects that all of its students will conduct themselves in accordance with biblical standards of conduct.

Golden Rules of Conduct

- 1. Respect of Property:** Respect and proper care of church and school property is expected of each student at all times. Students will be expected to clean up after themselves. Students are responsible for their own belongings and are expected to respect and care for the property of others.
- 2. Relationship to Others:** Each student should act and speak in such a way that he/she will not be hurt, or hurt others. Students are expected to treat each other in a caring and respectful and courteous manner. This includes respectful behavior in corridors, locker rooms, restrooms and the lunch room.
- 3. Respect for Authority:** Each student is to be courteous and show respect and obedience to all church and school staff members at all times.
- 4. Off Campus Behavior:** If a student is involved off-campus in a serious violation of the civil law or any behavior that is harmful to the testimony of Glasgow Christian Academy, the school reserves the right to discipline and/or administer consequences, including dismissal from school.

ASSERTIVE DISCIPLINE SYSTEM

The focus of the assertive discipline system is to **disciple** children, as Jesus did, by having them assume responsibility for their choices and behavior. Expected behaviors are clearly communicated to both students and parents at the beginning of the school year. The system includes not only corrective actions for improper behavior, but also includes supportive feedback in the form of behavior awards and privileges for proper behavior.

Level One Infractions

Level one infractions are for **general classroom/school misbehavior**. The **consequences** for these violations are **silent lunch detentions**. Level one infractions include, but are not limited to, the following:

Signed papers not returned	Not reporting to their detention
Out of seat w/o permission	Throwing objects
Eating during class w/o permission	Tardiness to class (Middle School)
Inappropriate comments/teasing	Talking/disturbing class
Breaking lunchroom rules	Unauthorized use of electronics

ASSERTIVE DISCIPLINE SYSTEM Continued

Level Two Infractions

This is for **repeated violation of basic classroom or school rules and for more serious infractions**. The **consequences** for these violations are **before school detention(s)**.

Level two infractions include, but are not limited to, the following:

3 level one offenses	Inappropriate comments
Personal displays of affection	Disrespect/Horseplay
Misbehavior for a substitute teacher	Repeated misbehavior
Forgery of parent signature	Tardiness to class

Level Three Infractions

Even more serious violations will be **dealt with by the administration**. The **consequences** for these violations are **three before school detention(s) and/or suspension(s)**.

Level three or repeated level three violations **may result in disciplinary probation or dismissal**. Level three infractions include, but are not limited to, the following:

Repeating Level One and Two offenses	
Cheating - Lying	Forgery of a parent's signature
Gossip/Slander	Insubordination (blatant defiance)
Obscene language/gesture	Repeated misbehavior
Leaving the property without permission	Stealing
Threatening/intimidating/ bullying others	Fighting
Disrespect towards authority	Skipping class
Hitting or physically hurting	

Level Four Infractions- SEVERE CLAUSE

Any of the Level Four **behaviors may result in immediate removal from class and an indefinite out-of-school suspension, possibly resulting in dismissal**. Level four violations **may result in automatic disciplinary probation status and will require a parent/administrator meeting**. These types of behavior would include, but are not limited to, the following:

A student's inability to repeatedly abide by GCA's discipline or dress code
Possession and/or use of a weapon, dangerous or illegal substance (drugs, alcohol, tobacco, pornography, pepper spray, demonic, anti-Christian, matches, lighters etc)
Possession or use of alcoholic beverages or drugs

More serious incidences of threatening or intimidating others, including:

- Repeated bullying
- Sexual harassment - anything of a sexual nature that makes someone uncomfortable
- Sexual misconduct - inappropriate touching, touching that is unwanted by the receiver

GCA reserves the right to change any regulations without advance notification.

ACADEMICS

Homework

Homework is given for reinforcement, practice, remedial activity and enrichment. Homework will be less frequent on Wednesdays to allow for any church activities that night.

Report Cards/Grading Scale

Report cards are issued for each of the 4, 9-week quarters. All classes use the following grading scale:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 and below

Honor Roll

First Honors – All A's

Second Honors – All A's and B's

Qualifying for Promotion vs. Assignment to the Next Grade / Retention for Academic Failure

1. Students making at least a "C" average (2.0 G.P.A.) in their required academic subjects will be promoted to the next grade.
2. Students making one or more "D's" in their required academic subjects will be promoted, but are strongly encouraged to participate in a tutorial program.
3. Students that fail one or two required subjects must attend and successfully complete summer school or participate in 30 hours of a pre-approved tutorial program with a qualified teacher or repeat the grade. A maximum of two subjects may be made up during the summer.
4. Students making an "F" in three or more required courses will repeat the grade if reenrollment is granted. Reenrollment in this case will strongly depend upon the students conduct and attitude.
5. Students making any combination of 3 "D's" and "F's" in required subjects will have their academic record reviewed by the principal. The principal will determine whether the student is eligible for summer school or a pre-approved tutorial program, or whether the student will be retained.
6. Students making below a "C" in summer school or in a pre-approved tutorial program will not receive credit for those courses.
7. Upon successful completion of the required hours of tutoring, students may also be required to pass a test given by GCA.
8. GCA reserves the right to assign rather than promote a student to the next grade level if they received an "F" in one or more courses. Students who are assigned to the next grade level may be placed on academic probation for the first quarter. Academic probation will be accompanied by a disciplinary contract which will be signed by parents/guardians, student, and GCA staff prior to the beginning of the new school year.

COMPUTER ACCEPTABLE USE POLICY

Users of the school's computers, network and Internet are responsible for their actions and must comply with the academic and spiritual goals of the school. System administrators and school staff may monitor or review files to maintain system integrity and to ensure responsible and appropriate system use. Violations may result in the loss of access, as well as other disciplinary or legal actions.

GCA has installed filtering and/or blocking devices to restrict access to Internet sites containing objectionable material; however, no software is foolproof. A student who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or administrator.

Unacceptable Uses of Technology for Students (may result in disciplinary or legal action)

- Hacking or unauthorized exploration of the network
- Intentionally damaging computers, software or the network
- Downloading, uploading or saving of files of any type from the Internet
- Chatting, emailing, instant messaging or blogging on the Internet
- The use of the Internet for the purpose of engaging in academic dishonesty
- Violating copyright laws
- Trespassing in another's folder, work or files
- Using language that is obscene, profane, inflammatory, prejudicial or rude
- Harassing, insulting or attacking others
- Posting of information that could cause damage, danger or disruption
- Using the network for illegal or commercial purposes
- Using or bypassing another person's user name or password
- Using the printer for non-school related assignments

Students' Home and Personal Internet Use

Students' home and personal Internet use can have an impact on the ministry of the school and on other students. If students' personal Internet expression — such as a threatening message to another student or an inappropriate website — creates a likelihood of material disruption of the school's operation or negatively impacts the school's testimony, students may face school discipline and/or criminal penalties.

DRESS CODE

General

All clothing must fit in a manner that is **modest and neat** in appearance as defined by the GCA administration and the current handbook. No overly loose, tight, or revealing clothing allowed.

Hair

- Male students' hair should be neat, not overly bushy, cannot touch the collar of the shirt and should not hang over the eyebrows or be longer than the middle of the ear. Ponytails for men are not acceptable. A student whose hair exceeds the code will be given a maximum of one week to get a haircut. If the student fails to do so or has his hair cut in a fashion in conflict with out policy, the school reserves the right to send the student home. Mohawks and other extreme hairstyles and extreme colors are not permitted. No words or initials may be shaved into a hairstyle.
- Dread locks are allowed as long as they are neat and clean and do not exceed our maximum hair length limits. They may cover the ear, but should not hang into the face. A student with dreads may pull back the front of the hair to keep it out of his face.
- Female students must maintain neat well groomed-hair. Mohawks and other extreme hairstyles and extreme colors are not permitted.
- Facial hair is only permitted for those students who can grow and maintain neatly trimmed and well-groomed sideburns, beard, goatee or mustache. Determination of what is well-groomed lies completely with the administration.

Shirts

- Students must wear a **long or short-sleeved polo shirt with the official GCA logo purchased from an approved vendor**. Previously purchased GCA polos are allowed. Ordering information is available on the school website.
- Only the top two buttons may remain unbuttoned and all polos should fit **loosely**.
- Short-sleeved polo shirts may be layered over a solid color long-sleeved, short-sleeved tee shirt or a turtle neck.
- Appropriately sized polo shirts are not required to be tucked in. The length of polo shirts must not exceed the bottom of the side pocket opening. Shirts that are longer than this point must be tucked into pants.
- To maintain the appropriate level of modesty, tops must be long enough to ensure that no part of the midriff is ever exposed, whether sitting, raising the arms or bending over and that no undergarments (including camisoles) are visible.
- Approved solid colored crewneck, v-neck or cardigan sweaters may be worn over school uniform golf style polo shirts. (No turtleneck sweaters are allowed).

Skirts/ Dresses

- Female students may wear **skirts that must (at a minimum) extend to the middle of the knee/over knee whether sitting or standing**.
- Skirts may be purchased from any store.
- Skirts may not have slits and must be loose fitting. (See pants description for definition of loose fitting.)
- Skirts must be worn with an approved dress code shirt.
- **No dresses are allowed.**

Pants

- Must be **plain in one of the following colors: navy blue, black, tan/khaki, purchased from any store.**
 - Pants must be loose fitting – (*defined as pants that fit to form without the showing of the outline of the undergarment, or putting stress on any area of the pants as seen by the pulling of fabric or zipper*).
 - Pants must be in good repair without extraordinary fading and any holes or fringing.
 - Pants must be high enough at the waist so that the midriff is never exposed, even when arms are raised.
 - No undergarments worn with pants may be exposed either purposefully or accidentally.
- **Male students must wear a belt.**
- Female students may wear capri pants - length below the knee during warm months
- Male students may wear Bermuda shorts that come to the knee during warm months

Accessories

- Shoes
 - Athletic (sneakers/tennis shoes), casual and dress shoes, and backless shoes (clog or slide style shoes) are permitted.
 - Backless shoes, whether athletic or casual/dress, may not be worn during athletic classes for safety reasons.
 - Open toed, split-toed/flip-flop style or shower slip-on shoes, are not permitted.
 - Slippers and slipper-type shoes are also not permitted to be worn in school.
- Jewelry
 - Female students may have pierced ears, other types of body piercing are not acceptable. Plugs and spacers are not acceptable.
 - Male students are not permitted to wear earrings, plugs or other pierced jewelry in school.
 - Wearing tape/Band-Aid to cover a piece of jewelry or using string or another homemade plugging device to keep an pierced hole open may not be used to circumvent this policy.
- Tattoos
 - Tattoos are not endorsed, and in the event a student has a tattoo, it must remain covered at all times.
- Hats, hoods and other head coverings are not allowed.

Spirit Gear

- Only administratively approved GCA sweatshirts, team rugby shirts or warm-up jackets may be worn during school hours. These must be purchased from approved vendors or the athletic director or other approved organizations. All apparel must be neat, clean and in good repair. Students may not wear hoods in the building.
- Game day exceptions may be allowed with the permission of the administration and or athletic director only.

After School Activities:

- All students participating in after school activities should dress modestly. This includes no short shorts, tank tops, or shirts that are low-cut or reveal a bare midriff.
- Young men must wear a shirt at all times, even when they are participating in athletics.

Gym Uniforms:

All students are required to wear gym uniforms during P.E. classes. Please see the handbook for details and supplier information.

Consequence – Failing to comply with uniform code will be considered a level one infraction.

RELATIONSHIPS

Complaints - The Matthew 18 Principle

When misunderstanding or strong disagreements occur, the following principles should be followed in solving people-to-people problems. These principles are based upon Matthew 18:15-17.

1. **Keep the matter confidential:** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality and can help stop gossip.
2. **Keep the circle as small as possible:** The first step and usually the only step needed in solving a person-to-person problem is for one of the two people involved to initiate dialogue.
3. **Be straightforward:** Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented.
4. **Be forgiving:** "...If he listens to you, you have won your brother over." This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person whose fault has caused the problem.

Conferences - Parent/Teacher

1. Formal Parent/Teacher conferences are scheduled by the teacher.
2. It is GCA's desire to communicate effectively with parents and student. Parents are encouraged to contact the teacher at any time regarding any problems or questions that concern their student by email.
3. Please e-mail the teacher directly to schedule an appointment at a mutually convenient time if you need to connect in person. Typically these are scheduled immediately before or after school, but exceptions may be made at the teacher's discretion.

Confidentiality

If a student tells someone in the school (teacher, coach, counselor, administrator) something in confidence, the school official reserves the right to disclose that confidence if the information given can be harmful to that student, to other students, or to the school.

Telephone

Cell Phones and Electronic devices:

1. Cell phones and all electronic devices must be turned off and kept in the students' lockers for the entire day **8:20AM-3:00PM**.
2. Any cell phone or electronic device that is not off or stowed in a locker will be confiscated by a staff member and turned in to the office.
3. **First offense** will result in a **Saturday detention**, detention fee (\$10.00) and the phone or electronic device may be picked up in the office at the end of the day.
4. The **second offense** will result in **two Saturday detentions**, detention fees (\$10.00 each) and a parent must pick up the phone or electronic device in the office.
5. A **third offense** will result in an **out of school suspension and parent conference**. Once again the phone or electronic device will only be returned to a parent.
6. Any **additional infractions** will warrant more serious consequences that may include, but are not limited to Saturday detentions or suspension(s).

Students needing to use a phone during the school day may use the office phone at the discretion of the teachers and office staff.

Student Visitors

1. Student visitors must fall within one of three categories:
 - a former GCA student,
 - a prospective CGA student or
 - a family relative visiting the area.
2. Only prospective students can visit for the entire day and will be assigned to an GCA student and follow his or her schedule. Due to seating limitations and to limit educational interruptions, all other students may only visit during lunchtime.
3. Visitors must adhere to all GCA rules and regulations including dress code, classroom behavior, etc. Visitors who do not cooperate will be asked to leave.
4. All visitors must register in the school office and must wear a visitor badge as long as they are on campus. Please make every effort to notify the office ahead of planned visits

Visitors/Volunteers

All visitors and volunteers must check in with the office. It is recommended that visitors call ahead. Volunteers are typically scheduled for particular roles and thus expected.

DISMISSAL

Students will meet at the locker area and be dismissed from the building at the end of the day. After going to their lockers, a teacher will monitor students leaving the building. Students will not be permitted to return to the building unless they are under the supervision of a staff member.

MIDDLE SCHOOL PLEDGE 2011-2012

Statement of Conduct

As an middle school student at Glasgow Christian Academy, I understand that my conduct ought to be distinct from that of the world at school, because I am attending a school that seeks to honor Jesus Christ in all things. I understand that my actions are a reflection of our school and ultimately impact the ministry. I also understand that the Bible clearly teaches that a personal relationship with Jesus Christ is the only way to heaven and that I will be encouraged through the teachers and ministries of GCA to pursue that relationship.

In light of these truths, I commit to following Biblical standards for my behavior and attitudes as revealed in Scripture, and to follow GCA's rules as outlined in the Student Handbook. Therefore, I commit to abide by these standards and rules as long as I am enrolled at GCA. I understand that *recurring* failure in any of these areas may end my enrollment.

Conflict Resolution

God wants us to develop His heart of love, gentleness, and forgiveness. When I do have a problem with a student, teacher, coach, or parent I will first go to them to resolve the problem; if that does not work, I will go to a teacher or an administrator for help. (Col. 3:12; Matt. 18:15-17; Luke 17:3-4)

Statement of Acknowledgement

I recognize that belonging to GCA is a privilege and I will strive to be a positive influence in the lives of my teachers and fellow students. I will seek to build up my fellow students and teachers with my words and actions rather than tear them down. When corrected by a faculty member, I will accept the admonishment with an attitude of humility and repentance. (Eph. 4:2, 29-32, Prov. 10:17, 15:32)

I will avoid profane, blasphemous and/or derogatory language and gestures. This includes speaking negatively of someone behind his or her back, verbally or through any form of written communication or body language, either on or off the school campus. (James 1:26)

I understand that the Internet is public domain and that I will be held accountable for anything inappropriate I write or view on it at home or at school. I agree to use the Internet at school only for school- related activities. (I Peter 2:16)

Uncontrolled anger, acts of hatred, sexual harassment, or prejudice based on race, social-economic status, or appearance is unacceptable. (Gal. 5:19-21)

I will avoid practices that the Bible condemns such as stealing; illegal activity and vandalism; dishonesty; bullying, occult practices; sexual sins, including pornography in any form; and the illegal use of drugs, alcohol and tobacco. (I Cor. 6:18-20)

I will strive to follow the directions of the teachers at GCA, with an attitude of respect and submission, including consistency in completing homework on time. I understand that the aim of education at GCA is to help me develop academically and spiritually and I will cooperate with direction from my teachers to accomplish this goal. (Heb. 13:17)

Student Signature _____ date _____

Parent Signature _____ date _____

Please keep a copy of the pledge for your records.. Return the entire signed pledge to school.