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2009-2010

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Our Vision

Look forward to school!

Our Purpose

The Green Valley Christian Preparatory & High School (GVCPS & GVCHS) will prepare and provide each student an opportunity to succeed in the four areas listed below:

1. Pursue God: To develop spiritually mature and active Christians who are followers of Christ and are capable of defending and articulating their faith. It is our aim to instill in our students the desire and ability to develop a lifestyle of spiritual growth; and to prepare them to successfully live out a faith that is vibrant, living, and expressive.
2. Pursue Knowledge: To prepare students to enter the college of their choice as confident, academically advanced individuals ready to succeed at all levels of higher education. It is also our goal to educate students with a global worldview that will prepare them to succeed in an international marketplace.
3. Pursue Compassion: To provide an atmosphere where students can experience, express, and exhort others to a life of compassion. Every student will be given opportunities and also challenged to demonstrate compassion in their interaction with friends, family, faculty, and the community.
4. Pursue Leadership: To mentor today and tomorrow's leaders in whichever field of study or career the student chooses to pursue. It is our goal to prepare each student to meet the challenges and successes in life as a healthy follower of Christ, capable of living a life of integrity, excellence, and fortitude.

History of Green Valley Christian Schools

In 1989, Green Valley Christian Center founder and Senior Pastor, Gary Morefield, had a vision for a Christian preschool. After much prayer by the pastors and board members everyone could clearly see God moving Green Valley Christian Center to sponsor a Christian preschool ministry. The preschool was started in February 1990 and has achieved an excellent reputation in the Green Valley community.

The parents enjoyed the excellence of the preschool and wanted that same standard for their students preparing to enter kindergarten. Much time and research was required to develop a Christian school with a high standard of excellence in education and spiritual guidance. In 1993, Green Valley Christian Center established the next phase of Christian education by offering kindergarten and increasing a grade level each year. The elementary school now provides Christian education through sixth grade.

In 2001, Green Valley Christian Preparatory School was created under the vision of Pastor Gary Morefield in order to create well-educated students who are spiritually equipped to become the future leaders of our country. The preparatory school is a two year program providing both seventh and eighth grade. In 2007, the decision was made to create a high school in order to provide a complete educational and Christian experience for students from preschool to high school.

GVCPS and High School is a ministry of Green Valley Christian Center.

A Word from the GV Christian Prep & High School Directors of Students

Thank you for deciding to send your student to a place they can look forward to school. Your student will be challenged to achieve in all areas of life: mental, emotional, physical, and spiritual. It is not enough that your student achieve academic success so they are prepared for college. They must be ready to face all that life can and will bring as they venture out into a world that can, without Christ, be filled with unknowns and dangers. Therefore, your student will be guided in a pursuit of God, knowledge, compassion, and leadership.

Our faculty has been carefully chosen to maintain a high standard of academic and spiritual mentoring. The administration and faculty profess faith in Christ as Lord and Savior. They view their position at GVCPS and High School as a calling from God and not simply as a job.

Attendance at GVCPS and High School is a privilege the administration, faculty, and staff take serious. We are committed to making the preparatory and high school experience the best and most fulfilling a student could desire. It is therefore, our goal to emphasize to the parent and student the same strong desire to value your experience here at GVCPS and High School.

GVCPS and High School have been intentionally designed to reflect the philosophy and heart of GV Christian Center. This school reflects the DNA of the church. Our church and school value relationships, the discipleship process, humor, and a life knowing God will do the unexpected. Thank you for the opportunity to serve your student.

In His Service,

Pastor Steve Withey
Director of Students

Pastor Brian Hendrickson
Director of Students

ADMISSIONS

Admissions

Placement in GVCPS & High School is dependent upon test results, previous academic records and behavior. The student and parents must have professed a personal relationship with Jesus Christ and be an active follower of Christ. This would include attendance at church, regular prayer life and Bible reading, and service to the community. A parent/student interview is required with the Director of Students before students are permitted to attend classes. Students are required to sign the Student Covenant form. Parents and students must sign and be in full agreement with the Policies of the Parent and Student Handbook. A student who chooses not to live up to the agreed upon Student Covenant will not be admitted to or allowed to remain in school.

Health Forms

All new students are required to have a standard health form completed by their physician. Any physical restrictions should be noted on this form. An annual physical is required for all students participating in any sport.

Immunizations

Students must meet immunization requirements for admittance to attend classes. Any new or transfer students must have an updated immunization record submitted to the office prior to the first day of class.

Statement of Non-Discrimination

GVCPS and High School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and athletic activities accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, athletic programs and other school administrated programs.

Pursuit of God

Chapels

Students will attend a weekly chapel. Administration, faculty, staff, and students will participate in a worship experience to honor God, learn more of His word, grow in our faith, and to demonstrate unity as a school. The chapel will be conducted by the administration, faculty, staff, and the students throughout the year. Chapels will be participatory and responsive: everyone will be expected to be an active member and be given the opportunity to respond to the worship and message.

M.E.P.S. Assessments

In an effort to constantly improve our educational value at GVCPS & GVCHS we have created a completely revolutionary method of assessment for our students to follow our mission and vision of, "The pursuit of God, Knowledge, Compassion and Leadership." We desire to teach our students how they can begin to truly follow that pursuit in their daily lives and become contributing adult members of society. Students in GVCPS & GVCHS will take a simple weekly personal evaluation which will teach them to score themselves on an easily managed 10 point scale in four different areas vital to Christian living.

At the end of each quarter they will be scored by all of their instructors and themselves. Each student's score will count equally with their instructors for these assessments. Like in an Olympic event, the highest score and the lowest score will be thrown out and the average of the rest will be averaged for an official recording of their quarterly M.E.P.S. assessment score. The goal then is for each individual student to beat the score they had on the last quarter (if they scored a 6 in any of the four areas last quarter, try to get a 6.5 or a 7) in an effort to challenge them to constantly improve themselves, even just a little at a time.

The four areas of the M.E.P.S. Assessments are as follows:

Mental – Emotional – Physical – Spiritual

In most secondary schools (middle & high school) the highest emphasis is placed on and the greatest recognition given for the areas of academics and athletics alone with negligible acknowledgment made of students who may excel in any other areas. Valedictorians are the smartest students with the best grades. Lettermen are the strongest, fastest and most accomplished athletes. While important parts of development, emphasizing these two areas alone will not create balanced people. **Extreme** emphasis on academics **alone** can tend to generate unsocial loners in poor physical shape with low self esteem and little human interaction. **Extreme** emphasis on athletics **alone** can tend to generate arrogant jocks that can barely read and write with no healthy interpersonal relationship skills. In most schools there is minimal emphasis placed on anything besides academics or athletics, and in public schools there is no emphasis placed on Spiritual growth, which is probably the most important area of development for us as Christians.

The four areas of evaluation in the M.E.P.S. program cover the entire human scope of healthy and balanced Christian life and growth and will serve to create exceptional young men and women. Those naturally gifted academically will discover how to make friends, develop leadership and communication skills, and learn to take care of their physical bodies. Those naturally gifted athletically will be taught to learn, grow and improve mentally and develop positive interpersonal communication and interaction skills. Those who excel in any area will naturally begin to come along side and help others who may struggle in that area. Everyone will learn how to maintain a healthy positive self esteem and confidence level and everyone will be challenged to grow spiritually.

The Mental assessment will cover areas of the mind including academics and study habits as well as areas of thought life and purity of mind. The Emotional assessment will cover areas of the heart including self worth, self esteem and confidence issues, interpersonal relationships and communication, and the development of leadership skills. The Physical assessment will cover the areas of athletics and dexterity, as well as developing essential life skills for healthy living including diet, exercise and hygiene. The Spiritual assessment will cover the areas of personal devotion and prayer life, as well as responding to the call of God in all of our lives, fulfilling the great commission and living out our faith through acts of service.

Jesus lived His life as an example of balance in these four essential life areas for us throughout His ministry here on earth as can be clearly seen in:

Luke 2:52 (NIV)

"...Jesus grew in wisdom (Mental) and stature (Physical), and in favor with God (Spiritual) and men (Emotional)."

In His life Jesus also called us to emulate Him in our lives in these four areas as is clearly illustrated when He reminded the people he was teaching of the greatest commandment in:

Mark 12:30 (NIV)

"Love the Lord your God with all your heart (Emotional) and with all your soul (Spiritual) and with all your mind (Mental) and with all your strength (Physical)."

The M.E.P.S. Assessment Program will give every student tangible methods to measure their growth not only throughout the school year but over the course of their career at GV Christian School. At the end of their time at GV Christian the honored Valedictorian who will give the commencement speech will be the student or students who have the best overall scores and/or have shown the most improvement over the course of their time here.

The M.E.P.S. Assessment Program is a completely original program of evaluation and self improvement offered by GVCPS and GVCHS exclusively, designed and implemented by our administration. As such, it will likely be a fluid program that we will refine throughout the year in an effort to make it better. If you have any questions about this program and the assessments please contact us. The details of the program, are as follows:

Mission:

To train and equip today's students to evaluate themselves and recognize their ongoing need and potential for growth and self improvement in order to develop balanced, functioning adult leaders in a constant state of progressive refinement.

Purpose:

To give students the tools and skills to see where they need to improve, establish a goal for improvement (whether a short term or long term), and take the necessary steps to accomplish that goal.

Key Question:

*Where can I grow **today** and how can I make it happen?*

M.E.P.S. Assessment Breakdown:
Areas Covered Under Each Category and Their Biblical Roots

Key Developmental Bible Passage:

Colossians 3

Key Verses:

Colossians 3:17 (NIV)

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

Colossians 3:23-24 (NIV)

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

Mental –

Academics/Study Habits/Knowledge/Learning
Purity/Thought-Life/Lust Issues

Colossians 3:2 (NIV)

Set your minds on things above, not on earthly things.

Colossians 3:5, 7 (NIV)

Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust, evil desires and greed, which is idolatry... You used to walk in these ways, in the life you once lived.

Colossians 3:16 (NIV)

Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom...

2 Corinthians 10:5 (NIV)

We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.

Romans 12:2 (NIV)

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind.

Emotional –

Matters & Attitudes of the Heart
Confidence/Self-Worth
Social Dynamics/Interpersonal Relationships/Leadership

Colossians 3:1 (NIV)

Since, then, you have been raised with Christ, set your hearts on things above, where Christ is seated at the right hand of God.

Colossians 3:8-10 (NIV)

But now you must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips. Do not lie to each other, since you have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator.

Colossians 3:12-15 (NIV)

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.

Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.

And over all these virtues put on love, which binds them all together in perfect unity.

Let the peace of Christ rule in your hearts, since as members of one body you were called to peace.

And be thankful.

1 John 4:7-8 (NIV)

7 Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God.

8 Whoever does not love does not know God, because God is love.

Ephesians 2:10 (NLT)

For we are God's masterpiece. He has created us anew in Christ Jesus, so that we can do the good things he planned for us long ago.

Physical –

Athletics/Dexterity/Training

Personal Caretaking/Diet/Exercise Habits/Hygiene

Colossians 3:5, 7 (NIV)

Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust, evil desires and greed, which is idolatry...You used to walk in these ways, in the life you once lived.

Psalms 139:14 (NIV)

I praise you because I am fearfully and wonderfully made...

1 Corinthians 9:24-27 (NIV)

Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize.

Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize.

1 Corinthians 6:19-20 (NIV)

Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

Spiritual –

Personal Devotion/Prayer-Life/Call/Commission/Service

Colossians 3:15-17 (NIV)

Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful.

Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God.

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

Psalms 119:9-12 (NIV)

*How can a young man keep his way pure? By living according to your Word.
I seek you with all my heart; do not let me stray from your commands.
I have hidden your Word in my heart that I might not sin against you.
Praise be to you, O LORD; teach me your decrees.*

2 Chronicles 7:14 (NIV)

...If my people, who are called by my name, will humble themselves and pray and seek my face and turn from their wicked ways, then will I hear from heaven and will forgive their sin and will heal their land.

Ephesians 2:10 (NIV)

For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.

Ephesians 4:11-12 (NIV)

It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up...

Matthew 28:18-20 (NIV)

Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Mark 16:15 (NCV)

Jesus said to his followers, "Go everywhere in the world, and tell the Good News to everyone."

Prayer and Bible Reading

We strongly encourage students and their families to develop a habit of reading the Bible on a daily basis. Our church and school believe that the Bible is our standard of faith and can help to guide us in our daily walk in following Christ. Bible reading and study will be strongly emphasized during Bible Classes, Chapel, and for the student's M.E.P.S. evaluation.

Prayer is a vital part of our Christian walk and is our life line of communication to the very throne room of the King. Prayer is also an essential part of the educational process at our school and church. During Homeroom times the students will be given opportunities to pray for each other, the needs of others, and to increase their dependence upon Christ. Students will be encouraged to talk with God throughout the day, whether they are at school or at home. Families are strongly encouraged to pray together.

Pursuit of Knowledge

Affiliation

Our school is affiliated with the Association of Christian School International (ACSI).

Class Participation

Class Participation will be used to positively influence students who are on time and are active participants in class. Teachers will determine the percentage of the grade that participation will contribute towards the total grade. Any disruption in class that is not positive and contributory may result in citizenship points deducted.

Curriculum

Textbooks and supplementary materials are carefully selected to provide an excellent education at every grade level and are furnished for all students. We have chosen a college preparatory curriculum using materials from Bob Jones University, Abeka, Saxon, Holt, and ACSI (Bible). Goals and objectives can be obtained from your student's teacher.

Also, we have extended learning activities such as: Science Fair, field trips, Spanish, computers, art and library and various electives. Lessons are presented visually, auditorially and kinesthetically to encourage all types of learners.

The students are prepared for the next grade by enhancing their social-emotional development, Christian development and self-help skills. Students are encouraged to learn manuscript writing, science concepts, mathematics, reading, social studies, art, Spanish and physical education.

Electives

Additional classes of varied types have been added to supplement the learning environment for students. Below are the parameters of how they will be offered and the frequency.

- A. All electives will require full participation of the student.
- B. Grade will be pass or fail.
- C. Time commitments will be based per class and require that students commit to the class for the designed time limit.
- D. Time Limits: Electives will be per quarter, unless otherwise stated. Below are classes that will require more than 1 quarter of participation. This is only a partial list and the classes below serve as examples of the types of classes requiring lengthy commitments.
 - a. Student Government
 - b. Yearbook

Extra Credit

Extra Credit may be given in cases where the student desires to go above and beyond the already assigned course work and may be given at the teachers' discretion. The points from the extra credit assignment will be added as the teacher determines.

Grading Scale

Grading is on a percentage of 100 percent: All classes, except for electives, will be subject to this standard.

A	90 – 100*
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Students who excel academically and complete extra credit assignments may potentially surpass the 100% scale described above.

Homework

Homework is a part of the academic emphasis at GVCPS and High School. It should always be completed neatly, accurately, and on time. Homework should never be considered “busy work.” Teachers will give homework for specific purposes. Each student will be expected to complete all assigned homework.

There will be both short term (due the next class session) and long-term (due in a few weeks) homework assignments.

The approximate length of homework should be 1 – 2 hours per night. Research has demonstrated that any time devoted to homework that is less or greater than the stated hours are not beneficial to learning. We are determined to provide the best education possible and will use homework as a means to increase student learning and knowledge.

Honor Roll

To give honor where honor is due GVCPS and High School will publish an honor roll consisting of students with a 90% or above in all classes. The honor roll will be compiled every nine weeks.

Make up work

Absent work – Every student who is absent will get the number of days you were absent to make up the assignments. It is the students’ responsibility to go to their file and/or teacher to request or pick up assignments that were missed.

- Tests are to be made up through appointment with the subject teacher before or after school. There will be no make up tests taken during class time.
- Late Work – no late work will be accepted if a student was in school for the day. The student will receive a “0” for the missing assignment. At the end of each quarter the two lowest grades will be dropped from the homework category. The student is still encouraged to complete the assignment as the material covered will be seen again.

Notebooks

It is important to use the notebook/journal to ensure good study habits and to keep their M.E.P.S. information in one place. Therefore, students will maintain and retain their work, tests, and notes until the subject teacher states otherwise. The journal will contribute a percentage to the total grade and will be determined per subject and per teacher. This will be emphasized in class by every teacher.

Promotion/Academic Probation

We expect all our students to strive to achieve **A's** in all subjects. However, students are expected to achieve at least a minimum standard of **C's** in all classes. If a student receives a **D** or **F** in any course our staff will determine whether they need to be placed on **ACADEMIC PROBATION** or if the grade has resulted from a learning disability or other extenuating circumstances.

The purpose of academic probation is to identify and improve study habits and skills so that students will increase their ability to succeed. If a student earns a **D** or **F** because of classroom behavior GVCPS and High School will require a change in habits, consultation with administration in order to create a plan to help the student improve. If the student chooses to break the contract or plan they may be asked to leave the school.

The stipulations of academic probation will be in writing and signed by the student, their parents and the GVCPS Administration. Please note that we are implementing these standards for the benefit of your student's education. If your student is struggling due to aptitude, we will assist them.

Should the student's grade point average (GPA), as an aggregate, drop below a "C" level, the student will not be allowed to participate in extra-curricular activities such as athletics. Grades will be monitored weekly in order to give the student a chance to improve their GPA so they can re-join their extra-curricular activity.

SAT Testing

GVCPS maintains a thorough testing program to measure students' abilities and progress. Tests results are used to help the administration and faculty work more effectively with each student and to make continual improvement to the curriculum and the student's learning experience.

Here are some tips for you, as a parent, that will help your student have a positive and successful testing experience. These are practices that we strongly recommend throughout the year to increase the success of your student:

1. Students should have a good breakfast with plenty of protein before school.
2. Students should get a good night's rest.

The following policies are to be observed during this testing time:

1. Students will not be permitted in the classroom after start time.
2. The classroom door will be locked and the student will be sent to the principal.

The classroom hallway is a quiet zone because it is our desire to provide the best possible environment for testing.

Student Progress

Both students and parents can log onto Info-Direct to see academic and citizenship grades. Written notices will be sent home at mid quarter if the student is achieving less than 70% in any subject. These must be signed and returned.

Summer Stimulus Assignments

Summer is a time to enjoy family, friends and have fun. But we also encourage students to maintain a regular reading habit in order to improve their background knowledge and comprehension skills. Research indicates that students greatly benefit from a varied reading regimen: to include fiction, non-fiction, reading the newspaper, doing crossword puzzles, and writing. Students should keep a journal of all their reading and provide that list to their teachers at the beginning of the school year. Extra credit may be awarded to the student.

A suggested reading list for the summer may be compiled by the teacher or school. Suggestions from parents, students, and teachers is highly encouraged so that a wide variety of material is available for the student.

Pursuit of Compassion

Leaving a Legacy: School Service Project

Each graduating class (8th and 12th grades) should endeavor to leave a legacy of their presence at GV Christian Prep School and High School. One of the most important ways to “leaving a legacy” is to live a life that honors Christ in the way they treat each other, underclassmen, and the school. In addition, the administration, faculty, staff, and pastoral leadership highly encourage the graduating class of the Prep School and the graduating class of the High School to complete a School Service Project (see details in the appendix of this handbook). Below are the stipulations of the service project.

- Must be approved by administration/pastoral staff
- All monies raised for the project must be raised by the student body
- Should be of a physical nature (unless otherwise approved by administration)
- Plaque or other record of the project should accompany the project
- All paperwork (see appendix) must be completed as designed

Mission Trips

Students in grades nine through twelve will be given the opportunity to participate in a yearly missions trip to locations in the United States and abroad for extended academic and spiritual learning experiences. Each student is required to have a signed permission form on file in the school office to go on these off campus trips. When necessary, students will be responsible for obtaining a valid passport. A copy of each student’s passport must be on file in the school office to go on these trips. Without a signed permission form and, if necessary, a valid passport, the student will not be able to participate. Parents will be notified of upcoming missions trips.

Proper Christian conduct is imperative on missions’ trips. If a student acts in a manner contrary to the standards of Green Valley Christian Preparatory/ High School, they will be sent home at the parent’s expense.

Students are responsible to fund-raise the cost of their mission trip each year, including raising prayer support. This will help students learn the value of missions work: what it requires to raise the financial support to go and stay on the mission field, and the importance of prayer support.

Students are to wear their school uniforms while traveling to and from the trip destination unless otherwise notified by their teacher. When the students are permitted to wear free dress, they must observe the free dress guidelines reflected under the “Free Dress Guidelines for Students”.

Spiritual Emphasis Week

Although each week we emphasize our Pursuit of God through chapels, interaction with students and peers, and during class time, the students will have the opportunity to experience two weeks (1 in the Fall and 1 in the Spring) of daily chapels. Each Spiritual Emphasis Week will have a different theme with a variety of speakers, activities, and chances to come closer to our Savior. Classes for the day will be shortened about 15 minutes in order to provide this great opportunity to worship our God.

Pursuit of Leadership

Chaperones

Each class needs chaperones to attend field trips. Chaperones/Parents are accountable for the students the teacher has placed in their care. Therefore, students and chaperones/parents should stay together at all times. We want to display Christ-like characteristics at all times because our model will provide a healthy leadership example that students will want to emulate. Smoking and the consumption of alcoholic beverages while on a field trip is not permitted.

Chaperones/Parents should dress modestly while on school sponsored field trips. In choosing your dress, please observe the following:

3. Tank tops that are less than three fingers wide across the shoulders.
4. Shorts or skirts that are shorter than fingertip length.
5. Midriff shirts. (No bare bellies or bare backs.)
6. Bathing suit tops.
7. Excessively tight clothing, e.g. spandex.
8. Excessively baggy clothes.
9. Undergarments that show.
10. Inappropriate sayings on clothes, Designs and logos are approved that:
 - a. Do not promote behaviors or practices contrary to GV Christian Center
 - b. Do not have a sensual or suggestive connotation
 - c. Do not promote violence, sexuality, or discriminatory behaviors
11. Clothing must appear clean.

Chaperones/Parents should observe this dress code when they are on school property at all times. It is our goal as administration and staff to encourage and promote modesty in appearance.

Field Trips

Field trips are taken at various times during the school year for hands-on learning experiences, spiritual growth, team building, and unity. Each student is required to have a signed permission form on file in the school office to go on these off campus trips. Without a signed permission form on file, the student will not be able to participate. Parents will be notified of upcoming field trips.

Students are to wear their school uniform on field trips unless your student's teacher notifies you otherwise. Occasionally, students will be given free dress days and they must follow the free dress guidelines described in this handbook.

Physical Education

Students will have physical education 1 to 2 times a week. A written excuse from a doctor is necessary to excuse a student from physical activities. At times students may be transported off the campus to participate in the variety of opportunities available to our school in the Henderson area. Some activities may require additional permissions by the guardian of the student. Parents are encouraged to contact the administration and/or Athletic Director if they have questions or concerns about the activity their student will participate in on or off campus.

Students must wear the school P.E. uniform to participate in physical education. Exceptions will be made for specific activities such as swimming, etc.

Prank (8th & 12th Grades Only)

This may seem odd that the school administration would describe or encourage a school prank. However, because one of the important DNA's of GV Christian Center is humor. But a school prank is also an opportunity for the students to express themselves; and through strong and appropriate leadership provide a creative statement and love of GV Prep & High School. Below are the guidelines for the 8th and 12th grade prank.

1. Prank must receive administrative approval.
2. No vandalism or damage to property is to occur.
3. Prank should not create a hazard or danger to participants, school employees, fellow students, or anyone visiting the school campus.
4. Must be creative.
5. All students of the graduating class must be participants.
6. Parents may assist, but must be only minimal participants.
7. Any variation of the original plan may be grounds for suspending the prank. (At Administrations discretion.)

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress, or lack of progress, being made. Each student will receive three evaluations: academic, conduct (citizenship), and M.E.P.S (overall assessment of the student).

The academic grade is based upon the actual work done on homework, quizzes, tests, exams, and projects. The citizenship grade is used to reflect attitude, effort and or conduct. Since this is a Christian school a student's conduct is a vital part of their report card. If the student earns a grade lower than an A- or 90% in citizenship for the month, the student will be off the dean's list. Please refer to the school calendar for dates report cards will be issued.

Conduct and Discipline

Dress and Hair Code

GVCPS and High School require students to wear uniforms as detailed below. Specific school uniforms with the school logo will be purchased through Dennis Uniform Company (See enclosed flyer for store information.) There is a dress uniform, casual uniform and P.E. uniform. The administration may rescind the uniform of the day for other "undisclosed" activities

Uniform: Preparatory School

Dress: Worn only on Thursday for Chapel Days or other formal events

khaki long pants or long skirt

short or long sleeve white oxford shirt

blue blazer

dark dress shoes

- shoes may be dark blue, brown, burgundy or black
- closed toe and the sole and heel together must be less than 2 inches tall
- no tennis shoes are allowed on chapel days

tan, black, navy blue or white socks OR panty hose

dress uniform may be worn for field trips and performances at the discretion of administration

Casual:

khaki bottoms (long or short pants, long skirt or skort)

- shorts and skorts must be no shorter than fingertip length

short or long sleeve navy polo shirt

tennis shoes

- tennis shoes can be any type as long as the sole is no thicker than 2 inches

tan, black, navy blue or white socks or panty hose

P.E.:

GVCPS logoed t-shirt

plain navy athletic shorts

tennis shoes

tan, black, navy blue or white socks

Outer Wear:

Cooler weather – plain navy blue

school logo sweatshirts can also be worn as outerwear

Uniform: High School

Dress: Worn only on Thursday for Chapel Days

khaki or black long pants or long skirt

short or long sleeve black or white oxford shirt or black or white polo

dark dress shoes

- shoes may be dark blue, brown, burgundy or black
- closed toe and the sole and heel together must be less than 2 inches tall
- no tennis shoes are allowed on chapel days

tan, black, navy blue or white socks or panty hose

dress uniform may be worn for field trips and performances at the discretion of administration

Casual:

khaki or black bottoms (long or short pants, long skirt or skirt) or clean undecorated dark colored blue jeans

- Shorts and skirts must be no shorter than fingertip length

short or long sleeve black (or white) polo shirt, button down shirt, OR red, white, navy blue, or black t-shirt (see below for logos and etc.)

tennis shoes

- tennis shoes can be any type as long as the sole is no thicker than 2 inches

tan, black, navy blue or white socks OR panty hose

P.E.:

GVCPS logoed t-shirt

plain navy athletic shorts

tennis shoes

tan, black, navy blue or white socks

Outer Wear:

Cooler weather – plain navy blue

school logo sweatshirts can also be worn as outerwear

Logos, Designs, Wording on Clothing:

Any Christian wording, logos, designs or images on clothing is approved

No other wording, logos, designs or images are approved for school dress code

Any student arriving at school or at a school function not dressed according to the stated guidelines will be sent to the principal for appropriate assessment and/or consequences. Parents may be called if student chooses to make it a common practice.

Hairstyles must be kept neat and combed at all times. Hair color must look natural. School administration has the final say in whether a student's hair is acceptable. Students will not be permitted in the classroom until their hair meets administration standards. Hats, bandanas and scarves are not to be worn with the uniform. Make-up may be worn sparingly as not to distract from the learning environment.

The school administration will be the sole authority in determining what constitutes adherence to and violation of the dress code, including the issues of hair, make-up and hem length. The purpose of the dress code is to encourage modesty in appearance and conduct.

If you have pierced ears, you may wear no more than two pair of earrings while at school. Facial jewelry (nose studs only) must be appropriate and safe. The visible part of the piercing must be flush

with the skin. What is deemed acceptable and safe is at the discretion of the administration. Jewelry may need to be removed for any strenuous activity such as Physical Education or Field Trip.

Free Dress Guidelines for Students

Students can earn or will be given free dress days. The following items are NOT permitted for free dress days:

1. Tank tops that are less than three fingers wide across the shoulders.
2. Shorts or skirts that are shorter than fingertip length.
3. Midriff shirts. (No bare bellies or bare backs.)
4. Bathing suit tops.
5. Excessively tight clothing, e.g. spandex.
6. Excessively baggy clothes.
7. Undergarments that show.
8. Inappropriate sayings on clothes, Designs and logos are approved that:
 - a. Do not promote behaviors or practices contrary to GV Christian Center
 - b. Do not have a sensual or suggestive connotation
 - c. Do not promote violence, sexuality, or discriminatory behaviors
9. Clothing must appear clean.

If a student is out of uniform he/she will meet with the principal. Student may receive a deduction in citizenship grade. Appropriate service project time will be given to each student. Remember, the purpose of these guidelines is to help student make good choices in their clothing so that they learn to exhibit modesty in appearance.

Discipleship

Definition: The process of following Christ, a willingness to submit to His will, and a desire to tell others about the truth and freedom found only in following Christ.

We, as staff and faculty of GV Christian Schools, will take a proactive and positive approach to training up and raising students to follow Christ. The purpose of teaching, correcting, and counseling with students is to help them make better choices in their walk with Jesus Christ so that they learn to discipline themselves as true disciples. Ultimately, students are responsible for their own behavior and the natural or inherent consequences those decisions may bring upon the student.

We, as staff and faculty of GV Christian Schools, will use the Biblical approach to discipline, correction, and rewards to build up the students attending our school. Below is outlined the process by which correction will occur: (see Matthew 18:15 – 20)

When a student chooses to break the agreement of the Student Covenant, as described below; the faculty, staff member or administrative member will address the issue with the individual student. If the issue is resolved without any further need of correction then the issue will be considered forgiven and both parties will not have a need to bring it before anyone else. If the student and the adult representative of the school are unable to resolve the issue then the administration, principal, will be called in to bring resolve to the issue or problem. Once the issue has been satisfactorily dealt with then the issue is forgiven and no other party will need to be brought. Thus, the principal will not bring up the issue with parents if the situation has been resolved.

If no resolution occurs after the principal has been brought in for consultation then the parents will be called in to assist the team to create a plan to help the student. See below for consequences and restitution for additional information.

Consequences: When students choose to break the Student Covenant there may be natural consequences that, in a sense, take care of the correction. E.g. a student chooses to run down the stairs and slips and falls. The student injures his hand during the fall. This is an example of a natural consequence for failing to live up to the Student Covenant. When consequences need to be placed upon a student who has made a poor choice then the consequences will fit the offense. E.g. a student chooses to cheat on an exam. The teacher gives the student an "F" for the exam and later talks with the student in order to give the student a chance to seek forgiveness. NOTE: repeated offenses will require additional intervention by the administration and family of the student.

In addition, when a violation of law is believed to have occurred, the student will be referred to the appropriate law enforcement agency for prosecution to the full extent of the law.

Administrative Consequences: The administration reserves the right to expel a student for any reason, at any time, especially in the cases where safety of themselves or others is threatened. Note that expulsion will only be used as a last resort. The Matthew 18 approach will be practiced for the purpose of winning the student back to restoration with the school. In the event that the student chooses not to cooperate with the faculty and staff of GV Christian then they will be expelled.

Any conduct described below may lead to expulsion:

- Willful disobedience
- Disrespect of authority
- The use of profanity or obscene language
- Stealing or cheating

Immoral Conduct - as it pertains to sexual behavior between individuals

Arson

Abuse of property (Parents will be responsible for the cost of abused property – see below on restitution)

Verbal or physical abuse of any student, teacher or school/church employee

Possession of any weapons, drugs, tobacco or alcohol on school grounds

Disciplinary Action Disclaimer

Green Valley Christian Preparatory School is a private Christian school and reserves the right to expel a student for unchristian conduct either by the student or their parent if it adversely affects our school.

Discipline: Discipline is discipleship (see above for definition). Hebrews 12:1 – 12

As parents, teachers, and administration we will not be able provide the guidance and force of our authority to get them to live a healthy life after they become adults. But what we can do is to provide the foundation for them to live a life that honors Christ and leads others to Him. Therefore, the actions taken by the parents, faculty, and administration are intended to benefit the growth of the student in all areas of life. A student wrote a poem that describes the type of self-discipline we hope to instill in every student.

Discipline is . . .

Burning the midnight oil

when you would rather sleep,

Taking the next step

when you would rather sit,

Going the extra mile

when you would rather stop,

Laying down your pride

when you would rather quit.

It explains discipline perfectly, you just do what you need to do... not necessarily what you want to do. When, at times, correction does need to occur it will be applied for the purpose of growth, restoration, and an opportunity to learn. See below for Disciplinary Action.

In order to create a more positive atmosphere for Christian growth the students and parents may on occasion be contacted by the administration or teachers. The purpose for these contacts is to reward the student for acts of compassion, good choices they made, academic successes, or other behaviors that demonstrate a heart for fulfilling the Student Covenant. Students may be called into the principals office as a means to encourage them, give them a chance to express themselves in a safe environment, or just to see how their day is going. Creating this positive environment will make it easier for everyone involved to deal with the rare times that kids need to be corrected for choices that break the agreed upon covenant.

Forgiveness: The purpose of forgiveness is to restore a relationship that has been broken by the failure of one person or more to live up to the pursuit of loving God and living a life that honors Him. This statement implies that a relationship exists between both parties. That relationship, here at GV Christian Schools, is based upon the Student Covenant as described below. Restoration of that relationship requires the cooperation of both parties. Below is the process that should be followed.

Both parties will discuss the choice that broke the relationship. The offending party must admit to the actions that caused the offense.

The offended party must agree to the description of the actions – without referring to prior issues or issues unrelated to the present offense.

The offending party must then ask forgiveness of the offended party. To say “sorry” is not enough, nor is it typically a true statement of repentance. Using the word “forgive” can bring about restoration, freedom, and a road to build trust. (2 Cor 7:10) (Lk 17:3,1).

The offended party must then acknowledge the repentant party and declare that they have forgiven him. The offended party must determine in their own heart to not become “historical” in future contact with the offending party. Historical means bringing up issues from the past that have been mutually agreed upon to forgive.

TRUST: it is important to note that forgiveness does not necessarily denote total trust in the offending party. If a student chooses to cheat on an exam, then the teacher should provide an atmosphere where the student is not tempted to cheat or would be unable to cheat. As time progresses and the student demonstrates trustworthiness then the teacher can grant more freedoms to the student.

Restitution: In some cases restitution may need to be issued to the students, especially in the case of personal or public property damage. When such restitution is determined by the administration the parent will be called in to be consulted on how the student will “repay” the corrective restitution. Restitution may involve monetary action, but may also include service projects or duties as per the consequences for the offense. E.g. if a student chooses to vandalize a door he may be asked to repay the purchase and labor for installing the door OR it may be as simple as coming in to repaint the door under the supervision of the maintenance crew.

Disciplinary Action

Each student is different and each poor choice will necessitate that the administration provide the discipline that will positively affect the student. It is the policy of this school to determine the proper course of action that will bring forgiveness, restoration, and if necessary restitution so that the student is able to move forward in their relationship with Christ and endeavor to grow to be more like Him through self-discipline and self-control. When a student fails to comply with the corrective discipline then further actions may be taken by the administration so that all party's concerns are held in the highest regard: such as safety for peers and employees of GV Christian Schools.

When a student chooses to break the standards found in the Student Covenant the administration may choose to use any of the following corrective methods, but not be limited to these options: detention, service time or project, suspension or expulsion. As a practice, it is usually best to find the disciplinary action that creates the most discomfort for the student. It has a higher likelihood of preventing the student from duplicating the actions they chose to commit. E.g. Whereas one child may not like to be isolated from others (because they are a people-person) another may enjoy being by themselves because they are an introvert. Therefore, a disciplinary action that would place both kids in detention would be corrective to one and an award to the other.

The administration will, at times, require the parents to meet with the principal to discuss the proper means to bring the best correction approach to the student. As a team, the teacher, parent, and administration will be able to create a plan that will help the student restore any break in the Student Covenant and help the student on a path that will create self-discipline. If the parent or student chooses not to work with the team at GV Christian Schools then the student will be suspended or expelled. This, of course, is an action of last resort.

Detention: Detention will be conducted after school from 4:00pm – 6:00pm or on Saturday per the level of corrective discipline that may need to be issued. The amount of time and the type of detention will be determined on a per student basis and under the recommendation of the administration.

Parents will be responsible for the transportation after the weekday detention time or before and after the Saturday detention time.

In-house suspension: In-house suspension will occur between 8:00am – 5:00pm of the school day. The student will be placed in isolation from the rest of the students or may be involved in a service project. The student is not considered absent and must complete all work that is assigned for that day. Class work that is not turned in will be considered as incomplete assignments. Teachers will be advised of the student in-house suspension and will have assignments and homework sent to the student. The student will be given a place to complete their work, eat their lunch, and receive proper supervision by an adult.

Suspension: This is a one day (1 day) suspension from school. No credit will be given to the student for projects or work assignments for that day. The student will receive zero percent (0%) towards their citizenship grade for that week.

Expulsion: In the unlikelihood that the student or parent chooses not to comply with the standards found in the Student Covenant, or if the student poses a threat to their peers or employees of GV Christian School or Church the student will be expelled from the school. Readmission to the school can be considered for the following semester, but will be conducted under the direction of the Church Administration as well as the school administration.

Dean's List

The Dean's List recognizes students that have displayed excellence in Christian character. Every quarter students will be placed the Dean's List as a reward for their Christian character. At the end of each quarter students will have their names posted on the bulletin board for all to see. Students demonstrating a pursuit of God and Compassion may also earn additional citizenship points, at the discretion of the principal.

The criteria for being on the Dean's List are solely based on their citizenship grade and each violation is a deduction of points. Each student is given 100 points for the week and it is up to the student to maintain their points. Below are behaviors, but not limited to these, that can result in the reduction of citizenship points. The weight of each offense will be determined by the administration or teacher.

- Not seated or prepared for class when class starts
- Must not be sent to the office for discipline
- Not showing self-control
- Being unkind to others
- Choosing to disobey classroom rules, school rules and those in authority
- Dress Code violation
- Suspension

Student Covenant

I, a student of GV Christian Schools, do hereby make the following covenant declaring my intention to do my best as a student, a member of the GV Christian Schools, and as a follower of Jesus Christ.

I will Pursue God:

I will choose to follow Christ and learn to walk in his footsteps.

I will obey God's will and follow his commands.

I will display my best behavior at school or at any school-sponsored activity.

I will maintain a consistent Christian character of courtesy, kindness, morality, honesty, and submission to authority.

I will refrain from action that might offend or appear to be ungodly. As such I will refrain from any and all behaviors clearly outlined in the Bible as sin, and I will also abstain from activities, behaviors and places that, though they may not be blatant sin, may be deemed questionable or at the very least a stumbling block for other believers.

I will value people and relationships and be obedient in finding ways to invite them to church, a relationship with our Savior, or additional opportunities to lead to them to Christ.

I will Pursue Knowledge:

I will value learning over earning a grade.

I will complete all assignments on time, correctly, and neatly.

I will learn how I best learn and use those skills to improve my learning.

I will hold myself to high standards and endeavor to do my best, believing that I can do all things through Christ which gives me strength.

I will set my mind on things above and will be aggressive about keeping my mind pure.

I will Pursue Compassion:

I will honor peers, teachers, parents, and those in authority.

I will practice a life of prayer that enables me to listen to how God would want me to express His love towards others.

I will stand up for what is right and challenge the things that would bring harm to myself or others.

I will be an active participant in acts of service or projects while attending this school.

I will seek to have a heart that follows Christ and desires to be in "right" relationship with Him.

I will Pursue Leadership:

I will display my best behavior at school or at any school-sponsored activity.

I will, when I see others in danger of breaking the Student Covenant, challenge them to choose to follow the Student Covenant.

I will practice the Matthew 18 Principle when dealing with the offenses of others.

I will be confident, because of my position in Christ, but will not exhibit a heart of pride.

I will endeavor to be a leader in all areas of life and in any situation I may find myself.

I will discipline my body through a healthy diet, exercise, personal hygiene, and proper sleep.

Student Signature

Parent Signature

Parent Agreement: I understand that attendance at GV Christian Schools is a privilege. I will endeavor to work with the school to create a well-rounded student capable of following Christ and living a life of self-discipline. I will work in cooperation with the faculty, staff, and administration of GV

Christian Schools to help my student be successful in their pursuit of God, Knowledge, Compassion, and Leadership.

I understand that choices made by the student under my care may result in correction, restitution, or at last resort expulsion. I will endeavor to encourage my student to live by the Student Covenant, and seek the proper forgiveness, correction, and restitution when their choices break that covenant.

I give permission for my child to take part in all school activities including sports programs and school-sponsored trips away from the school premises. I absolve the school from all liability in the event my child is injured at school or during any school activity. I agree with the school's effort to train my child in the Bible and will encourage my child in this and in all other phases of instruction.

I pledge to be an active participant with the school in its efforts to administer discipline to my child in accordance with the standards the school sets.

If my child is voluntarily withdrawn or is requested to withdraw by the school, it is understood and accepted that no refund of registration fee nor tuition will be made.

Also, please be notified that Green Valley Christian Preparatory School is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

Student Covenant Agreement

The **Student Covenant** was developed to create an opportunity for teachers, staff, parents, administration, and students to work as a team to help the student follow Christ and fulfill the purpose and mission of GV Christian Schools (Pursuit of God, Knowledge, Compassion, and Leadership).

Our goal is to help students learn to assess where they are and where they want to go in their walk with Christ (See the M.E.P.S. Assessments above). As students choose to follow the agreed upon Student Covenant they will learn self-discipline and self-control that will lead to right choices. It is very important to set a standard for the school so that the students know what is expected of them. We feel very strongly that by teaching and modeling morals and Christian values the student will develop life skills that will shape them into honorable adults able to lead others to a relationship with Christ.

Every student in Preparatory or High School must sign and adhere to the Student Covenant. The parents will also be asked to sign this agreement so the school and home will be in unity.

Student Signature

Parent Signature

Internet and Computer Usage Guidelines
GV Christian High School
I.T. Policies

In an effort to better prepare our students for their future we are offering a laptop program. This allows each student enrolled, the privilege of using a laptop during the school year in each of their classes, for research, and for assignments. Students in high school will be issued a laptop for classroom and homework use. Along with this great privilege comes great responsibility. The following are the policies and procedures that come with this responsibility.

1. Each laptop will be checked out to the student at the beginning of the school year. This will be done by the IT Department. The student will be responsible for all equipment checked out to him/her. This will include the laptop, power supply, and carrying case. Students will need to return all of the equipment that is checked out to them; not equipment checked out to other students.
2. At the end of the first semester the IT Department will check each laptop for damage or misuse. If the laptop has not sustained damage beyond normal wear the student will be free to take it with them for Christmas Break. If the laptop has sustained damage the laptop will be checked in and repaired before the student can use it again and the student will be charged for the cost of repair. If the damage is deemed to be malicious in nature the laptop privilege will be revoked for the remainder of the school year.
3. At the end of the school year each student will be required to check in each laptop to the IT Department. If the laptop has sustained damage the student will be billed for the cost of repair. If any component checked out to the student is missing then they will be billed for the full cost of the item. If the student fails to check in their laptop and matching equipment they will be billed for the full cost.
4. Only the user assigned to the laptop should be the one using the laptop. Each laptop is assigned a unique computer name and checked out to a specific student. That student is the only person authorized to use that laptop. There is to be no sharing of laptops, power supplies, or carrying cases for any reason.
5. Passwords are to be kept private and never posted in writing. When the student's laptop is checked out they will be given a username and password to access the computer network. This password is not to be shared with anyone else.
6. Students must save all documents in their respective My Documents folder because that folder will automatically sync with the student's personal folder on the network drive for backup purposes. No objectionable or non-school related files or documents are allowed.
7. There are network blocks in place to prevent students from accessing inappropriate web content. Any attempts to get around this block will result in loss of laptop privilege for the remainder of the school year.
8. If something occurs inadvertently, be it accessing questionable web content or someone else taking or destroying another student's checked out property, the student must report this immediately to a teacher, the administration, or the IT Department. Failure to report any of these things will leave the student on record to be held responsible and/or financially liable.

9. All laptops must be contained in their laptop carrying case when not in use to protect the laptop from any unnecessary cosmetic damage. Laptops should also be stored in the students locker contained securely with a lock to protect it from being stolen.

10. If there are any technical support issues that arise with the student's laptop they are to email their issue to the GVCC Help Desk (helpdesk@gvchristian.com). If email is not accessible on the laptop, the student should let their teacher know so the teacher can email the issue to the GVCC Help Desk. Students are not to approach IT staff directly for their issues. The IT staff will not provide tech support for any computer issues that occur outside of GVCHS.

Responsibilities for Computer and Internet Use Brief Synopsis

All hardware and software is to be used for educational purposes. Students assume responsibility for the preservation and care of all hardware and software issued to them.

1. Do not destroy, modify, abuse, add or remove hardware or software in any way.
2. Do not download anything unless given permission by your teacher or IT Directors.
3. Do not share passwords.
4. Do not allow unauthorized use of your laptop, hardware or software.
5. Abide by copyright laws. NO personal software may ever be loaded onto your computer.
6. Make only those contacts leading to justifiable academic progress. Be responsible for the internet choices you make.
7. Report any inappropriate material discovered or received via the internet.
8. Never access chat rooms or game rooms.
9. Use your email accounts only in conjunction with school assignments.

I.T. Policy Disclaimer

The IT Department claims ultimate authority over all computer equipment checked out to the students. If for any reason the IT Department deems it necessary, they reserve the right to remove the laptop privilege from any student at any time. Each student laptop will include monitoring software that cannot be tracked or removed. The IT department will be able to see everything the student does on the laptop. This includes documents accessed, programs used, and internet usage down to the keystroke. Any improper use of the laptop will be noted and handed over to the school administration for possible disciplinary action.

V. SERVICES

Lockers

Lockers and a combination lock are provided as a convenience to students. Students must use the locker and combination lock assigned to them. Students should not share their combinations. Students are responsible to shut and lock their lockers after use. Students are expected to be considerate when closing their lockers. Do not slam the door shut. Lockers may be personalized on the inside **only** with non-permanent, non-marking decorations. Anything deemed inappropriate will be removed and discarded immediately. If a locker is not locked, then the administration will add a new lock at a price of \$10. Students will need to go to the school office to get the new combination.

All books, lunches and other personal items are to be kept in the student's locker during school hours. Items left elsewhere will be placed in the Lost and Found. Students are discouraged from storing valuables or cash in their lockers as the school is not responsible for any lost or stolen items.

Cleanliness: Because lockers contain much of a student's life throughout the day it is vital that lockers be organized and clean. In addition, the areas around the locker areas should also be kept clean. Safety of individuals walking through the hallways and a general look of cleanliness are the major concerns for keeping all classrooms and hallways clean. NOTE: Students will be held accountable for keeping these areas clean by teachers and the administration.

Lockers and combination locks are the property of GVCPS/ GVCHS and are not private spaces. There is to be no expectation of privacy by a student or parent in regard to the use of the lockers. The administration reserves the right to search school lockers and their contents without notice and to require a student to reveal the contents of any personal property brought onto school grounds. The administration also reserves the right to permanently seize any personal property brought onto school grounds that is deemed to be illegal or morally or spiritually offensive. As a reminder, lockers are a privilege and should be treated as an extension of GV Christian Church and Schools. One consequence of a student's choice to abuse the privilege of lockers may be the loss of locker privilege. The student would need to carry all materials, supplies, and books until locker privileges are returned.

Lost and Found Items

All items found at the school are sent to the lost and found center (at the front desk) where they may be reclaimed before or after school. Periodically throughout the school year these items are placed at a table near the front office. If they go unclaimed they will be discarded or given to a charity organization. Students are encouraged to mark all personal items and uniforms that are brought to the school.

Lunch Program

School lunch is an important part of a student's school day. Students may either bring their lunch or purchase a lunch through our school's lunch program: The Lunch Bag. If you are packing your child's lunch please use an ice pack during the warm months to keep the lunch cool. For warm/hot lunch food items please pack in a thermos as students are not able to microwave lunches.

Our Lunch Bag school lunch program is a sack lunch service offered daily through the school year. Students will have a choice of two different sandwich types on most days. On Friday we will try to offer something special (such as pizza). Monthly menus are available at the front desk. Regular size lunches are available for \$3.00 a lunch. This includes a sandwich, two sides, and a bottle of water. A

large lunch is available for \$4.00 and includes two sandwiches, two sides, and a bottle of water. All menu items are subject to change. Children without a lunch or who order after 9:45 a.m. will be provided a lunch at our late lunch rate of \$6.00 for regular lunches and \$8.00 for large lunches. It is our desire that all of our students have nourishment during lunchtime. All lunch charges are added directly to your tuition account. Payment for use of the Lunch Bag program is due weekly on Wednesday by 5 p.m. for the prior week's lunch use. We cannot accept cash, under any circumstances, as a form of payment.

Prep Club

The following information will apply to the Prep Club until the Preparatory School and High School move into their new facility. The Prep Club will be offered each school day from 6:00am to 8:00am. The purpose of The Prep Club in the morning is to provide a safe and monitored environment for kids to finish homework, socialize, and relax until the school day begins. After 4:30pm, students will go to Safe-Key until 6pm. There will be one hour of homework or reading time and one hour of group activity held outside on the basketball court, weather permitting. The cost of this program will be \$5 per student per day. Please know that we have endeavored to offer you and your student a quality program at the lowest possible price.

After students move into the new facility the prep club will be expanded and changed to meet the need of students and to provide a safe environment.

FEES

Activity Fee

The school activity fee is a ONE-TIME fee that is paid annually and covers the cost of your child's yearbook, spirit shirt, school field trips, SAT testing fees, Physical Education equipment and ACSI Student registration fees (Spelling Bee, Science Fair, Art Festival, Math Olympics and Speech Meet). The activity fee is due by June 1st and is both non-refundable and non-transferable. Payments can be made by check, cashier's check, money order or debit/credit card. NO CASH ACCEPTED. If you do not pay the Activity fee by June 1st we will assume that you no longer want your child to attend our school for the upcoming school year. Your child's space will then be released to a child on our waiting list. Please bear in mind that no child is considered fully enrolled into GVCS until the registration fee, book fee, activity fee **and** enrichment fee (if applicable) are all paid in full.

Book Fee

The book fee covers all curriculum books and is both non-refundable and non-transferable. This fee is due no later than May 1st. Payments can be made by check, cashier's check, money order or debit/credit card. NO CASH ACCEPTED. If your book fee is not paid by May 1st we will assume that you no longer want your child to attend our school for the upcoming school year. Your child's space will then be released to a child on our waiting list.

Discounts

A \$50.00 monthly discount will be given to each additional child after the first child, in a single family, on the same account, provided the students are enrolled full time in the pre-school program or the elementary school. Discounts are applied to the oldest qualifying child (ren) in each family. Prep and High school students are not eligible for any discounts and do not count toward the multiple child discounts.

Enrichment Expeditions Fee

This fee covers all special trips that students will take as an integral part of their curriculum. The trips are designed to give field experience to their in-class curriculum. They are educational trips and not to be considered a vacation. This fee covers all transportation, food and lodging for the students. The Preparatory School attends Mountain and Sea Adventure Camps. The Mountain Camp is located in the San Bernardino Mountains. The Sea Adventure Camp is located on Catalina Island. Parents are invited to attend, but would be responsible for all camp costs. The fees for this are non-refundable and non-transferable.

Late Fees

If your monthly tuition payment is not received by 5pm on the 5th of each month your account will be assessed a \$50.00 late fee. On the 20th of each month an additional \$50.00 late fee will be applied to all accounts with any amount of unpaid monthly tuition.

Payments

Payments can be made by check, cashier's check, money order or debit/credit card. NO CASH ACCEPTED. For your convenience we also offer automatic debit/credit card payments. If you are interested in this method of payment please contact the bookkeeping department in person.

Registration

The registration fee covers the administrative cost of enrolling students, entrance tests and screening of students. This is a non-refundable and non-transferable fee.

A registration fee for new students is due upon application for admission. Also, a registration fee is charged each year for each student. This fee must accompany the tuition contract to insure your student's enrollment for the new academic year.

Scholarships

Students may apply for academic and financial need scholarships. The amount is at the discretion of the school and church administration. To apply, contact the school office and complete the necessary forms. If you have further questions contact the school office or the principal.

Sports Fee

A \$100.00 fee will be charged per sport, per student. This fee covers registration, referees and gymnasium rental. Uniforms, based upon the sport, are an additional fee. Volleyball is played in the fall basketball in the spring, flag football in the winter and soccer is TBA. This is an optional activity. Golf is a year-around commitment with the season of play and tournaments to be held in the Spring. Tennis is a year-around commitment with the season of play and tournaments to be held in the Spring. New Sports will be introduced as the school continues to grow.

Tuition

Tuition may be paid in full prior to August 1st or in ten consecutive monthly payments August 1st thru May 1st. Payments can be made by check, cashier's check, money order or debit/credit card. NO CASH ACCEPTED. For your convenience we also offer automatic debit/credit card payments. If tuition was not paid in full then your monthly payment is due on the first of the month for ten months beginning on August 1st and ending on May 1st. Monthly tuition payments are due no later than 5pm on the 5th of each month, August thru May. Should the 5th fall on a holiday or weekend your payment is due the next business day by 5pm. All fees and tuition payments must be placed in the drop-box on the left side of the wall by the school's front entrance. If you have a balance due on your account, you will receive an email and a message through info direct with your balance. *Tuition will not be refunded if, for any reason, you decide to withdraw your child.* Should your account become delinquent and be sent to our collections agency you will not be allowed to return to GVCS in the future.

VII. GENERAL POLICIES AND INFORMATION

Attendance

We feel a student must regularly be in attendance in order to gain the most from his or her education. Absences will be excused only for personal illness, death in the family, or other such emergencies. If a student is to be absent from school for any other reason, the parent should contact the student's teacher.

Limitation of Absences

Regular student attendance is critical to the student completing course work required for earning credit and/or being promoted to the next grade. Both in-school and out-of-school learning activities and assignments contribute to a student's ability not only to attain a passing grade in a course, but also to master the standards for each course of study.

Excessive Absenteeism; Denial of Credit; Retention

In order to demonstrate conformity to national standards individual student absences should be limited to a maximum of ten (10) total absences per semester.

A student's medical illnesses or conditions may prevent a student from meeting the above goal, and absences which are due to the student's physical or mental inability to attend school, if properly documented and submitted to the school within the timelines defined by this regulation, will not be included in the determination of a student's denial of credit or retention if the student has completed course-work requirements.

Un-Approved Absences

For the purpose of this subsection, all arranged absences in excess of ten (10) during a school year shall be considered unapproved. All arranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved.

Approved Absences

Explanations by the parent, legal guardian, or physician stating the reason the student was absent must be presented to the teacher or principal not later than three days after the student returns to school. Absences shall be approved for the purposes of attendance by the following.

1. The student is physically or mentally unable to attend school, or the absence is related to the student's disability and the course work has been completed.
2. The approval of the teacher or principal or his designee has been given for an unavoidable absence due to an emergency.

Early Dismissal

A parent who wishes to pick up their child before the regular dismissal time is asked to send a note to the child's teacher giving the reason for the early dismissal and the time the child will be picked up. Please make every effort to handle arrangements for early dismissal in this manner, rather than by a telephone call to the school. All children must be picked up and signed out from the office. The student is responsible for any work missed due to leaving early. Please bear in mind that early dismissals are highly discouraged. **Please note that no child can be released for early dismissal after 3:00 pm.**

Tardiness

Student tardiness is a serious disruption to the educational process. Tardiness interferes with time to teach and infringes on the educational rights of other students. Students must be able to arrive to their

classroom by the start time. Students who arrive at school after start time must come to the office for a tardy slip. The student must then give the tardy slip to their teacher in order to be admitted to class. Any student arriving late to class without a tardy slip will be sent to the office to get a tardy slip.

Each student is allowed 5 unexcused tardies per school year. Students that exceed that amount (5 unexcused tardies) may not be allowed in class on days they are late in order not to disrupt classroom learning. Tardies in between classes will be handled by class teachers and will result in citizenship point reductions.

A student who is not physically present in the classroom at the start of the instructional period but reports to the classroom after that time is to be marked tardy. Corrective discipline will be taken and is found in the Student Covenant section of this handbook. If the student misses more than thirty (30) minutes of the instructional period, the student has missed an essential part of the learning experience. Therefore, for purposes of attendance enforcement, a student who is more than thirty (30) minutes late to any class period shall be counted absent from that class, and the teacher shall mark the roll book accordingly. If a student arrives after 11:00am, the day is counted as a half-day absence.

Cell Phones and Other Personal Electronic Devices

Cellular phones, iPods, pagers, and other electronic devices are not to be on or visible during school time. Cell phones are not to be used during school hours (8:40 – 3:45). This is without exception. iPods or other music players may be allowed during some classes at the discretion of the teacher. Any electronic device being used during this time (without permission of teacher) may be confiscated by any staff member and brought to the administration office. They can be picked up by the parent only. If the student chooses to disobey this rule as a habit the administration will arrange a parent/student meeting to determine the proper discipline.

Office Hours

The school office is open for business each school day between 8:00am and 4:30pm. Anyone who needs information concerning preparatory or high school policies and activities or has questions may call or visit the school office between 8:00am- 4:30pm. Except in the case of emergency we encourage parents to contact teachers during non-teaching hours. Teachers meet every Wednesday from 4:00 p.m. to 5:00 p.m. so the administration asks that parents respect this time for training, planning, and team building.

If a parent must bring homework, books or other materials to their student during the school day, they must first report to the office. In emergency situations the school will relay messages to students; however, the office cannot be responsible for messages which are not received at least thirty minutes prior to class dismissal.

Teachers are happy to arrange conferences with parents. Arrangements may be made by a written note, a telephone call or email. When a parent finds it necessary to visit a classroom during the school day, they must first report to the office. We encourage parent participation. Parents are welcome to attend all events, serve as a chaperone, visit the classroom, or volunteer in the classroom.

Orientation

At the beginning of each school year there is an orientation or open house for the parents of all students enrolled at Green Valley Christian Preparatory School. At least one parent of each student must attend.

Parent-Teacher Conferences

Parent-teacher conferences provide an opportunity discuss the student's progress and needs. These conferences are formally scheduled and can be found in the calendar. The first parent-teacher conference is scheduled four to five weeks after the beginning of school. Unscheduled conferences may be needed, and parents are always welcome to ask for extra conferences to discuss their student's progress. We do ask, however, that parents call or write requesting a conference with the teacher before coming. Teachers are normally in the classroom until 4:30pm on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

Parking Lot and Vehicle Violations

While you are dropping off and picking up your child, please park in the designated parking areas only. Please **do not park in the handicap parking spaces or near the front entrance by the fire hydrant. Also, please do not park in areas that will inhibit or interfere with traffic flow. For the safety of our children**, please adhere to a maximum speed of 5 MPH while on school property. Also, for the safety of all, please enter and exit only through the appropriate, marked entrance and exit areas. Violation of the parking lot rules could result in a \$25.00 fine.

Phone Usage

Office telephones are restricted to business use. A telephone is available for student use before and after school, at lunchtime and for emergencies during the school day. Students must have permission from a teacher or office staff member before using the telephone.

Programs

Throughout the year GV Christian Schools perform a number of dramas, concerts and awards programs. Students from all three schools (elementary, preparatory, & high) are given opportunities to perform, be honored, and provide a place for the entire GV Christian family to come together. Please refer to the school calendar for specific dates. All students are encouraged to participate.

Room Parent

Green Valley Christian Preparatory and High School strongly recommends our parents to visit and volunteer in our classrooms. To volunteer and /or visit in your student's classroom please contact your student's teacher directly.

School Hours

The facility is open five days a week year round with the exception of the holidays listed on the school calendar. School hours are 8:40 a.m. – 3:45 p.m. The Prep and High School are closed campuses and students will not be allowed to leave campus unless accompanied by a designated adult.

Sickness, Injury and Medication

If your student becomes sick at school or is injured during school we will notify you immediately. If we are unable to contact the parents we will proceed to contact the people listed as emergency contacts and/or authorized escorts. A student who is ill and/or contagious will remain in the office until an authorized escort can pick them up. If you are called to pick up your student, we ask that you come within one hour from the time of the call.

If your student shows any signs or symptoms of illness such as a runny nose, sore throat, fever, stomachache, unknown rash or itching eyes, your student must be kept at home. Please notify the office if your student will not be attending school due to illness. This facility reserves the right to deny admission to any student suspected of having a communicable disease.

Office and staff personnel are not allowed to dispense over the counter medication such as aspirin, Advil, Motrin or Tylenol. **Over the counter medication may be dispensed at school with a doctor's prescription only.** Students are not allowed to carry these items on campus. Prescription medication must be signed into the office with a doctor's note or prescription bottle with a signed parental permission form. Inhalers must also be kept in the office. When a student's temperature is greater than 99.0 they must go home and cannot return to school for 24 hours.

Student Drivers

Students who drive to GV Christian Schools must abide by the same rules as adult drivers. Parking is permitted only in the northeastern parking lot (changes will be made after school is moved to new building). Only upperclassmen, 11th & 12th grade, will be given permission to drive to school. Once student is at the school the campus will be considered a closed campus and the student will not be allowed to leave until the end of the school day or by permission of parent.

Visiting the School

Students must get permission from the administrator before bringing visitors to school. We prefer that students do not bring visitors unless they are prospective students. Visitors must abide by the same standards of dress and conduct as Green Valley Christian Preparatory and High School students. During school hours parents must check in at the school office for permission before going to a classroom.

Withdrawals and Dismissals

Withdrawals from school must be made by the parent in person through the Director's Office and the Business Office. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges will continue until the bookkeeper has received this form. Records will **not** be released until all debts are paid and all textbooks and materials have been returned.

OTHER:

School Colors - Preparatory

White, Khaki, Blue

School Mascot

Eagle

School Colors – High School

White, Khaki, Blue, Red, Black

School Mascot

Eagle

Publications

Weekly Newsletter

Website

Eagle News – Monthly Newsletter

Memory Book – Annual Yearbook

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America
And to the republic for which it stands
One nation under God, indivisible, with liberty and justice for all.

Pledge to Bible

I pledge allegiance to the Bible, God's holy word.
I will make it a lamp unto my feet and a light unto my path.
I will hide God's word in my heart that I might not sin against God.

Pledge to Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands;
One Savior crucified, risen, and coming again with life and liberty for all who believe.

Statement of Faith

THE ESSENTIALS WE BELIEVE

1. About God

God is the Creator and Ruler of the universe. He has eternally existed and manifested as three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. Gen. 1:1,26,27, 3:22; Psalms 90:2; Matt. 28:19; 2 Corinthians 13:14; 1 Timothy 3:16

2. About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matt. 1:22,23; Isaiah 9:6; John 1:1-15, 14:10-30, Heb. 4:14,15; I Cor. 15:3,4; Rom. 1:3,4; Acts 1:9-11; I Timothy 6:14,15; Titus 2:23

3. About the Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, guidance for doing what is right, and power to resist temptation. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily. 2 Cor. 3:17; John 16:7-13; 14:16,17; Acts 1:8; I Cor. 2:12; 3:16; Eph. 1:13; Gal. 5:25; Eph. 5:18

4. About the Bible

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. 2 Timothy 3:16; 2 Peter 1:20,21; I Timothy 1:13; Psalms 19: 7-11

5. About Human Beings

People are made in the spiritual image of God, to be like him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life. Gen. 1:27; Psalms 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2

6. About Salvation

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turned from our self-ruled life and turn to Jesus in faith, we are saved. Man's only hope of salvation is to repent and receive forgiveness and new life through faith in Jesus Christ. Romans 5:1, 6:23; Eph. 2:8-9; John 14:6; Titus 3:4-7; Gal. 3:26

7. About Eternity

People are created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in unison with Him is eternal life. Heaven and Hell are real places of eternal existence. John 3:16; 2:25; 5:11-13; Romans 6:23; Rev. 20:15; Matt. 1:8; 2:44,46

8. About Baptism in Water

Water baptism is an individual's expression of their relationship with Christ. Baptism symbolizes cleansing from sin and identification with Jesus. It is an outward expression of what Christ does inside a person's heart. Baptism happens subsequent to salvation but is not required for salvation. Matt. 28:19; 3:6; Acts 10:47-48; Romans 6:4

9. About the Baptism of the Holy Spirit

All believers are entitled and should expect and seek the promise of the Father, the baptism of the Holy Spirit. This was a normal experience of all the early Christian church and is for the church today. This experience is distinct from and subsequent to the experience of salvation. With the baptism of the Holy Spirit comes such experiences as an overflowing fullness of the Spirit, a deepened reverence for God, an intensified consecration to God and dedication to His work, and a more active love for Christ, for His Word, and for those who need God. Acts 1:4,8; Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9; John 7:37-39; Acts 2:42-43; Mark 16:20

10. About the Second Coming of Jesus Christ

Jesus promised that He would return for His people. The second coming includes the rapture of all those who have put their faith in Jesus Christ. Matt. 24:27; Acts 1:11; Thessalonians 4:13-17

M.E.P.S. Assessment

Personal Evaluation Form

All questions are based on the previous seven days (Thursday through Wednesday). This is an assessment tool so it requires that you be honest in evaluating yourself. It is more important that you demonstrate growth over the coming year than to score high marks. Remember the

Area	Score				Total
	0	1	2	3	
Mental					
Mental Purity					
Effective Learning	Critical thinking				
Academic Success				complete all homework assignments on time, come to class prepared to learn every day.	
Have you taken steps this week to improve your Mental part of M.E.P.S.	NO	0 points	YES	1 point	
Emotional					
Right Heart					
Esteem & Confidence					
Relationships & Leadership					
Have you taken steps this week to improve your Emotional part of M.E.P.S.	NO	0 points	YES	1 point	

Physical					
Personal Care	Showed fewer than 3 times, brushed teeth fewer than 2 times, hair is knotted, unclean, and unkempt, others complain of your bad breath and body odor.	Showed or bathed, brushed teeth at least 3 times. Hair was clean and well-groomed for part of the week. Rarely checked breath and body odor.	Showed or bathed, brushed teeth at least 4 times. Hair was clean and well-groomed for most of the week. Occasionally forgot to check breath and body odor.	Showed or bathed at least 5 times, brushed teeth daily, kept hair clean and well-groomed, kept breath and body-odor unnoticeable.	
Eating & Sleeping Habits	Ate more than 5 fast food meals in past week. Ate many snacks and drank numerous sodas. Slept less than 5 hours.	Ate between 2 and 5 fast food meals, sometimes drank sodas, and about ½ of my meals were well-balanced. Ate breakfast less than 4 mornings. Sleep 5 – 7 hours on average.	Ate between 2 and 5 fast food meals, rarely drank sodas, and most meals were well-balanced. Ate breakfast most mornings. Sleep 7 – 9 hours on average.	Ate less than 2 fast food meals. Meals were well balanced with meats, starches and vegetables. Drank less than 2 sodas. Ate breakfast every morning. Sleep over 8 hours.	
Exercise	Did not exercise or participate in any sport. Do not partake in any outdoor or indoor activity.	Exercised less than 1 time this week. Only occasional participate in other physical ventures.	Exercised 2 or 3 times this week for at least 20 minutes.	Participated in more than 30 minutes of aerobic exercise 4 or more times.	
Have you taken steps this week to improve your Physical part of M.E.P.S.	NO	0 points	YES	1 point	
Spiritual					
Knowing Jesus					
Following Jesus					
Showing others to Jesus					
Have you taken steps this week to improve your Spiritual part of M.E.P.S.	NO	0 points	YES	1 point	
Bonus Point	Have you read all of your answers above?				
	YES	0 points	NO	1 point	
Average					

Service Project

Introduction: We want to encourage students to leave a legacy to succeeding generations of students attending GV Christian Schools. The following materials will help the graduating classes create and complete a successful project.

Workbook: One of the great benefits of this project is a plan and strategy which will help you complete this project. This workbook will help you organize, plan, and track the ongoing progress of your project.

Requirements: This Service Activity must be a benefit to either the church, your community, or to the school. This project will require an important opportunity to show leadership skills. You will need the assistance of the principal or class advisor to work on these leadership requirements. The workbook will give you a step by step plan to follow and will include: Fact-finding to determine need, resources available or needed, pictures before and after the project is completed, step-by-step plan, record of time required to complete project, and list of those who assisted you in the project.

There are no size requirements of the project. The time requirement is by May 31 of your graduating year. Your principal or class advisor can assist you in determining an appropriate project. You will need to begin work on this project as soon as possible. Begin by talking with your principal and they will assist you and serve as consultants for the project

Examples: Sometimes the question is where do I begin? Not sure what you should do? Your project does not have to be original, in other words, something no one else as done, but it does have to be initiated and planned by the class! Below we have included some samples for you to help you begin thinking about what you would like to do. But don't let this list limit the possibilities. You know your church, school and community well and understand the needs, so go out and find a pressing need and fulfill it!

- o Design and implement a plan to landscape the church
- o Help organize, plan, and serve on a training or activities event for elementary
- o Consult with the pastor or church board to help design and paint the appropriate parking spaces for the handicapped
- o Plan, organize, and implement a plan to provide an afterschool tutoring or activity program.

Brief Outline: Follow the plan below. This plan will get you started on the project. This workbook must be completed in order to qualify for the Service Project.

Before you start:

- o Consult with Principal
- o Who will benefit
- o Establish an approximate timeline for completion

Describe the project:

- o Write out a general description of the project. The information should include the place, timeline, and purpose of the project.

Who will benefit from your service project?

Benefiting Church, School, or Community

Address City State Zip

My project will help this group because:

The above service project was discussed with and approved by my principal on:

_____ Date

The service project was discussed with and approved by the group's representative on:

Church, School, or Community Representative's Name Date

_____ ()
Church, School, or Community Representative's Title Phone Number

Materials Required:

- ⊖ Project the type of materials needed
- ⊖ Make projections as to the cost of the materials needed
- ⊖ Plan the necessary fundraising, if necessary

Approximate Time for Completion:

- ⊖ Include a beginning and ending date
- ⊖ Make an estimate as to the number of hours needed

Helpers:

- ⊖ List the parent and class advisor or pastor who will act as consultants to the activity
- ⊖ Approximate the number of helpers needed to complete the activity

After Completion:

- o Be able to explain how you learned and implemented leadership skills
- o Keep good records and photographs of the activity
- o Present the information and workbook to the principal or pastor for final approval

Project Plan

Provide the details of your work plan by describing the present situation. Include “before” pictures, if appropriate. Describe how the project will be completed by listing the major tasks that will need to be carried out. List the materials and equipment needed to complete they project. How many helpers will be needed and what will their assignments be? Are workers with specific talents or skills needed? Are there any safety issues that need to be considered for this project? Will training need to occur before the work starts? Include an estimated project schedule describing the time needed to complete the project and its various tasks. Use additional paper if necessary and include in work plan.

“Before” Photos

Attach to additional paper and place in your workbook.

Service Project Plan Approval Signatures

Project plan reviewed and approved by:

_____ Date

_____ Date

STOP: Before continuing with your service project, you must have completed all the planning details and obtained all the approvals.

Completing the Project

Materials Used to Complete the Project

Type of Material

Costs

Time Spent by Others Working on the Project

Enough time should be spent on the project to demonstrate your ability to work as a class and a team during the planning and completion of your service project.

Name

Date

Number of Hours

Time I Spent Working on the Project

Time Spent Planning the Project _____
Time Spent Completing the Project _____
Total Project Hours _____

Leadership Skills Learned

Explain or give examples of how you learned or developed new leadership skills during the project.

Changes to the Plan

List any adjustments that had to be made to your original plan, if any, and explain why they were made.

Problems Encountered

Describe any problems that were encountered during the project, if any, and explain how they were solved.

“After” Photos

Attach to additional paper and place in your workbook.

Completed Project Approvals

Project Start Date _____ Project Completion Date _____

I respectfully submit this project for your final review and approval.

Applicant's Signature

Date

Principal's Signature

Date

Church, School, or Community Representative's Signature

Date