

Greenwood Mennonite School  
**PARENT & STUDENT  
HANDBOOK**

2019-2020



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# GMS Mission Statement

Greenwood Mennonite School  
is an extension of the  
church and Christian home,  
**educating students**  
in a **Biblical worldview**,  
from an **Anabaptist perspective**,  
in **Christian values**,  
and in **relevant academics**  
to be **effective citizens** in the world.



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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 Mennonite Church. Responsibility for the operation of the school is delegated to a school 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**

### **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).

### **Sanctity of Human Life**

We believe God created each human being in His image. All human life is sacred. Any actions and words which communicate anything about the worth, dignity or value of any human being therefore reflect on the honor of the Creator. We believe that citizens of the kingdom should respect life at all stages and should not participate in the termination of human life, whether through abortion, infanticide, murder, warfare, capital punishment, suicide, or euthanasia. We also reject hatred, slander, gossip, and derogatory racial and ethnic comments; these destroy the dignity and honor of human beings as bearers of the image of the Creator. Each person is either our brother or sister in Christ or a sinner for whom Christ died.

## Human Sexuality

We believe that sanctified sexuality encompasses all that God intended persons to be as males and females; this includes their sexual relationships. It is in violation of God's will to engage in sexual relationships outside the marriage of one man to one woman.

The Bible forbids lust, pornography, fornication, adultery, homosexual practices and other sexual sins. Through the redeeming power of God, the church is called to lift sinners from the depths of sinful sexuality to the heights of sanctified sexuality.

*Leviticus 18:22; Matthew 5:27-30; Romans 1:26-27; 1 Corinthians 6:9-11; 2 Corinthians 5:17*

## The Institution of Marriage

We believe that God instituted marriage as the lifelong covenantal union of one man and one woman. This is a holy, profound and mysterious union by which two become one in body, soul, and spirit. Christian marriage requires that a Christian may only marry another Christian. The highest purpose of the marriage relationship is to illustrate God's relationship with His people. In the Bible we see explicit romantic images that depict God's love for His people. God intended the pleasure of romantic love to culminate in the sexual union of husband and wife.

*Genesis 1:27; 2:24; Song of Solomon; Isaiah 54-5-7; Hosea 2:19; Matthew 19:3-9; Mark 10:2-12; 1 Corinthians 7:39; Ephesians 5:22-33; Revelation 19:7*

## 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) and the Association of Christian Schools International (ACSI). Through these associations, we are able to attend the annual Teacher Conventions, Board/Administrators Conferences, and participate in events such as Fine Arts Contests, and Track & Field, and Bible Quizzing.

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

## School Emblem



### School Motto

**"Thy word is a lamp unto my feet..."**  
**(Psalm 119:105)**

### School Colors

**Green, Gold, White**

### School Mascot

**Flames**

## ADMISSION POLICY

Applications for admission to GMS can be picked up in the school office or found on the school website. 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 pre-k, kindergarten, and first grade admission are as follows:

1. Pre-K: A child must be 3 years old and potty-trained.
2. Kindergarten – A child must be 5 years old on or before August 31.
3. First Grade – A child must be 6 years old on or before August 31.

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

## PUBLICATION OF PHOTOS POLICY

As a regular practice, photographs and video of students, faculty, staff, and visitors to campus are used in print and electronic publications produced by GMS for promotion of the school and general information purposes. Any student who does not wish to appear in any photos or video used for these purposes must notify the principal in writing, immediately upon enrolling. It should be noted that, with respect to the use of photographs of groups of students (appearing in scenes, at events, or in classes in session, etc.), it is the schools's policy and practice to use such group images without permission or restraints.

## FINANCIAL INFORMATION

### TUITION AND FEES 2019-2020

#### Tuition:

First child	\$5,950
Second child	\$4,950
Third child	\$3,600
Fourth child	\$3,250
Pre-Kindergarten (3 day:MWF)	\$3,855
Pre-Kindergarten (2 day:T,Th)	\$2,640

Families from sponsoring churches should contact the financial secretary to find out the tuition due after the church subsidy is applied. **(Note: No GMS fundraiser money goes towards these subsidies. All funds raised from the State Fair booth, Race for Education, Spring Festival, and the Annual Fall Auction are used to reduce the tuition rate for all students.)**

#### Participation Fees:

Fast ForWord	\$280/student
Home Economics	\$50/student
Band Only	\$85/student
Instrument Rental	\$25/instrument
HS Chorale Participation Fee	\$20/student
Sport Fees (per sport)	Varsity \$85/student JV/MS \$70/student
Bible Quiz Team	\$70/student

#### 2019-2020 Registration Fees:

Spring Registration (through 6/1/19)	\$200/student
Summer Registration (through 8/20/19)	\$250/student

## BUSINESS PROCEDURES

1. Tuition fees are to be paid in full by August 1 or paid by monthly payments through FACTS.
2. If tuition is paid in full by August 1<sup>st</sup>, for the upcoming school year, a 2% discount will be given if paid by cash or check. There is no discount if paid by credit card.
3. Lunch, 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.
4. No deduction is made from tuition for absences.
5. If a student is dismissed or withdrawn, the parent must contact the school bookkeeper to clear up financial records.
6. 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.

## BEFORE AND AFTER SCHOOL CARE

**Before care** will be available from 7:00 a.m. until school opens and **after care** will be available from dismissal until 5:00 p.m. Fees per child, per day are as follows:

	1 CHILD	2 CHILDREN	3 CHILDREN
Up to ½ hour	\$ 3.00	\$ 5.00	\$ 7.00
½ - 1 HOUR	\$ 5.00	\$ 7.00	\$ 9.00
More than 1 hour	\$ 9.00	\$ 13.00	\$ 17.00
Same rate for before & after care on same day			

## HOT LUNCH PROGRAM

Each family's lunch account is to be **prepaid**. Payment on account may be made by cash, check, or credit card at the school office. Each student keys in his student ID number when purchasing a lunch. The lunch price is deducted from the family's lunch account. Purchase of a single lunch may be made with cash to the cafeteria cashier. 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.

**Lunch charges are not billed through the FACTS program.**

Individual meal prices are as follows:

Pre-K – K	\$2.50
Grades 1-4	\$2.75
Grades 5-8	\$3.00
Grades 9-12	\$3.25
Adults (Regular)	\$5.00
Adults (Holiday)	\$7.00

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.

## 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+ = 100	B+ = 91-92	<u>Grades 3-12</u> C+ = 84-85	D+ = 73-74	F = Below 70	<u>Grades K, 1, 2</u> E = Excellent
A = 95-99	B = 88-90	C = 77-83	D = 71-72	I = Incomplete	S = Satisfactory
A- = 93-94	B- = 86-87	C- = 75-76	D- = 70		U = Unsatisfactory I = Incomplete

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\* = 100-90%; B\* = 89-80%; C\* = 79-65%; D\* = 64-55%; 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. Once the detention is given, the make-up work may only be done while serving the detention. Late work at the Middle School and High School level will be accepted with reduced credit for up to 7 days.

## **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. Visits should be for the purpose of learning more about the school, assisting in school functions, or sharing in classes or other organized groups. 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.

Faculty members have the right and responsibility to question any intruder and ask them to leave the school property.

## **SCHOOL CLOSINGS**

**School closings or delays due to bad weather will be announced through our text alert system.** An effort is made to have it also be on the following stations: WKNZ, The Bridge 88.7 FM; WXDE, 105.9 FM; and WBOC TV (Channel 16). **Parents may register to receive the text alerts by texting "greenwood" to 84483.**

## **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 middle school student who arrives late (unexcused tardy) will receive a lunch detention. High school students who arrive late (unexcused) will receive demerits and a "Blue Slip" which requires them to serve a 10 minute delay at departure time. Punctuality is a positive habit and is usually a choice.

### **B. EXCUSED ABSENCES**

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 five (5) hours or one-half (1/2) 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. (see sick policy, p.11)
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 one 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/grandparents 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 clear each absence with the principal in advance.
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. Not more than 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. EARLY DISMISSALS**

Parent/Guardian shall send a note to school (or call the school) that states the student’s first and last name, date and time of release and the reason for an early dismissal. The student is to bring this note to the office at the beginning of the school day.

All students must sign out at the school office before leaving the building.

***Students should never leave school for any reason during the school day without checking out through the office. This policy is for your child’s protection.***

The written note will be kept in the students attendance file.

### **E. 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.

### **F. ATTENDANCE AWARD**

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

### **G. 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.

## H. SICK POLICY

Parents should keep a child home from school if they have any of the following conditions. A parent, guardian, or designated contact will be notified immediately to pick up a child from school who presents any of the following conditions:

A **temperature** of 100 degrees or higher. All students must be fever free for 24 hours without the aid of fever reducing medication before returning to school.

**Vomiting.** All students must be free from vomiting for 24 hours without the aid of any medication before returning to school.

**Diarrhea.** All students must be free from diarrhea for 24 hours without the aid of any medication before returning to school.

**Pink Eye.** The student must receive treatment for 24 hours before returning to school or provide a note from a health care provider stating that the condition is not contagious and the student may return to school.

Live **head lice** or live nits. Students must be rechecked and cleared of any lice or nits before returning to school.

For any condition that requires an **antibiotic**, the child should be on the antibiotic for at least 24 hours before returning to school.

Excessive **coughing & sneezing.** If a student is experiencing discomfort from cold symptoms, consider keeping him/her home to decrease the spread of germs at school.

According to the assessment of the school nurse or administration, if staying in the classroom is counterproductive to the student's education or the safety and wellness of others, a decision may be made to send the student home. Keeping a sick child home prevents the spread of illness in the school community and allows the child the opportunity to rest and recover.

The parent, guardian, or designated contact will be expected to come for the child within an hour or a reasonable time agreed upon with the nurse or school personnel.

## 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 18 students. Curriculum materials are chosen primarily from the ABeka, Bob Jones and Purposeful Design (ACSI) 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, 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.

### C. High School Curriculum

The following courses are offered in grades 9-12:

English (4 years)

World History, American History, Medieval History, and Government

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

Algebra I & II, Geometry, Pre-Calculus, and Contemporary Math

Bible (4 years)

Spanish (2 years)

Music and Chorus

Band

Physical Education

Health

Keyboarding/Computer

Home Economics

Psychology

Sociology

To be eligible for a diploma from Greenwood Mennonite School, a student must earn at least 24 credits from 9-12<sup>th</sup> grade. These must include the following as required by the State of Delaware and by the GMS Board:

**English** (4)

**Physical Education** (1)

**Health** (½)

**Performed Arts** (1)

**Math** (4) (must include Algebra I & II, Geometry and 1 during senior year)

**Social Studies** (3) (must include U.S. History)

**Science** (3) (must include Biology)

**World Language** (2) (new for class of 2015)

**Senior Project**

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 the following courses and must have maintained a 3.0 G.P.A.: Physics, Chemistry, Pre-Calculus. Students must also have been enrolled at GMS for their junior and senior years.

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

## COMMUNITY SERVICE

Each student in grades 9 – 12 will be required to perform 15 hours each year of community service. All hours must meet the following guidelines:

1. All community service hours must be recorded on the Community Service Log. Each entry must be completed noting the date, time in, time out, location and supervisor's name and signature for each activity.
2. Community service hours may NOT be performed for a student's family or a for-profit organization, except for hospitals. **Non-profit organizations are organizations that do not receive profits (revenue) for the services that they provide.** If you are not sure if the organization is an acceptable place to fulfill your community service requirement you must ask the Community Service Coordinator **before** performing service.
3. Students cannot receive academic credit, salary, or any other money for services rendered.
4. Students may not receive community services hours for donations, participation in club activities, games, practice, rehearsals, competitions and performances in school related events.
5. Student assistance to teachers is limited to five (5) hours per year. Students may use a combination of teachers to acquire a total of (5) hours. They may not use multiple teachers and receive (5) hours from each teacher.
6. Community Service directly related to GMS is limited to 10 hours per year.
7. Class fundraising, except for non school related, non-profit charities, do not count for community service. Participation in charitable fundraising walkathons, runs, and other events of this nature will generally not be considered as community service.
8. Participation in Service for Education does not count for community service.
9. Services rendered for any kind of disciplinary action do not count for community service.

**Seniors must have all community service hours completed and turned in no later than April 15.**

## 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.
6. Students should never bring the following onto school property: matches, lighters, fireworks, or other explosive material.
7. Students are to get permission before using any school equipment or facilities: audiovisual, computers, telephone, office machines, etc.
8. The use of harmful drugs, alcohol or tobacco is strictly forbidden.
9. Do not leave school property without permission from a parent and a person in the office.
10. Inappropriate physical contact and familiarities between students of the opposite sex are not permitted.
11. Hallway noise must be kept to a minimum while classes are in session.

**WEAPONS:** The following items are not allowed on school property: knives, guns, weapons of any kind. This includes defensive weapons such as pepper spray. This also includes pen knives and small pocket knives.

**ILLEGAL DRUGS:** Use or possession of illegal drugs is a serious offense, whether it is at or away from school. If we learn that a student has used drugs, or has had possession of drugs away from school the consequences will include probation, suspension, or expulsion. **There will be zero tolerance for use or possession on school property or at school sponsored events and the student will be expelled.** Appropriate authorities will be contacted.

**ALCOHOL:** Consumption of alcohol at or away from school by students is considered a serious offense. Consequences will include probation, suspension, or expulsion.

**MEDICATIONS:** All medications sent to school must be in the **ORIGINAL CONTAINER**. **This is the law.** A note must accompany all nonprescription and prescription medication sent to the school stating why the medication is being given, what time to give it, and how many days it needs to be given. The note must be signed and dated.

All medications are for the specific student and under **NO** circumstances may any medication be shared with any other student, siblings included. All medications with the exception of emergency medications must be taken in the main/nurses office.

# Discipline Policy

## 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.

The book of Proverbs speaks of the wise, the simple, the foolish, and the scoffer. Our desire is for students to grow in wisdom during their time at GMS. One evidence of this would be their willingness to follow rules and to show respect to their peers and to those in authority. Students whose actions are "simple" need training. If, after training, they act "foolishly," they need appropriate consequences. If someone refuses to make the good choices after instruction and more intense consequences, they may be considered a "scoffer." The following is based loosely based on this wisdom from Proverbs.

## MIDDLE & HIGH SCHOOL DISCIPLINE POLICIES AND PROCEDURES

### Wise Actions

By the time a student has reached the Middle School level a certain amount of wisdom is expected of all students. This includes a basic adherence to the rules and a respectful attitude towards both their fellow students and the adults they interact with. They are expected to treat teachers and school staff with respect in every interaction. Other actions that would show that a student is growing in wisdom at this level include:

- Holding doors for others
- Gentlemen allowing ladies to go first
- Picking up trash when they see it
- Speaking kindly and respectfully to peers
- Walking and using appropriate volume in hallways
- Finding ways to be helpful
- Saying please and thank you
- Is a peacemaker with classmates
- Is willing to go respectfully to a teacher with concerns

### Level I ("Simple" misbehaviors):

Teachers will give clear instruction on what behavior is expected of students in the classroom and other times during the day. They will instruct students and remind them when unacceptable actions occur and will contact parents to work to solve in-class issues.

Repeated behavior violations will receive demerits which can accumulate and result in other consequences. Level I offenses will generally receive 1 – 3 demerits for the first offense. Middle school students will also be assigned a lunch detention. Level I offenses include, but are not limited to:

- Tardy to class or school
- Disruption of class
- Eating and chewing of gum
- Inappropriate language or joking
- Disrespectful language or actions
- Failure to follow instruction

**Level II (“Foolish” actions):**

Level II offenses will be taken to the administration. The consequences of Level II offenses will result in demerits and may also include after school detentions or other consequences even if the number of demerits earned overall does not call for it. Level II offenses will generally receive 5 – 10 demerits for the first offense. These include but are not limited to:

- Repeated Level 1 offenses
- Disrespect of peers or teacher
- Cheating or lying
- Defacing of school property
- Skipping class
- Leaving class without permission

**Level III (Actions that may be those of a “Scoffer”)**

*Level III offenses are considered very serious violations of the school policy and philosophy and may result in after school detentions, suspension (in or out of school), probation, or expulsion. The council to the principal will be consulted for all Level III consequences. Suspensions are given for behaviors that, if repeated, will likely result in expulsion.* Level III offenses include but are not limited to the following:

- Repeated Level I or Level II offenses
- Open defiance or disrespect of teachers or administration
- Stealing
- Vandalism
- Bullying (repeated mean behavior towards another student)
- Fighting or extreme disruptive behavior
- Gross vulgarity or profanity
- Use of language (verbal, written, electronic or virtual) that is threatening in nature or could be construed as a threat.
- Cyber bullying or inappropriate use of technology including viewing or sharing of pornography and sexting.
- The use, possession or distribution of illegal drugs, alcohol, tobacco products (including vaporizers), fireworks, explosives, or weapons of any kind.
- Pulling a fire alarm or a tampering with safety equipment
- Immoral behavior at or away from school

Students that accumulate demerits for offenses will receive the following consequences:

### Consequences

10 Demerits	After school detention; conference with principal
15 Demerits	After school detention; Nine weeks of ineligibility for leadership positions (team captain, chapel committee, senate member, worship team, class officer, leadership conference, etc.)
20 Demerits	After school detention; conference with parents and principal
25 Demerits	After school detention.
30 Demerits	Out-of-School Suspension for one day; conference with parents and principal. Students may lose up to nine weeks, or the balance of the semester (whichever is less) of ineligibility for athletic teams and all other extra-curricular activities. The student may also be required to do up to six hours of after school janitorial work.
Every additional 5 Demerits	Out-of-School Suspension one to three days. Term grades in every subject will be docked up to 3% for each class missed; this will be considered an unexcused absence.

All demerits will begin at zero each school year, unless earned the last day of school. Demerits earned the last three 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, an administrative decision will be made at that time, rather than overlooking the problem.

### 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.

# ELEMENTARY DISCIPLINE POLICIES AND PROCEDURES

## Wise Actions

At the elementary level students are learning the basics of what it means to be wise. During this time our desire is that students would learn to be obedient to those in authority and to show respect in all interactions. Other actions that would show that a student is growing in wisdom at this level include:

- Walking and using appropriate volume in hallways
- Finding ways to be helpful
- Saying please and thank you

## Level I (“Simple” misbehaviors):

Teachers will give clear instruction on what behavior is expected of students in the classroom, at recess and other times during the day. They will instruct students and remind them when unacceptable actions occur and will contact parents to work to solve in-class issues.

Students with repeated behavior violations will receive consequences to remind them that they are not following the expectations and rules. Consequences at this level may include being asked to sit away from the group, a seating change, etc. Level I offenses include, but are not limited to:

- Disruption of class
- Failure to follow instructions
- Inappropriately using the hand
- Inappropriate language or joking
- Disrespectful language or action

## Level II (“Foolish” actions):

If a child continues to not follow the rules and expectations after warnings and minor consequences, further consequences will be implemented and the administration will be consulted. Consequences at this level could include missing recess or lunch play time, eating lunch away from the class, or spending some time in the office. Level II offenses will be documented in RenWeb.

- Repeated Level 1 offenses
- Cheating or lying
- Defacing of school property
- Vulgarity or profanity

## Level III (Actions that may be those of a “Scoffer”)

A child that continues with inappropriate actions after receiving the more serious consequences in Level II, or does something more serious, such as the offenses listed below, they will receive consequences that are intended to let the child and parent know that they are in serious violation of school policy. This could include in-school or out-of-school suspension for part or all of a day or multiple days. It could also include probation or expulsion. Level III offenses include but are not limited to the following:

- Open defiance or disrespect of teachers or administration
- Bullying (repeated mean behavior toward another student)
- Fighting, or extreme disruptive behavior
- Gross vulgarity or profanity
- Biting
- Stealing
- Vandalism
- The use, possession or distribution of illegal drugs, alcohol, tobacco products fireworks, explosives, or weapons of any kind.
- Pulling a fire alarm or tampering with safety equipment

## **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.

## **LIBRARY**

Each classroom has a small library for use by the students in that room. Students using the libraries should use proper procedures for borrowing, returning, and caring for books and magazines. The borrower is responsible for loss or damage of any book checked out in his/her name.

## **LOST AND FOUND**

Lost-and-found items are taken to Mrs. Scott. Students may inquire about items found and may 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.

## **RenWeb**

RenWeb is an online service from which parents may access their students' grades, homework and discipline reports. Parents may also check the school calendar, announcements, accounting statements, etc.

## **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.

## 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 unusual.)
5. Appropriateness in relation to time and activity

### Dress Code Specifics:

**TOPS** – Polo style or shirts/blouses with **collars** and **buttons, or fasteners that function as a button, 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. Collared shirt must be visible at all times.

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

No sheer or tight-fitting tops.

Uniform-style dresses are acceptable if they are solid-colored, have a collar, and touch the knee.

Boys: Tops must be tucked in.

**BOTTOMS** – **Solid color:** black, brown, navy, khaki (no denim); **dress slacks, skirts or jumpers** (girls) or **pants** (boys);

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.

No baggy or cargo-style pants, no stretch material, no low rise, no faded, worn or sloppy attire, and no embellishments.

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

**Pre K- Gr. 4** Denim is permitted for pre-k to grade 4, and students may wear knee-length shorts or loose fitting pants, including blue jeans with no embellishments.

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

**T-Shirts** with sleeves may be worn.

### ALL STUDENTS:

**HAIR** – Boys: hair must be neat and combed, no longer than the ear on the sides, bottom of the collar in the back, bangs to the brow, and with face clearly visible. Sideburns shall be no longer than the ear. Extreme styles, unnatural hair color, or fads that call attention to the individual are to be avoided. Designs may not be shaved into hair. Hair may not be styled in braids or other fashions that required it to be altered from its original style. If hair is styled to stand away from the scalp, it may not be more than 2 inches long. Facial hair must be neat and trimmed.

Girls: Hair must be combed in a neat fashion with the face clearly visible. Extreme styles, unnatural hair color, or fads that call attention to the individual are to be avoided. Girls may not shave entire or isolated portions of their hair. Designs may not be shaved into hair.

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

**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. Collared shirt must be visible at all times.**

**TURTLENECKS** may be worn under acceptable tops.

**JEWELRY** – Girls may wear one pair of stud earrings in each earlobe, no other jewelry. No jewelry may be worn by boys.

**NO NOTICEABLE MAKEUP.**

**NO MILITARY CLOTHING.**

**NO HATS AND COATS WORN INSIDE THE SCHOOL BUILDING. AFTER-SCHOOL ACTIVITIES** – Students, parents, and visitors are kindly asked to respectfully uphold the principles regarding modesty while at school activities.

## 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.

**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. 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.

Cell phones may not be used during the school day without permission. If used 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.

**School Day:** The usual school day is from 8:15 a.m. to 3:00 p.m. The school doors are open to students at 8:05. 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 3:10.

**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

## SCHOOL PUBLICATIONS

- The "Parent Page" is a newsletter overseen by the principal, printed and sent home on the first Friday of each month.
- A staff of 9-12<sup>th</sup> 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.

## CLASS ORGANIZATION

By the beginning of the school year each high school class (9<sup>th</sup> -12<sup>th</sup>) 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 2<sup>nd</sup> semester. Nominations are to be received from each class, but must be approved by the principal prior to being voted on.

## 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 12<sup>th</sup> grade will be the only high school 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.

**MUSIC CONCERTS** are presented several times throughout the school year in the school gym. Programs may also be planned at nearby churches. One high school trip may be taken out of state each year. Participation in the bands and choirs is voluntary, except for 6<sup>th</sup> grade Treble Choir. However, 7-12<sup>th</sup> 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): Science Fair will be held every other year. On these years, students in grades five through twelve will present an independent project, chosen and completed by each student or pair of students. Presentations will be made to the class and/or teacher, and displayed at the 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.

## **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 should hold it open until all students and teachers are out, and then close 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 assembly area 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.

## **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 half-time 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.

## **Athletic Handbook**

### **Philosophy**

The athletic program at GMS is designed to be a vehicle by which the purpose and objectives of the school can be fulfilled. Jesus Christ is at the center of school and our athletic program and we wish to honor Him with our actions and attitudes both on and off the field. The athletic program works to impact the physical development needs of our students. Our athletic teams will strive to be competitive and excellent in all that they do, develop greater self control in responding to situations and to learn respect for authority. While realizing that success is not measured by the number of wins but by the physical, emotional, mental, and spiritual development of both players and coaches. The opportunity for athletic participation is open to all students who meet the criteria of academic eligibility, school behavioral guidelines, and athletic skill.

### **Eligibility**

#### **Academic**

Student-athletes with an F at mid-term or at term end will be placed on academic probation and will not be allowed to participate in any athletic activities. The probation will begin the first school day following the distribution of mid-terms or report cards. Student-athletes may regain eligibility, after one week, if their grades are improved to the above stated levels.

#### **Behavioral**

Student-athletes must follow all school rules and may lose eligibility for any minor or major infractions. There will be a one game suspension for intentional and significant damage to property, or for uncontrolled anger, whether it results in damage or not.

Examples are: profanity; displaying disrespect to an official; hitting, kicking, or throwing an object with excessive force; or ejection from a game (if ejected, players are expected to show respect for game officials by behaving in a sportsmanlike manner). Repeat or extreme offenses may result in additional consequences.

### **School Day**

A student-athlete must attend school for ½ day to be eligible to participate in an athletic practice or game that day.

### **Game and Practice Attendance**

Student-athletes are expected to be at every game and practice unless excused by the coach. Failure to do so will affect participation in games and may result in removal from the team.

### **Information/Insurance/Release Form**

All student-athletes and their parents must complete and hand in the Athletic Department Information/Insurance/Release Form to their coach or the athletic department before they can participate in practices or games. All student athletes participating in a varsity sport must give proof to the athletic department of a current physical (less than 12 months) prior to the beginning of that sport's season.

### **Affiliations**

Greenwood Mennonite School is a member of the Delaware Valley Christian Athletic Conference (DVCAC). The DVCAC offers team competition in varsity girl's volleyball, varsity boy's soccer, varsity girl's basketball, varsity boy's basketball, varsity girl's softball, and varsity boy's baseball.

## **Athletic Team Opportunities**

Instructional girls volleyball (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades)  
Middle school boys soccer (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades)  
Instructional girls basketball (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades)  
Instructional boys basketball (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades)  
Middle school girls softball (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades)  
Middle school boys baseball (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades)  
Junior varsity girls volleyball (7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grades)  
Junior varsity girls basketball (7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grades)  
Junior varsity boys basketball (7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grades)  
Junior varsity track and field (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>)  
Varsity girls volleyball (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades)  
Varsity boys soccer (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades)  
Varsity girls basketball (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades)  
Varsity boys basketball (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades)  
Varsity girls softball (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, grades)  
Varsity boys baseball (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades)  
Varsity track and field (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades)

## **Athletic Team Descriptions**

### **Varsity**

This is the most highly organized and intense level of high school athletics. Varsity teams are typically made up of ninth through twelfth graders. Varsity athletes need to have enough physical ability, skill, and sport knowledge to handle strenuous practices and games. Varsity teams practice or play three and a maximum of 4 times per week through out the season and may occasionally practice or play on Saturdays. Varsity teams may sometimes play in tournaments, which will require daylong or overnight stays. Playing time is not guaranteed at the varsity level.

### **Junior Varsity**

Junior Varsity teams are typically made up of seventh, eighth, ninth, and tenth graders. Junior Varsity athletes are younger players who desire to play on the Varsity level and are working to develop their skills for future athletic opportunities. Junior Varsity teams play a shorter season with fewer games and practices, usually two and a maximum of three games and practices per week. Although there is no guarantee of playing time at the Junior Varsity level, coaches are encouraged to provide game opportunities for all team members.

### **Middle School**

Each season, based on interest, there are sports offered at the Middle School level. Middle School teams are typically made up of sixth, seventh, and eighth graders. Middle School athletes are younger players who are looking for participation, instructional, and developmental athletic opportunities. Middle School teams play a shorter season with fewer games and practices, usually two and maximum of three games and practices per week. Every team member will play in every game unless there is health or disciplinary restrictions.

### **Team Selection**

Varsity and Junior Varsity teams will have a designated tryout period. Eligible student-athletes will be selected based on 1.) their current level of skill 2.) their potential for improvement 3.) their natural physical abilities (size, speed, strength, endurance, agility, and quickness) that will aid them in their development of skills not yet refined 4.) their attitude 5.) their effort 6.) their willingness to be part of a team. The head coach and the athletic director will determine the roster size for each team. Middle school teams will be open to all 6<sup>th</sup>-8<sup>th</sup> grade student athletes who are academically eligible and attend practices regardless of skill level

## **Awards**

An annual sports banquet will be held at the end of the school year. Certificates will be given to each student athlete who is on the honor roll 2 of the first 3 marking periods. A GMS chenille letter will be given to each student athlete who participates in a varsity sport the first time and a letter certificate each year thereafter. Sports-pins will be given to each senior for each varsity sport they participated in. A sportsmanship award will be given to the senior (male and female) who best exhibits good sportsmanship.

## **Travel/Transportation**

Team members are required to ride on GMS provided transportation to all away competitions unless the coach and athletic director make other arrangements. When returning to school after away athletic competitions, team members may either ride on the school provided transportation or with their parent (legal guardian) after notifying the coach.

## **Uniforms, Equipment, & Facilities**

- Team members will be given uniforms/equipment at the beginning of the season. It's the responsibility of the student/athlete to:
  1. Take proper care of the uniform/equipment
  2. Follow manufacturers' recommendations when regularly cleaning their uniform.
  3. Return complete uniform/equipment after completion of season.
  4. Pay for the replacement cost of lost or damaged uniform/equipment.
  5. Only wear the uniform during athletic contests or when authorized by the coach.
- Soccer players will pay five dollars for the school provided soccer socks that they will keep at the conclusion of the season.
- Baseball players will pay fifteen dollars for the school provided hat that they will keep at the conclusion of the season.
- We have been blessed with athletic facilities (gymnasium, fields, officials, uniforms, equipment, locker rooms, buses etc.). Take care of what we have and don't tolerate misuse by anyone else.

Each family is required to work in the concession stand one night per student athlete per sport played. (2 athletes playing 3 sports requires 6 nights in the concession stand) or schedule someone to work in their place.

## **Procedure to Add Home School Students to Athletic Teams**

The athletic director may invite home school students to try out for a team if there are not enough GMS students to fill out a roster after a 2<sup>nd</sup> pre-season practice, using the following order of priority. A roster is defined as 5 more players than needed to start the game.

1. Home school students who attend 1 or more classes at GMS
2. Home school students who have sibling attending GMS
3. Home school students who attend one of the sponsoring churches
4. Other home school students

The invitation to try out will be posted publicly, i.e.: RenWeb, churches, GMS, etc.

GMS students who choose to join a team after a home school student has been added are not guaranteed a place on the roster.

Home school students added to a team will be treated the same as team members who attend GMS, i.e.: playing time, starting positions, etc.

A coach is not obligated to keep all home school students who try out for a team.

Only one (1) home school student may be on the volleyball or basketball court at a time and only two (2) home school students may be playing at one time for other sports.

Home school students must be under the umbrella of GMS, implying oversight of academic work and monitoring academic eligibility.