

**G.M.S.
PARENT AND STUDENT
HANDBOOK**

2007-2008



Greenwood Mennonite School
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HISTORY AND STRUCTURE

The Greenwood Mennonite School has the distinction of being the oldest Mennonite Elementary school in continuous operation. It began in March, 1928, after the Mennonite students were expelled from the Greenwood public school for refusal, on grounds of conscience, to salute and pledge allegiance to the American flag. Under the capable guidance of Nevin Bender, the congregation managed to keep the school alive even during the lean years of the 1930's.

For the first 3 years school was held in the Greenwood Mennonite Church building. In the summer of 1932 the Little Brown School was built. This building was to last until 1958, when a new brick structure was erected on the Mark Swartzentruber farm just off Route 36, 2 miles east of Greenwood. This second building contained 4 classrooms, a gymnasium, and a cafeteria. In 1964 an adjoining building containing 2 classrooms was constructed for grades 1-4. Kindergarten was begun in 1976 in the Elementary building. In 1978, grades 11 and 12 were added to the school using the Accelerated Christian Education program. In 1979, 3 new rooms were added to accommodate Kindergarten, grades 5 and 6, and the music and art classes. In 1987 a mobile classroom was purchased to allow the separation of the first and second grades. In 1993, another addition was completed. It included 4 classrooms, a computer lab and library, a new gym and cafeteria. However, the new cafeteria was not used for its intended purpose until the kitchen was finished in 1995. In the summer of 1996, 3 new offices and 2 classrooms were built within the original gym.

The instructional program included 8 grades until September, 1943, when grades 9 and 10 were added. The enrollment continued to grow, so that in January, 1948, grades 7 through 10 were moved to the old church building. Recent years have seen an increased interest in the school among non-Mennonites and a renewed conviction among Mennonites of the importance of a Christian education. Present enrollment is about 290 students. GMS has an administrator, an assistant principal and over 20 teachers and staff.

Greenwood Mennonite School is owned and operated by the Greenwood and Cannon Mennonite Churches. Responsibility for the operation of the school is delegated to a 7-member board. The principal and board meet monthly to make decisions on matters pertaining to the operation of the school. Major areas of responsibility are handled by the following School Board committees: Personnel, Finance, Transportation, Admissions, and Building and Grounds. Each of these committees is chaired by one of the board members.

PHILOSOPHY

We believe that God created man in His own image. We believe that sin entered the human family as a result of man's disobedience in the Garden of Eden. Man therefore needs to be restored to fellowship with God. This is possible today because God has communicated with man through His Word, the Bible, and because Jesus died for man's sin, rose again, and now intercedes with God for us.

We believe that the central task of Christian Education is to guide students to a better knowledge of God's truth and acceptance of His will for their lives. We believe that God gave parents the responsibility of educating their children and that the parents have delegated some of this responsibility to the Christian school. The home, church, and school must therefore work together in close harmony.

We believe that the child, because of a depraved nature common to all mankind, needs firm, redemptive guidance and discipline in order to develop into the complete person God intends him to be. As the child becomes mature enough to understand God's plan of salvation, Christian teachers will attempt to guide him in accepting Jesus as his Savior.

We accept the Bible as central in Christian education. We conduct classes devoted exclusively to the study of the Bible and interpreting truth in other studies in the light of Scripture. We are firmly committed to Anabaptist principles of Biblical interpretation and to separation of Church and state.

We believe that only by ministering to the whole child--mental, physical, emotional, and spiritual--can we deal effectively with any single area of his/her personality.

STATEMENT OF FAITH

1. We believe the scriptures of the Old and New Testament and inspired by God and that they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
4. We believe that the Lord Jesus Christ died for our sins according to the scriptures as a substitutionary sacrifice and that all who believe in Him are justified on the grounds of His shed blood.
5. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
6. We believe in "that blessed hope" the personal and imminent return of our Lord and Savior, Jesus Christ.
7. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and, thereby, become children of God.
8. We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

POSITION STATEMENTS

A. PEACE POSITION

We believe that it is the will of God for His children to follow Christian love in all human relationships. This excludes retaliation and revenge. God pours His love into the hearts of Christians so that they desire the welfare of all others. The supreme example of this love is found in the Lord Jesus. He Himself taught Christians not to resist those who do wrong unto them. This requires His disciples to renounce violence in every relationship. Only love must be shown to all people. We believe this applies to every area of life: to personal injustice, to situations in which people commonly resort to litigation, and to international tensions and wars. As peacemaking Christians we must aggressively, even at the risk of life itself, do whatever we can to alleviate human distress and suffering. (Matthew 5:38-48; John 18:36; Romans 5:5; 12:18-21; I Corinthians 6:1-8, II Corinthians 10:3-4; James 2:8; I Peter 2:21-23; Article 18, Mennonite Confession of Faith).

B. STATEMENT ON ABORTION

*"For you created my inmost being;
you knit me together in my mother's womb.
I praise you because I am fearfully and wonderfully made;
your works are wonderful, I know that full well."
(Psalm 139: 13-14 NIV)*

Greenwood Mennonite School is opposed to the use of induced abortion for the purpose of convenience or birth control. In addition, any decision to terminate life by abortion should only be made if the life of the mother is endangered and if proper medical and spiritual counsel is obtained.

The crisis of an unwanted pregnancy calls for the community of believers to provide a context of love, prayer and counsel. Loving support can take the form of counseling centers, homes for expectant mothers, and the creation or use of Christian adoption services.

Abortion as a means of terminating an unwanted pregnancy is sometimes considered because Christian standards of purity and responsibility have been violated. GMS urges Christians to uphold New Testament standards of holy living, to adhere to biblical principles for guidance in all areas of morality, and to protect life whether born or pre-born. (Job 31:15;

Psalms 22:9; 139:3-16; Isaiah 44:24; 49:5; Luke 1:36-45; Romans 12:1-2; I Corinthians 6:18-20; I Thessalonians 4:3-8).

C. STATEMENT ON MARRIAGE AND HUMAN SEXUALITY

We believe that at the beginning of human history God instituted marriage. He ordained that a man should leave his father and mother and cleave to his wife, and that the two would become one in love and mutual submission. It is God's will that marriage be kept pure, monogamous, and for life. It is also fully acceptable to God to serve Christ unmarried. These are God's two options: a permanent relationship and commitment to one person of the opposite sex, or purity in an unmarried state.

Marriage was instituted for the happiness of the husband and wife and for the procreation and Christian nurture of children. Christians are to marry only in the Lord, and for the sake of spiritual unity in the home they should become members of the same congregation. The Christian home ought regularly to have family worship, to seek faithfully to live according to the Word of God and loyally support the church in its mission. We believe it is appropriate for parents to pledge themselves to the faithful Christian nurture of their children. (Article 15, Mennonite Confession of Faith).

We also believe that human sexuality is one expression of the holiness and beauty that God our Creator intended for His children. It is one of the ways by which the covenant between a husband and a wife is sealed and expressed. Human sexuality achieves fulfillment only as a sign of comprehensive love and loyalty. Christian husbands and wives should view sexuality as a part of their much larger commitment to one another and to Christ from whom the meaning of life is drawn. As Christians, we urge the proper manifestation of sexuality to be celebrated and guarding against its betrayal and distortion.

Sexuality misses its purpose when treated as an end in itself or when cheapened by using another person to satisfy pornographic and perverted sexual interest. We view all forms of sexual intimacy that occur outside the covenant of heterosexual marriage as sinful distortions of the holiness and beauty God intended for it.

Homosexuality is one means by which human sexuality is perverted. We affirm the biblical position that homosexual acts are sinful and subject to the wrath of God. We believe the grace of God sufficient to overcome the practice of homosexuality (I Corinthians 6:9-11). We need to love people where they are at, but this does not mean we agree with lifestyle that the Bible calls sinful behavior! We deplore any action or statement that would seem to imply compatibility between Christian morality and the practice of homosexuality. (Genesis 1:27-28; 2:20-24; 19:1-25; Leviticus 20:13; Matthew 19:3-9; mark 10:2-12; Romans 1:26-28; I Corinthians 6:9-11).

D. VALUE STATEMENT ON HOLIDAYS

CHRISTMAS – This is a celebration of the birth of our Lord, Jesus Christ. The emphasis of GMS at this time will be upon giving because God first gave when He sent Jesus to be born. Therefore, decorations that exalt and remind us of Jesus will be accepted: a baby, Joseph and Mary, a manger, angels, shepherds and sheep, a stable with animals from the early century, a star and magi. We will allow an evergreen tree, because it symbolizes everlasting life. However, decorations that stress material abundance and fiction will be downplayed. Therefore, we will not use items such as Santa and his reindeer, and Frosty the snowman. Our focus is to be upon Jesus, the Lord of Lords and King of Kings, who came to bring peace on earth. Each Christmas, in lieu of gift exchanges in our classrooms, we promote giving to a world or local need as a Christmas project.

During **EASTER**, GMS will stress the empty tomb and resurrected Christ.

Instead of Halloween, GMS will stress **FALL HARVEST** and thankfulness for God's provision. We do not allow ghosts or evil spiritual images to be used at school, and we will downplay Trick-or-Treat and such items as Jack-o-lanterns.

AFFILIATIONS

Greenwood Mennonite School is a member of the Mid-Atlantic Christian School Association (MACSA). Through this association, we are able to attend the annual Teacher Convention Board/Administrators Conference, and participate in events such as Fine Arts Contests, and Track & Field.

GMS is a member of Mennonite School Council (formerly known as MEEC). MSC organizes the annual Jr. High Choral Festival in Lancaster, PA in which we participate.

GMS is a member of the National Institute for Learning Disabilities (NILD). Through NILD GMS has a certified educational therapist who offers educational therapy to help students overcome their learning disabilities.

GMS is a member of Peninsula Athletic Christian Conference (PACC), through which our students compete in the following varsity sports: girls' volleyball, boys' soccer, girls' and boys' basketball, girls' softball, and boys' baseball.

P.T.A.

PTA is “under construction”—more information will be available soon. (8/22/07)

SCHOOL EMBLEM

(on the cover)

SCHOOL MOTTO

“Your word is a lamp to my feet” (Psalms 119:105).

SCHOOL COLORS

Green, Gold, White

SCHOOL MASCOT

FLAMES

ADMISSION POLICY

All children of the sponsoring Mennonite churches are considered eligible for registration, unless past records indicate that they may be a liability to the school. High School students must themselves desire to come to this school before they will be admitted.

Children of other Christian homes may be considered for admission by submitting an application and Pastor's recommendation to the Principal. An interview will be arranged between the Admissions Committee of the School Board and the parents (and the student if he/she is a teenager). Admission is dependent upon at least one parent being a committed Christian. This will partly be determined by taking church participation into consideration.

The age requirements or guidelines for kindergarten and first grade admission are as follows:

1. Kindergarten – A child must be 5 years old on or before Aug. 31.
2. First Grade – A child must be 6 years old on or before Aug. 31.

Greenwood Mennonite School does not discriminate against any person because of race, color, sex, age, handicap or national origin.

FINANCIAL INFORMATION

In addition to tuition, the school is supported by the sponsoring Mennonite congregations through regular monthly offerings, an annual benefit auction sale, the annual Spring Festival, and the "Spec House Project". Because of these additional contributions, families from these sponsoring churches are not charged as much tuition as are families from non-sponsoring churches.

TUITION AND FEES 2008-2009

Tuition

Families from sponsoring churches

First Child	\$2,775
Second child	\$1,700
Third child	\$ 950
Fourth child & subsequent children	\$ 550
Kindergarten only	\$1,600

(The balance of what it costs to educate each child is paid by the sponsoring church).

Families from non-sponsoring churches

First child	\$4,100
Second child	\$3,200
Third child	\$2,550
Fourth child	\$2,225
Kindergarten only	\$2,100

All Families

Transportation	\$550/family + (subject to change)
	\$210/student
11 th & 12 th Grade	\$200/student
Computer/Typing	\$50/student
Home Economics	\$30/student
NILD Fee	\$1,000/student
Band Only	\$85/student
Private Band Instruction (includes Band)	\$170/student
Choral Participation Fee	\$20/student

2008-2009 Registration Fees

New Family Registration Fee:	\$250/student
Kindergarten:	\$200/student
Returning Family Registration Fee:	\$200/student
Kindergarten:	\$170/student

BUSINESS PROCEDURES

1. Tuition and transportation fees are to be paid in full by August 1 or paid by monthly payments through FACTS.
2. Choir, Band, Home Ec., and Sports Fees will be billed throughout the school year and are due 30 days from date of invoice. Checks are to be made payable to Greenwood Mennonite School.
3. No deduction is made from tuition for absences.
4. If a student is dismissed or withdrawn, the parent must contact the school bookkeeper to clear up financial records.
5. Until a family's tuition is paid in full, their children may not begin school the following year. Please contact the school office to make other arrangements if you are having difficulty making tuition payments. (revised 08/06)

HOT LUNCH PROGRAM

Payment for lunches shall be brought to the school office. Each student receives a 5-digit I D number for the lunch program and keys in this number when purchasing a lunch. The lunch price is deducted from the family's lunch account. Each family's account is to be prepaid or the student will not be permitted to use the account and will be sent to the office to receive permission to charge for one day. (Purchase of lunch may be made with cash.) It is important for each family to maintain an adequate balance in their lunch account. Students may not purchase a lunch on someone else's account. Checks for the lunch program should be made out to **G.M.S. Cafeteria**.

Individual meal prices are as follows:

Grades 1-6	\$2.00
Grades 7-12	\$2.50
Adults (Regular)	\$4.00
Adults (Holiday)	\$5.00

Lunch periods are scheduled for each class. All food is to be consumed in the lunch area during the lunch period. Ice cream may be purchased only from cafeteria personnel.

Contact the school bookkeeper or treasurer to apply for reduced price for lunches. Rules for acceptance and participation in the reduced lunch program are the same for everyone. (revised 08/06)

ACADEMIC INFORMATION

Greenwood Mennonite School operates on a 9-week reporting period. Report cards are sent home one week after the end of each marking period stating the academic progress, as well as showing areas of conduct that need to be improved.

A mid-term progress report is sent home at the halfway point of the 9-week reporting period if the child has a D or F in any subject. Parents are urged to contact their child's teacher and set up a conference if they have any questions after receiving these reports.

GRADING SCALE

A = 94 – 100	Excellent
B = 86 – 93	Above Average
C = 75 – 85	Average
D = 65 – 74	Unsatisfactory but passing
F = Below 65	Failure
I = Incomplete	No Credit

An "Incomplete" is given when requirements have not been met. If work is not completed in a reasonable time, the grade becomes an F.

An "Alternate Grading Scale" (AGS) may be used for middle and high school students who are working to their potential but are not able to earn passing grades in their academic subject(s). Before a student is placed on this scale, parents and teachers shall confer and agree that the student is making serious effort to get assignments completed, that the student is using study time appropriately, and that parents are requesting/approving the use of this scale. When this scale is used, the report card grades shall be indicated with an asterisk (*).

A* = 91-100%; B* = 81-90%; C* = 65-80%; D* = 55-64%; F* = below 55%.

If a student earns above 80% in the term, he/she is graded by the regular scale. Use of the AGS does not carry over automatically from one year to the next; parents or teachers must request it even if it was used the previous year.

MAKE-UP WORK

In the case of any absence, whether excused or unexcused, work missed is the responsibility of the student and should be completed in no more days than the absence extended. The student is to take the initiative in doing make-up work. When possible, he/she should make arrangements for this before the absence. If student initiative is not taken, the student may be given an academic detention. Once the detention is given, the make-up work may only be done while serving the detention.

All H.S. tests not taken, due to absence, will be taken in the office or in study hall.

HONOR ROLL

An honor roll is compiled and published after each 9-week grading period except the fourth. The honor rolls are determined by the following criteria:

1. A Honor Roll – grade point average 3.50 to 4.0
2. B Honor Roll – grade point average 2.7 to 3.49
3. A=4; B=3; & C=2 points. Points for each course are added together, and then divided by the number of courses a student is taking, to arrive at the grade point average.
4. An “Incomplete” on a report card not made up by the time the Honor Roll is determined will automatically disqualify that student from the Honor Roll for that grading period.
5. If a student in grades 7-12 has 15 or more demerits for the term he/she is disqualified from any Honor Roll.

PARENT-TEACHER CONFERENCES

Parents are urged to seek a conference with a teacher at any time it is deemed necessary. Teachers welcome opportunities to talk with parents. However, appointments should be made so as not to conflict with regularly scheduled duties. Teachers are normally in the classroom until 3:30 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

Parent-Teacher Conferences are regularly scheduled following first term. This is an excellent time to meet with teachers to discuss a student's progress.

Appointments with administrative staff should not be made until a conference with the teacher is attempted first, unless there are unusual circumstances. Problems are to be discussed with teachers and others directly involved. Please do not involve other parents, students, etc., who are not part of the problem or the solution. Students (and their parents) are asked not to sow discord by talking to others concerning problems they have with the school or teacher. Please know that it is the desire of all the staff of Greenwood Mennonite School to solve problems and work toward solutions of any problems involving your children.

VISITORS

Visitors are welcome at GMS during the school day if they report to the main office, register, and obtain and wear a VISITOR PASS. This includes parents or friends entering the building to pick up a child, to eat lunch in the cafeteria, or to participate in a school activity such as a party, guest speaker, chapel, etc. Visitors without a pass are to be approached for identification and may be asked to leave. Exceptions will be made for special meals and programs at the school during the school day.

Visits should be for the purpose of learning more about the school, assisting in school functions, or sharing in classes or other organized groups. Visits that distract students or teachers from their assigned activities or that are of a purely social nature are discouraged.

A student who brings a guest to school should inform them of the school rules and they should behave accordingly. The guest should be introduced to the teacher who shall then assign a seat for him/her. Children too young to benefit from class activities should not visit the classroom or attend class functions. Faculty members have the right and responsibility to question any intruder and ask them to leave the school property.

TRANSPORTATION

A. STUDENT DRIVERS

Students who travel to school by bicycle, motorcycle, or in their own car/truck must park such vehicles in the approved places and keep them parked during school hours, or until they leave for the day. They are not to be in or on them at any time during school hours. When school is dismissed the student is to leave by the closest exit. Speeding, spinning of tires or unnecessary driving on the school grounds is not to be tolerated.

Only students with licenses to operate motor vehicles will be allowed to drive them to and from school.

B. BUSES

GMS generally provides four bus routes for transportation of students. The bus drivers are duly licensed and meet state qualifications. Buses arrive at school about 8:20 a.m. and leave about 3:05 p.m.

The following rules are to be observed by students riding the bus:

1. Students are to respect and obey their bus drivers as members of the school staff.
2. Students must be on time. Buses cannot wait for those who are tardy.
3. Before boarding, students must keep a safe distance from the bus while it is in motion and must not try to get on or off the bus until it has come to a complete stop.
4. In approaching the bus or a bus stop along the highway, a student should always:
 - a. Walk on the left side of the road facing traffic.
 - b. Before crossing the road or street get verbal word from the driver and also check that the road is clear of on-coming traffic by looking to the left and to the right.
 - c. If crossing to the other side of the road, upon exiting the bus walk to the front of the cross arm and wait for a verbal command to cross the road.
5. Students may not extend head or arms out of the windows.
6. The bus driver will return a student in the evening to the point at which he/she was picked up in the morning unless he has a signed note or a direct verbal message from the parent or teacher.
7. Students must not throw articles of any kind in, out of, or around the bus.
8. Students are to conduct themselves while on the bus in such a way that the driver will not be distracted from his/her job of driving.
9. Consumption of food or beverages is not permitted on the bus.
10. Students should help keep the bus clean, sanitary, and orderly and may not damage or abuse equipment.

Bus schedules are determined about one week before the school year begins. Families will be notified of the schedule as soon as routes are determined.

SCHOOL CLOSINGS

School closings or delays due to bad weather will be announced on the following stations: WGMD, 92.7 FM; WXPZ, 101.3 FM; WOLC, 102.5; and WBOC TV (Channel 16).

Please do not call the station for information about any school announcements.

ATTENDANCE POLICIES

The G.M.S. school year will meet or exceed the Delaware minimum requirements. Attendance is required of students from 5 through 16 years of age.

Students must attend class regularly in order to receive academic credit for a course. When a student is absent only a fraction of the learning experience can be made up by home assignments and reading. The missed teacher instruction and class interaction are integral to the learning experience. Making regular school attendance a high priority also develops positive character traits of responsibility and punctuality.

If a high school student accumulates 16 absences in a full-year class (or 8 in a

semester course) a parent conference with the principal is required. At 24 absences (or 12 for a semester course) the student will be dropped from class and receive an "F" and no academic credit. This maximum includes any absences for whatever reasons, including excused and unexcused absences, family trips, sickness, etc. In reviewing the student's record, exceptions may be granted for extenuating circumstances. If a student surpasses this maximum because of sickness, a doctor's notice will be required.

In K-8 if a student has more than 24 absences in a year, a principal-parent conference will be required. A doctor's notice will be required for each absence thereafter except for extenuating circumstances.

A. MIDDLE SCHOOL AND HIGH SCHOOL TARDIES

A student who arrives late (unexcused tardy) will receive demerits and a "Blue Slip" which requires them to serve a 10 minute delay at departure time or if a bus rider, lunch with the principal. Punctuality is a positive habit and is usually a choice.

B. EXCUSED ABSENCES (revised 8/20/07)

Attendance records reported to the state are computed as follows: A student who is tardy or who leaves school early for an excused reason is considered present a full day if he is in school at least 4 ½ hours or ½ day if he is in school at least 2 1/2 hours.

Abbreviated school days count as whole days if a student misses such a day. The following are considered legal or excusable reasons for absence from school:

1. Illness of the child, contagious disease in the home of the child, or a doctor or dentist appointment.
2. Death in the home of the child or of his grandparents; time not to exceed one week.
3. Funerals of other relatives or close friends, with absence not exceeding 1 day if local, or three days if at some distance.
4. Weather conditions making travel dangerous.
5. Family trips: A "*Family Trip*" will be considered as only those trips where one or both parents/guardians are traveling with the student out of town (for example: visiting family or friends out of state, a family vacation, or a special event that cannot be scheduled during school breaks). **Before the trip**, the parents must submit to the office a request including the reason/destination for the trip to be excused. Not more than five school days per school year may be excused.
6. College visitation days: Juniors and seniors may have two college visitation days per school year. They shall bring a note or letter on college letterhead paper from the college demonstrating that they have visited the college.
7. Mission trips: Students may use their family trip days to participate on a mission trip provided it is sponsored by a church or mission agency.

Other absences may be excused on the basis of valid need and merit, provided the parent gives the school notice of the absence and satisfactory reason.

C. UNEXCUSED ABSENCES

Absences for reasons other than those listed above are considered unexcused. Three (3) percentage points will be deducted from the term grade for each class the student missed. Except in emergencies, a student should notify his homeroom teacher in advance of an unexcused absence.

D. ABSENCE NOTES

For all absences a student must bring an excuse note from home, stating the reason for the absence and signed by a parent. The note should be brought to school the day following the absence. If a note is not brought in within three (3) days, the absence will be counted as unexcused. Parents should be careful to allow only legitimate absences to be taken by their children. A student must be present at least ½ a day in order to participate in athletic practices, games, or extra-curricular activities on the same day. Students must sign in/out at the office if they are arriving late or leaving early.

D. ATTENDANCE AWARDS

Perfect Attendance certificates are only issued to students present each school day of the year and tardy no more than twice.

Honor Attendance certificates are issued to students who have missed no more than three school days. For this award, three tardies count as one day absent.

E. WITHDRAWALS

We hope you keep your students at GMS all year, but in case this proves impossible, please notify the principal at least one week ahead of time. This will allow for a smooth withdrawal.

CURRICULUM

A. Elementary Curriculum

Our goal for Kindergarten is to teach children basics such as sounds, numbers, letters, colors, etc., and enable them to develop social and motor skills. Because of the intensive phonics learned, most Kindergarten students should begin to read on their own.

Elementary classes are in single grade classrooms with an average class size of about 25 students. Curriculum materials are chosen primarily from the ABeka and Bob Jones publishers because they are Christian and have a strong emphasis on good reading skills. Classes are taught in Reading, Spelling, Language, Math, Science, Social Studies, Bible, Music and Art.

B. Middle School Curriculum

The following courses are offered in grades 5 – 8: Bible, English, Geography and World History, Mathematics, Life and Earth Science, Health and Spelling, Physical Education, Music, Choir and Band. (Students in grades 7 and 8 must take either band or chorus or both.)

C. High School Curriculum

The following courses are offered in grades 9-12:

English (4 years):

World History, American History, Anabaptist History, Medieval History, and Government

Physical Science, Biology, Chemistry, Physics, and General Science

Algebra I & II, Geometry, Pre-Calculus, Consumer Math, and Business Math

Bible (4 years)

Spanish (2 years)

Music and Chorus

Band

Physical Education

Health

Keyboarding/Computer

Home Economics

Auto Shop

Psychology

Accounting

Careers

To be eligible for a diploma from Greenwood Mennonite School, a student graduating in 2010 must earn at least 24 credits from 9-12th grade. Students graduating in 2009 must earn at least 23. These must include the following as required by the State of Delaware and by the GMS Board:

English (4)

History/Social Studies (3)

Math (3)

Science (3)

Computer (1)

Health (1/2)

Physical Education (1)

Performed Arts (1)

In addition, one credit in Bible is required of each student each year. Other courses may be placed in the required category.

A student in grades 8-11 must complete at least 4 academic units to be promoted to the next grade.

Course registrations are completed in the spring/summer. Adding or dropping a course after school begins requires approval of parents, teachers, and administrator.

To be eligible for the Valedictorian or Salutatorian awards, a Senior must have taken at least three of the following courses and must have maintained a 3.0 G.P.A.: Algebra II, Physics, Chemistry, Pre-Calculus, or Spanish II.

For Seniors, work or technical school training (such as Del-Tech) may also be arranged, subject to parental support and the principal's approval.

GMS DRESS CODE

Foundational Principles:

1. Modesty for both boys and girls
2. Distinction between boys and girls
3. Identification with the Lord, and not the world
4. Neatness of attire (Overall appearance must not be overly casual, untidy, or outlandish.)
5. Appropriateness in relation to time and activity

Dress Code Specifics:

TOPS – Polo style or shirts/blouses with **collars** and **buttons to throat** with no more than one button undone; No sleeveless or cap sleeves; No T-shirts; No pictures or writing except small manufacturer's logo.

Girls: Tops are tucked in (if tails) or worn at mid-hip (no bare midriffs).

No sheer or tight-fitting tops.

Boys: Tops must be tucked in.

BOTTOMS – **Solid color:** black, navy, khaki (no denim); **shirts/jumpers** (girls) or **pants** (boys); K-4 boys and girls may wear denim including blue jeans.

Girls: Skirts must come to mid-knee or longer and may have slits in the back.

Longer skirts may have slits on sides and back no higher than the knee when standing;

K-4 girls may wear loose-fitting split skirts or uniform-style shorts to the knee; between Thanksgiving and first day of Spring they may wear loose-fitting pants. (No stretch material, no low rise, no faded, worn or sloppy attire.)

Boys: No baggy or cargo-style pants;

K-4 may wear knee-length shorts;

Gr. 5-12 must wear belts if their pants have loops.

PHYS. ED – **Shorts** must be within three inches of floor when kneeling.

T-Shirts with sleeves may be worn.

ALL STUDENTS:

HAIR – Boys must have standard haircuts; Girls' hair must touch top of shoulders.

SHOES – Must have enclosed heel or strap at back. **No flip-flops; no heelys.**

SOCKS – Must be worn by boys Gr. 5-12; recommended for girls.

COLD WEATHER CLOTHING – Sweaters, non-hooded fleece, and jackets are acceptable if worn over uniform tops; **No hoods.**

TURTLENECKS may be worn under acceptable tops.

NO JEWELRY (Includes wrist and ankle bands).

NO NOTICEABLE MAKEUP (Includes colored nail polish on fingers and toes).

NO MILITARY CLOTHING.

NO HATS AND COATS WORN INSIDE THE SCHOOL BUILDING.

AFTER-SCHOOL ACTIVITIES – Girls may wear slacks (no stretch or low-rise) to away-from school activities and to after-school activities unless deemed inappropriate by the principal because of the formality of the function. Students, parents, and visitors are kindly asked to respectfully uphold the principles regarding modesty while at school activities.

PRINCIPLES OF CONDUCT

1. Disrespect (failure to recognize and respect authority) and disobedience to any authority will not be tolerated.
2. All school property should be treated with respect. Littering, mutilation, etc. are not allowed.
3. Lying, cheating, and stealing are considered very serious misconduct and will be disciplined. A zero and demerits will be given for cheating.
4. Horseplay of any sort in the building is considered out of order.
5. No yelling in hallways, classroom or buses.
6. Chewing gum at school during school hours is not permitted.
7. Eating of food or candy is not permitted during the day other than lunch. However, breath mints are permitted.
8. Writing or passing of notes is not permitted if it interferes in any way with classroom work or instruction.
9. Students are not to bring the following items to school: matches, magazines, radios, tape/CD players and suchlike, fireworks, knives, guns, or weapons (including defensive weapons) of any kind, etc.
10. Students are to get permission before using any school equipment or facilities: audiovisual, computers, telephone, office machines, faculty lounge, etc.
11. Do not throw snowballs or other objects toward school building.
12. The use of harmful drugs, alcohol or tobacco is strictly forbidden.
13. Do not leave school property without permission from a parent and a person in the office.
14. Inappropriate physical contact and familiarities between students of the opposite sex are not permitted.
15. Hallway noise must be kept to a minimum while classes are in session.
16. Red ink may not be used for doing assignments.

DISCIPLINE POLICIES AND PROCEDURES

A. PHILOSOPHY

Discipline is a major area of concern in the Christian home, the Christian school and the Christian life. Without proper discipline a Christian will never achieve God's will as intended. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

Discipline of students is a joint responsibility of the parents, teachers, administrator and students. Parents who cannot support the discipline standards and methods of GMS should find a school whose standards more nearly reflect their own. This will prevent the child from being placed in a position of conflict between the parent and the school.

B. MIDDLE SCHOOL DEMERIT POLICY

The Middle School Demerit Policy is designed for students in grades 5-8. The system is intended to help students recognize and correct negative behavior and attitudes and to enhance a successful and happy school experience for everyone. A student who receives excessive demerits is interfering with the education and spiritual growth of his/her classmates.

This system is similar, but not identical to the high school demerit system. Demerits of 5th -8th graders do not go the main office, but are recorded and monitored by the assistant principal. All demerits are "erased by grace" at the end of the first semester except those received for disrespect. At the end of the year recognition is given to students who have received 3 or fewer demerits.

Each demerit slip issued to a student is to be signed by a parent and returned to the issuing teacher to ensure communication between home and school. Repetition of the same offense may result in demerits for that offense being doubled. Below is a list of various behaviors and the number of demerits that may be assigned for each. This is not meant to be an exhaustive list. More serious offenses may warrant more demerits or other consequences.

<u>Offense</u>	<u># of Demerits</u>	<u>Offense</u>	<u># of Demerits</u>
Tardy	1	FFI (Failure to Follow Instructions)	3
UNP (unprepared)	2	Disrespect to Peers	5
Food/Gum	2	Disrespect to Teachers	10
Dress Code Violation	2	Cheating/Lying	10

Consequences

10 Demerits	After-school detention for one hour
20 Demerits	Detention, parent-teacher conference recommended
30 Demerits	In-school suspension for one day, conference with principal recommended
40 Demerits	Detention
40+ Demerits	Probation
50 Demerits	Out-of-School Suspension "OSS" one day.
Every additional 10 Demerits	"OSS" (see below)

After-School Detention (for every ten demerits received)

After-school detentions will be held from 3:00-4:00 and may involve doing homework, janitorial work, or other assignments determined by the classroom teacher.

In-School Suspension (when 30 demerits are received)

For in-school suspension a student will spend the entire day in a "time-out" situation in his or her homeroom. He/She will not be permitted to talk to others or to ask questions. Each of the student's teachers will send assignments to complete during that time. The student will remain in in-school suspension until the end of the school day or longer if necessary to complete the assigned work.

Probation (40+ demerits)

Students who accumulate more than 40 demerits will be placed on probation. Probation is to be a time of concerted attention and effort to correct the problems that have resulted in the high number of demerits. If the problems persist the student may be subject to expulsion. Students may not participate in sports while on probation. Probation shall last for 9 weeks or the balance of the semester.

Out-of-School Suspension "OSS"

The first out-of-school suspension in the year is a day at home doing school assignments and taking seriously the high number of demerits received. For every 10 demerits earned after 50 there will be another OSS.

If a second (or additional) OSS occurs in one year there will also be an academic penalty of 3% in each class missed. Additionally the student will lose the privilege of the class trip.

Additional Measures

Teachers are encouraged to deal with individual students and problems by sharing with the parents, by talking with the student after class or during lunch, or by other measures appropriate to the situation. Depending on the behavior involved and at the discretion of the teacher, the student may be removed from class, sent to the principal for or with a recommendation for paddling, and given no credit for work missed during the remainder of the period.

C. HIGH SCHOOL DEMERIT POLICY (Grades 9-12)

The following is a list of offenses and the maximum number of demerits that will be issued for each offense:

<u>Offense</u>	<u># of Demerits</u>	<u>Offense</u>	<u># of Demerits</u>
Tardies	1	Critical Attitude	10
Hall Pass Violation	1	Disrespect of Authority	15
Candy, Food, Gum	3	Vulgarity/profanity	15
Dress Code Violation	3	Cheating or Lying	20
Failure to Follow Instructions (includes talking)	3	Stealing	20
Disrespect of Peers	5	Personal contact	20
Disorderly Conduct	5	Smoking at/away from school	40
Defacing School Property	10	Pornography/Lewd Material	40
Skipping Class	10	Immorality	40
		Use of drugs or alcohol	40

Offenses for which 1 to 5 demerits are given, when leading to repeat offenses (more than 3 times) will have the number of demerits doubled.

A listing of a student's demerits will be mailed home when demerits total 10, 20, 30, or 40 in one semester. A student will be suspended 3 days or more if given 40 demerits in one semester. Repeat offenses (numbering 20-40) will be subject to School Board action.

Consequences:

The following accumulation of demerits per semester will result in the specified consequences:

10 Demerits: A letter will be mailed to parents and the student will serve an after-school detention (3:05-3:45). A student will attend twice if he/she skips the one assigned.

15 Demerits: Immediate conference with Principal. In addition, there will be 9 weeks of ineligibility for leadership positions (team captain, chapel committee, senate member, class officer, leadership conference.)

20 Demerits: All day out-of-school **suspension**. Term grades in every subject will be docked 3% for each class missed; this will be considered an unexcused absence.

30 Demerits: 9 weeks of ineligibility, or the balance of the semester (whichever is less) for athletic teams and all other extra-curricular activities, and each student will be required to do 6 hours of after-school janitorial work.

All demerits will begin at zero each school year, unless earned the last day of school. Demerits for a preceding 3-week period will be erased after a 3-week period of no demerits except for demerits received for disrespect. Demerits raised the last 3 weeks of the first semester will be carried over to the second semester. If situations arise that do not have a written rule to govern them, then an administrative decision will be made at that time, rather than overlooking the problem.

Demerits will be issued according to the demerit list and students may initial every demerit slip they receive. Students will receive a duplicate copy of each demerit slip to take home for parents to see.

Students may request a Demerit Council meeting if they wish to appeal any demerits they receive. The Demerit Council is made up of at least one student and 2 teachers.

D. PROBATION

A student may be placed on Probation for any of the following reasons:

1. When issued 40 demerits in a semester;
2. When showing insufficient academic progress due to neglect of studies;
3. When parents fail to comply with and support the disciplinary procedures of the school.

Probation gives students opportunity to correct their problem. If they continue to get demerits and fail to take their schoolwork seriously, they will be expelled from school. A student on probation loses all positions of responsibility, which may or may not be restored after probation ends. Students may not participate in athletics when on probation.

E. CORPORAL PUNISHMENT

Corporal punishment at GMS is restricted to paddling a student with a wooden paddle. The teacher administering the physical punishment shall observe the following conditions:

1. It shall be administered as soon after the behavioral offense as is practical.
1. It shall be administered in a manner which does not demean the self-worth of the student being disciplined.
2. It shall be administered humanely, with reasonable restraint, and without bruise or injury.
3. It shall be administered privately with an adult witness present.
4. If administered to female students, a female faculty or staff member shall be present.
5. When a student is paddled a written record will be kept, which includes the following: Student's name and grade, date of incident and date of punishment, brief description of misbehavior, signatures of the person administering the punishment and the witness. The report is sent home to be signed by a parent and returned to the school office.

SCHOOL FUNCTIONS

The school standards of behavior and dress are to be followed during any school-related function. For after-school functions, modesty will be expected at all times.

We define a class party as that planned for the class and by the class or its representatives. For a class party, the sponsor is to be involved in the planning and will be present at the function. The school will notify parents of these plans.

A party planned by a student and his parents is not considered a school function even though most or all of the participants are GMS students. For such events the host and parents assume responsibility.

Invitations to events that are not school functions should either be given to the entire class or not given at school.

MISCELLANEOUS RULES

Hall Pass: Middle and high school students shall carry a hall pass if they have permission to be outside their regular class or study period for any reason.

Book Bags: Book bags become a problem when they are too heavy for the student's back, when they become obstacles in the halls, aisles and walkways, and when they are a clutter in the appearance of the school.

No book bags may be taken into class except for study hall. Otherwise they shall be kept in lockers or in designated areas.

Phone Use: If a student must use the telephone, s/he may only use the phone in the office, and then only with permission from the office personnel. Such calls must be kept to a minimum and be brief. Middle and high school students shall pay \$.25 per local call for phone use. Incoming messages for students should likewise be kept to a minimum. Only in emergencies should a student be called out of class or study period to the phone.

No personal communication devices, including cell phones, may be used during the school day and must be turned off during the school day. If seen or heard they will be confiscated and turned in to the office (or in the case of an elementary student, to the teacher). The phone may be picked up only by a parent/guardian. (revised 8/20/07)

School Day: The usual school day is from 8:30 a.m. to 3:00 p.m. The school doors are open to students at 8:20. Any student who wishes to stay at school after or before school hours may do so only with the permission and supervision of a teacher. Otherwise, students are to be picked up by 3:15.

General Testimony: Rules of conduct are primarily for school hours and activities. However, the School Board and faculty will always be concerned about conduct away from school. If it is obvious that a student's testimony to the community is negative, that student may be asked to withdraw from the school. As the Apostle Paul said,

"WHATSOEVER YE DO, DO ALL TO THE GLORY OF GOD."
I Corinthians 10:31b

LOST AND FOUND

The lost-and-found cabinet is located in the elementary hallway near the old gym. It is for personal items, articles of clothing, books, etc. Items should be marked ahead of time with the name of the owner. Students may inquire about items found and reclaim them. Articles not reclaimed after a reasonable length of time will be given to a thrift store, sold at auction, or disposed of in some other way.

SCHOOL PUBLICATIONS

The "Parent Page" is a newsletter overseen by the principal, printed and sent home on the first and third Friday of each month.

A staff of 9-12th graders prepares the school yearbook, The PIONEER.

A school newspaper may be published.

The faculty advisor or principal must approve all materials included in school publications. All published materials are to be carefully edited and proofread in order to ensure a quality publication. Students should be trained to compile all items that are interesting and newsworthy, and strive to make the publication as informative as possible. Events that should be routinely reported in the newspaper include: assemblies and chapels, special events, unusual or interesting class activities, honor rolls, and noteworthy achievements by students and teachers.

The Principal appoints the faculty advisors.

LIBRARY

Each elementary classroom has a small library for use by the students in that room.

The high school library may be used by the whole school. The use of the library for casual reading is permitted for students who have their schoolwork and assignments completed. Students shall get a Library Pass for any use of the library during a study hall. Books in the main library are catalogued according to the Dewey Decimal classification system.

Students using the libraries should use proper procedures for borrowing, returning, and caring for books and magazines. These procedures will be posted in the library. Books may be borrowed for a two-week period and renewed at the end of that time, unless other students need them. A fine of 25 cents per day will be charged for overdue books. Fines must be paid before report cards can be obtained. The borrower is responsible for loss or damage of any book checked out in his/her name. Reference books may not be checked out of the library.

High school students trained as library assistants help to maintain the library under the supervision of the appointed teacher and can receive academic credit for acceptable work.

FIRE DRILL PROCEDURES

One fire drill is to be held each calendar month. Teachers and students must regard the drills with due attention as practices for evacuation in the case of a fire. To improve our emergency and evacuation plans the following procedures are to be followed:

- A. EXIT THE BUILDING** When the fire bell rings, the students in each room stand and file out of the building by rooms. Those nearest the windows close them. The first student out of a door holds it open until all students and teachers are out, and then closes the door. The last person out of the room turns off the lights and fans. Teachers whose rooms are closest to restrooms, locker rooms, stage and gym are to check these areas for students on their way out, or assign someone to do it for them. Teachers take their grade books with them.
- B. ASSEMBLY AREAS** All students, Grades K-12, will exit the building via the established routes and proceed to the grassy area behind the softball field. In the assembly area students will group by homeroom for lining up.
- C. LINE UP BY HOMEROOM** At the assembly area each homeroom class will line up silently in single file and in alphabetical order. Each homeroom teacher is in charge of his/her homeroom class. All teachers and staff who do not have a homeroom will report to the administrator for instructions regarding any assistance needed.
- D. ACCOUNT FOR EACH STUDENT** Each homeroom teacher will take an accounting of their students using their grade books and the "Evacuation Checklist." The name of each student present will be checked off on the list which will then be given to the administrator in charge of the assembly area. The administrator will take the student sign in/out board with him to account for students who arrived late at school or left the school during the course of the day. He will also have extra copies of the "Evacuation checklist" for teachers who were unable to bring theirs outside.
- E. WAIT FOR INSTRUCTIONS** Each class will wait in line for the administrator to give an "all clear" or to give further instructions.

If elementary students are at recess or in music class that teacher/staff will take them via the nearest exit to the soccer field where their teacher will come to meet them. They will remain there with the homeroom teacher until the "all clear" is given. Students who are with a tutor will exit with the tutor who will take them to the assembly area to join their class.

It is imperative that homeroom teachers take an accurate accounting of each student during fire drills. Students **must** line up with their class so that this can be done efficiently and orderly.

Revised August, 2004

SPECIAL EVENTS

FIELD TRIPS are experiences not available in the classroom, which are planned to help students in their understanding of a unit being taught. Parents are to be notified of the trip in advance, both for their information and for granting permission.

Parents often accompany a school class on a trip as chaperones and are welcome to enjoy the experience with the students. They serve as assistants to the teacher in charge and help in whatever ways they can to ensure a good experience for the group. Since chaperones are part of the school group GMS asks them to

- a. support the leadership and authority of the teacher,
- b. assist the teacher in monitoring student activities, behavior, and rules,
- c. personally comply with the same school rules of dress and conduct as is required of the students for the occasion,
- d. not bring other children along,
- e. represent the school appropriately as adult members of the GMS family,
- f. ride in school-provided vehicles whenever possible.

Either a **CLASS TRIP** or a **SCHOOL DAY OUT** is held each year in the fall or spring, to acquaint students with places of interest in the surrounding communities. The 12th grade will be the only class to have both in the same year. Class trips are planned in consultation with the Principal and must be within the following distances of GMS:

Grades 1 – 4	70-mile radius;
Grades 5 – 6	100-mile radius;
Grades 7 – 8	120-mile radius;
Grades 9 – 11	not overnight;
Grade 12	not more than 3 days, 2 nights.

A CHRISTMAS or SPRING PROGRAM is presented annually by the elementary grades.

Middle and High School students present a **MUSIC PROGRAM** each quarter. Some of these programs are shared in neighboring churches. One high school trip may be taken out of state each year. Participation in the bands and choirs is voluntary, except for 6th grade Treble Choir. However, 7-12th grade students in band or choir must be committed to participate in all programs, festivals, and trips unless excused by the director and principal. Students not participating in these activities for unexcused reasons will have their grade reduced by one letter grade. Conflicts and requests for absence from activities must be submitted in writing to the band or choir director prior to the activity.

A SCHOOL PLAY is produced annually by the high school students and faculty director.

A FINE ARTS AND CRAFTS contest is held each winter to encourage participation in art, music, speaking, writing and crafts. All students are encouraged to participate. Projects will be judged and ribbons awarded.

A TRACK & FIELD day for grades K-8 is held on a school afternoon in April or May. Parents are encouraged to attend and enjoy the activities.

CHRISTMAS PROJECT - Each year school families are encouraged to select and give to a worthy need in the community or world at Christmas time, instead of exchanging gifts among the students.

JR./SR. BANQUET – the Junior class entertains the Seniors with a banquet in the spring.

CHAPEL – Elementary and Middle School Chapels are held at least once every two weeks, and High School chapels are held once each week. A committee of faculty and students plan the chapels and invite speakers, including faculty, staff and students. Visitors are welcome to attend.

SCIENCE FAIR (Middle and High School): Part of each science course will be an independent project, chosen and completed by each student or pair of students, presented and explained to the class and/or teacher, and displayed at the annual Science Fair.

AWARDS DAY: This occurs on the last day of school. Certificates, awards, and ribbons for achievements during the year are presented in three assemblies for the elementary, middle, and high school.

CLASS ORGANIZATION

By the beginning of the school year each high school class (9th -12th) shall elect an executive committee, consisting of: president, vice-president/secretary, and treasurer. They, along with their class advisor, shall plan class fundraising and social activities.

Class officers may be elected only from students who have attended GMS the previous school year, during which they maintained at least a “C” average and received no more than 14 demerits during the 2nd semester. Nominations are to be received from each class, but must be approved by the principal prior to being voted on.

STUDENT SENATE

The Student Senate exists to serve the student body of GMS, and should always serve in a manner that supports GMS and honors Christ. Three officers, and a member elected from each class (as appropriate), work with the faculty advisor to promote school spirit and serve as a forum for student opinion. Qualifications for these positions are the same as for class officers. However, according to the Senate Constitution, if representatives or officers earn 15 demerits in a given semester they will be replaced by another elected student.

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

I. SPORTS

Students who wish to participate in extra-curricular sports must be passing in all subjects. Grades will be evaluated at mid-term and at end of term. If a student’s average is an “F” in any subject, he/she loses the privilege of participation for at least one week and may then be reinstated if the grade average is raised above an “F”. Students must also be present and enrolled at least halftime at GMS. If a student receives 30 demerits he/she is ineligible for athletic teams for 9 weeks (4 weeks for grades 7/8) or the rest of the semester, whichever is less.

II. OTHER ACTIVITIES

- A. For these extra-curriculars—chorus trips, school play, & other similar activities—the following guidelines apply:
 - 1) The student must maintain a passing grade in each subject as evaluated at mid-term and end of term.
 - 2) In any semester the student shall receive no more than 14 demerits.
- B. Students may be elected as CLASS OFFICERS or to any position of the STUDENT SENATE if they have attended GMS the previous year, have maintained the above requirements, and are enrolled at least as a half-time student.

ATHLETIC PROGRAM AND POLICIES

The athletic program of GMS aims to develop Christian character, godly attitudes, and positive relationships in players and spectators. The school's athletic director arranges for coaches, schedules games, and oversees eligibility requirements for students. GMS participates in the following sports: girls' volleyball, boys' soccer, boys' and girls' basketball, girls' softball, boys' baseball, and boys' and girls' track & field. There is a fee per student for participation in each sport.

Students who participate in varsity or junior varsity teams shall meet and maintain at least the minimum academic requirements as set by the school. They shall wear uniforms chosen by the school and may not alter them without permission from the coach. Athletes who are playing on a team at GMS and another community or club team are expected to give priority to school practices and games.

Team members must ride the team bus to the games. They must also ride back to school with the team, unless going home with their parents.

Spectators may not ride with the team to and from games. Team members and student spectators may not loiter in hallways and outside buildings during home and away games.