




2024-2025

**GRAND CHRISTIAN PREP
STUDENT HANDBOOK**

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FOUNDERS MESSAGE



The Divers
Founding Family

Hello, we are James and Renee Diver, and we have been an active part of the Grand Lake Community for almost 20 years. To be clear, we never thought we would be building a school. However, as parents to daughters Alice, Lyla, and Evelyn, quality education is at the forefront of our minds. When public schools closed their doors in March 2020, we saw the negative impact it had on working parents. As successful entrepreneurs, we were fortunate that Renee could stay home with our daughters. However, we quickly learned just how hard it is to teach, and that great teachers are essential to the growth and development of all students.

Enter Grand Christian Prep. This 3-year-old through 8th-grade private Christian school is the product of much prayer and many people entering into our lives in what can only be described as God's perfect timing. Together, with our GCP teachers and staff, we have created something remarkable. GCP is a school where kids are encouraged to be kids. A place where achievement is less about test scores and more about interpersonal communication, pursuing kindness, developing critical thinking skills, and achieving personal growth. A focus on Faith, Family, and Freedom has sparked an environment where students and families alike are thriving, and honestly, there is nowhere else we'd rather be.

We want to thank the parents, students, staff, and friends who have walked in faith with GCP from the beginning. Your belief in the vision is what kept us pushing. We look forward to rounding out our middle school with the addition of 7th & 8th grades in 2024-2025. As Proverbs 22:6 says, "Train up a child in the way he should go, and when he is old, he will not depart from it." We believe this to our core and will continue to hire only the best certified teachers and support staff for Grand Christian Prep.

Thank you for trusting us with your most precious gift, your children.
Blessings & Sincere Gratitude,
James & Renee Diver, Founders, Grand Christian Prep

GRAND CHRISTIAN PREP VALUES

What is Grand Christian Prep?

A likeminded collection of parents, guardians and teachers who believe we should be aware of what our children learn, see and do in a classroom. We believe in developing critical thinking skills versus educational programming. We are Christians with a heart for God, and believe that to whom much has been given, much is required. Bible Studies and focus on personal responsibility are a part of our daily curriculum. We believe a solid Christian foundation paves the way for future successful leaders and compassionate human beings with common sense values.

What can you Expect?

- Accountability
- Critical thinking
- Original, grade-specific curriculum
- Certified teachers and teachers aides
- STREAM focus (Science, Technology, Robotics, Engineering, Art & Math)
- Hands-on learning
- Christian values
- Daily Bible classes
- Alternating block classes for Spanish, Art, Music, Homesteading, and Health & Fitness
- Group and independent projects
- Plenty of outdoor recess and fresh air
- Daily pledge of the Christian flag, American flag, and Holy Bible

GCP Vision Statement:

Grand Christian Prep will be a place where young men and women strengthen their Christian values, embrace the importance of family, stand united in freedom, and hone their critical thinking skills to discern the difference between good and evil in the world; while simultaneously achieving their highest personal and academic potential.

Unity in Christ:

Grand Christian Prep teaches and upholds the Biblical principles found in scripture. We affirm our unity in Christ and that we are all created equal in God's eyes. We condemn the current politically charged motives inspiring violence and causing division within our country. We will continue to teach the love of Jesus Christ, and rely on God to see us through these difficult times, knowing He is the Truth, the Light, and the Way.

GRAND CHRISTIAN PREP **VALUES**

GCP Mission Statement

The mission of Grand Christian Prep is to provide a space in the Grand Lake community where God and family are welcome and celebrated; as well as deliver a solid Christian educational foundation that paves the way for every student to:

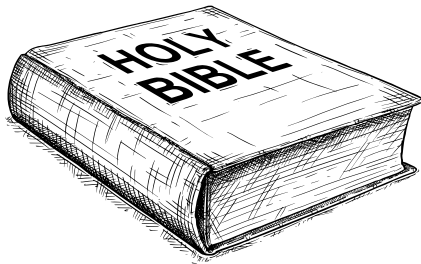
- Know and honor Jesus Christ,
- Understand and uphold the core principles of Faith, Family and Freedom,
- Become compassionate critical thinkers who seek God's truth and wisdom at all times,
- Employ common sense values and life skills that translate far beyond the classroom,
- Accept personal responsibility and be accountable for their actions; acknowledging the affect those actions have on their peers, community, and humanity; and
- Pursue excellence and integrity in their daily lives.

"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6

GRAND CHRISTIAN PREP BELIEFS



Statement of Faith:



Genesis 1:27 is very clear. "So God created mankind in his own image, in the image of God he created them, male and female he created them." It wasn't random or haphazard. God intricately knit every human being in the womb (Psalm 139:13). Treat every single person you encounter the way God intended —as His beautiful creation. God's people are reminded to "clothe yourself with compassion, kindness, humility, gentleness and patience" (Colossians 3:12).

Articles of Faith:

Grand Christian Prep believes...

- The Holy Bible is the inspired, infallible, and authoritative Word of God. (1 Cor. 14:37; 2 Tim. 3:16, 17; 2 Pet. 1:21; Hebrews 4:12-13)
- Jesus Christ is the one and only Son of the Living God and that he is the central theme of all history and is the ultimate authority of what men say, do, or believe. (Jn. 3:16, 17; Col 1:15-18)
- Jesus Christ lived a sinless life and shed his blood and died on a cross as a sacrifice for the sins of the world. (Jn. 1:29; Romans 5:9; Heb 9:14)
- Jesus Christ rose bodily from the dead, ascended to Heaven, and will personally return in power and glory. (Acts 1:9-11; 1 Cor. 15:3-5; 1 Thes. 4:13-18)
- Salvation is by God's grace and is accepted and sustained by one's active, obedient faith in Jesus Christ as absolute Lord. (Romans 5:1; Eph 2:8-10; Jas. 2:14-18)
- The Holy Spirit dwells in all true believers and gives them the desire and power to live a holy life. (Jn 14:16-17; Acts 2:38; Rom. 8:5-9)



GRAND CHRISTIAN PREP BELIEFS



Family:

Grand Christian Prep believes that a family united in Christ is a family prepared to raise happy, healthy, productive members of society. We believe the value of parental involvement in the education of children is unparalleled. We encourage parents, grandparents and other family members to attend GCP class parties and events; and we consider the whole of our GCP students, parents, teachers, staff, and supporters family of our own.

Genesis 1:27-28: So God created man in his own image, in the image of God he created him; male and female he created them. And God blessed them. And God said to them, "Be fruitful and multiply and fill the earth and subdue it, and have dominion over the fish of the sea and over the birds of the heavens and over every living thing that moves on the earth."

Freedom:

Grand Christian Prep believes:

- In the Constitution of the United States of America
- In the Bill of Rights
- In the 1st & 2nd Amendment
- In Personal Responsibility of Every Citizen to Uphold Respect for the Flag and What it Represents
- In Individual Rights to Privacy
- In Freedom of Choice for Education



*Now the Lord is the Spirit, and where the Spirit of the Lord is, there is freedom.
2 Corinthians 3:17*

EDUCATIONAL EXCELLENCE

Organization and Goals:

Grand Christian Prep is a private, non-denominational, for-profit school, founded in 2022 by James and Renee Diver with the goal of providing quality Christian education to the families of the Grand Lake area. GCP accepts no state or federal funding, so the school is not beholden to any curriculum that does not align with its Christian mission.

For the 2023-2024 school year, GCP expanded to include 5th & 6th Grades, and split our Preschool Cubs Program into a dedicated 3 Year Old and 4 Year Old Class. For the 2024-2025 school year we will expand to include 7th & 8th Grades making GCP a true K-8 Private Christian School.

If there is enough interest and God provides, we would love to have a private, accredited High School program one day.

Further development of GCP's Homesteading and STREAM classes are at the forefront, as well as implementation of a Robotics Lab. We are also looking at ways to introduce soccer, tennis, archery and equestrian programs/teams into our curriculum as resources become available.

Accreditation:

GCP is actively working towards accreditation in partnership with the International Christian Accrediting Association (ICAA) and Oral Roberts University (ORUEF) in an effort to open up the full school choice tax credit for tuition payments to our GCP families. This process began in 2024 and can take up to a year to complete. The ICAA is recognized by the Oklahoma Private School Accreditation Commission (OPSAC). ICAA is an accrediting association serving Christian schools with early childhood, elementary, and/or secondary students and is dedicated to advancing the cause of Christian education both in the United States and internationally. ICAA has established a quality accreditation process and standards that will guide a school to achieve and maintain a high level of educational quality within the context of a strong Christian culture and identity that is recognized and accepted by appropriate authorities, other schools, education policy makers, families and other stakeholders. To learn more visit [icaa.us](https://www.icaa.us).

Non Profit Foundation:

It is also the desire of GCP to set up a non-profit GCP Foundation that would provide tax deductions for future fundraisers, donations, and scholarships.

Jesus looked at them and said, "With man this is impossible, but not with God; all things are possible with God." Mark 10:27

EDUCATIONAL EXCELLENCE

School Board:

The following members presently serve on the Grand Christian Prep School Board:

Mr. James Diver
Mrs. Julie Earp
Dr. Kevin Johnson
Mrs. Patricia Williams
Mr. Jack Wimer

GCP's School Board conducts its regular business once per quarter in January, April, July, and October on the second Tuesday of the month at 5:30pm on the GCP Campus. School board meetings are open to parents. However, if a parent wishes to speak to the board, he or she should notify the GCP Head Administrator in writing 7 business days in advance of the quarterly meeting so that the item might be placed on the agenda.

Personnel:

The only way to ensure having a strong and exceptional school is to have a strong and exceptional staff. All of our pre-K through 8th Grade teachers are professional Christian educators who hold degrees from accredited institutions of higher learning.

Every person serving the school in a leadership or staff position must be committed to the Lordship of Christ, to the divine inspiration and authority of His Word - the Holy Bible.

Communications:

A monthly newsletter from GCP's Head Administrator is distributed via hardcopy and email each month. This publication includes a Monthly Reading Calendar outlining important dates for school functions, holidays and closings; as well as "Updates from the Pride" to inform parents/guardians of seasonal news, policy updates, fundraisers, etc.

Daily and weekly updates will come from student's teachers via hard copy print outs, social media posts and/or text/email.

In the instance of an emergency situation (lockdown, fire, tornado, etc.), an immediate text alert will be sent through the GCP All Call Text System.

Every GCP family is encouraged to regularly access to the FACTS system "Parent Portal" for student billing information and other important updates.

GCP believes in open communication and transparency. If a parent/guardian ever has a question or concern, our Main Campus Office and Head Administrator are ready and available to talk or set up a meeting during school hours, M-F, 8:30am-3:20pm.

"Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith." Hebrews 13:7

GUIDING PRINCIPLE

God's Word.

The foundation of Grand Christian Prep's success is based on Faith, Family and Freedom. Part of the Family equation is that we are dedicated to partnering with our families for the education of their students. Grand Christian Prep holds biblical views on human sexuality and gay marriage and we want prospective families to understand that. We feel that this is only fair given the disagreement and discord in our society over such issues. Daily Bible classes are mandatory for every Grand Christian Prep student. New International Version Student Bibles are provided and studied in depth so that by the time a student has proceeded through 8th grade they have a firm grasp on the Word of God. Our prayer is that each student graduates with the confidence to go out into the world promoting Christian values and love; keeping in mind that no matter what identity a person chooses, that individual was created in the image of God. Genesis 1:27 is very clear. "So God created mankind in his own image, in the image of God he created them, male and female He created them." It wasn't random or haphazard. God intricately knit every human being in the womb (Psalm 139:13).

ACADEMIC REQUIREMENTS

Grading Reports:

The grading scale for 1st-8th Grades is as follows.

100 – 90% = A

89 – 80% = B

79 – 70% = C

69 – 60% = D

59 – 0% = F

Pre-K3, Pre-K4, and Kindergarten use the letter grading system.

MS = Mastered Skill

S = Satisfactory

NI = Needs Improving

U = Unsatisfactory

P for Passing and F for Failing may be used in some classes.

A Social/Emotional Rubric is also charted for each student to gauge where students are excelling or lacking with regards to communication, personal responsibility, peer interaction, daily mindset, and active learning goals.

Report Cards are issued every nine weeks. The semester grade is recorded on the student's permanent record. Parent/Teacher Conferences are held in October and March of each year.

Honor Roll:

Students in Grades 1st-8th will be recognized for significant academic achievements when each semester Report Card is issued.

Students with a GPA of 4.0 (straight A's) will be placed on the Founders Honor Roll.

Students with a combination of A's and B's and a GPA of 3.65 and higher will be recognized on the Lions Honor Roll.

Monthly ROAR Awards:

Each month your student's homeroom teachers will announce a boy and a girl winner of the ROAR Award. ROAR stands for: Respect, Ownership, Attitude and Responsibility.

Student of the Year:

Each classroom will vote on the student they deem "Student of the Year." This student will be voted on solely by their peers and be chosen on the character strengths of kindness, respect, helpfulness, sharing, going above and beyond in the classroom, being a good friend, being a good leader, and consistently following God's word.

ACADEMIC REQUIREMENTS

Promotion and Placement:

Below is an outline of the qualification standards to be admitted as a student to Grand Christian Prep. Occasionally there will be exceptions to the age restrictions, but such exceptions are dependent on Head Administrator, Teacher, and GCP Board approval.

Grand Christian Prep Cubs Program:

PreK-3 Year Olds: Student must be 3 years old on or before September 1st of the school year.
Student must be fully potty trained.

PreK-4 Year Olds: Student must be 4 years old on or before September 1st of the school year.
Student must be fully potty trained.

Grand Christian Prep Lions:

Kindergarten: Age 5 on or before September 1st of the school year and fully potty trained.

1st Grade: Age 6 on or before September 1st of the school year

2nd Grade: Age 7 on or before September 1st of the school year

3rd Grade: Age 8 on or before September 1st of the school year

4th Grade: Age 9 on or before September 1st of the school year

5th Grade: Age 10 on or before September 1st of the school year

6th Grade: Age 11 on or before September 1st of the school year

7th Grade: Age 12 on or before September 1st of the school year

8th Grade: Age 13 on or before September 1st of the school year

Occasionally, it may be recommended by the administration that a student be retained in a class/grade for a second year; or advanced to skip a grade. Such a recommendation is only made after careful evaluation of the student's academic performance, ability, social development, and age/grade placement; and is dependent on the consensus of the Head Administrator, Teacher, and GCP Board.

Christian Service Requirement:

All students grades Kindergarten through 8th Grade will be required to do 15 hours of Christian (community) service per year. A minimum of 5 of these service hours need to be completed by the end of the first semester. The GCP Bible Mentor will provide each student with detailed information on this service commitment. The completion of the Christian service hours will be a part of each semester's Bible Class grade and be due 7 days prior to the end of each semester.

Bible Class Requirement:

As part of GCP's curriculum, Daily Bible classes are mandatory for every Grand Christian Prep student. New International Version Student Bibles are provided for each Lion beginning in 1st Grade.

ACADEMIC REQUIREMENTS

Bucks Day Program Participation Requirement:

All GCP Students participate in GCP's annual Bucks Day, held in April or May each year.

Purpose:

To reinforce good behavior through a means of positive recognition.

To teach principles of entrepreneurship, sales, marketing, and business planning in a fun and engaging way.

How it Works:

Students will decorate individual Bucks Banks (cardboard boxes provided by GCP) and have the opportunity to earn Bucks (play money) from their teachers all school year for excelling in any of the following areas:

- * Good behavior * Job well done * Going above and beyond * Acts of kindness**
- * Helpfulness * Academic achievement/success * Etc.**

Bucks can be handed out throughout the day, or at the end of the day as a group activity. All Bucks should be deposited in the Bucks Banks for safe keeping. Please note...not every student may earn Bucks every day, and that is okay. Bucks should be awarded for a reason. Bucks can be taken away for repeated negative behavior, but the goal is for Bucks to be a positive reward students strive for versus a punishment.

What do we do with all these Bucks?

At the end of the year we have BUCKS DAY! This is a fantastic event where the students are tasked with the following:

- 3rd-8th Graders will individually choose a product or service to offer their peers. Students are welcome to sell anything they think their peers would like to buy. It could be edible, something they design/create, something they buy at the Dollar Tree and resell...whatever they think their peers will buy is key. They are also responsible for setting the price point for their product/service.
- Large moving boxes will be provided for 3rd-8th Graders to take home to be decorated into custom Bucks Booths (aka the storefronts they will use to market/sell their product or service).
- 3 Year Olds through 2nd Grade Classes: If you would like to do a Class Bucks Booth you are more than welcome to do so. This age group is just a little too young to be tasked with creating individual business plans. However, they will LOVE the shopping aspect of Bucks Day!
- On Bucks Day, all students will be allowed to shop at the Bucks Booths with the Bucks they have earned throughout the year. This is an incredible opportunity for understanding how much products/services cost, what is in high or low demand, counting out change, etc. Parents are encouraged to assist their child on Bucks Day and help them keep track of their progress and purchases.
- 3rd-8th Grade students will be provided tracking sheets to track what they SPENT on their product/service and what they SOLD their product/service for.
- The Store Owner that makes the most profit is the WINNER! (Of course every student really wins because they finally get to spend their hard-earned bucks!)
- There is also an independent judging/award for Bucks Booths based on creativity and display.

ADMISSIONS POLICIES

Grand Christian Prep is a private, for-profit Christian school and believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student. Attendance at GCP is a privilege; students attend at the will of the GCP Board and are enrolled for one academic year at a time.

GCP desires for all students to succeed. Thus, application for enrollment of each student will take into consideration academic competence, information gained from interviews, references, previous school records and assessments.

Because GCP does not have the personnel or resources to work with children who might have a significant learning disability and/or those who have a history of social or behavioral problems, we are unable to accept these students. This is not intended to be a reflection on the student but to keep the school from enrolling students whose needs the school cannot meet.

GCP does not discriminate on the basis of race, color, or national origin in the administration of its admission policies. GCP welcomes the enrollment of students of all races and nationalities, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school. Final admission will be based on the policies stated above, classroom availability, and the Admission Procedures listed within this Student Handbook.

"Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth." 2 Timothy 2:15

ADMISSIONS PROCEDURE

Step 1: Online Inquiry

Visit www.grandchristianprep.com/admissions

Click the Inquire button under Step 1

Fill out the indicated forms and press Submit.

Our Administration Team will contact you to answer any questions and/or set up a tour.

Step 2: GCP Campus Tour and Admission Assessment

Each potential enrollee is asked to tour the GCP Campus with a member of our Administration Team, complete an Application Packet, and take part in a personal interview with an administrative staff member, prospective student, and parent/guardian prior to acceptance to GCP.

Step 3: Admission Acceptance

The school administration will evaluate all admission information and reach a decision concerning acceptance. If a student is accepted, the parent/guardian will be given a link to GCP's FACTS system to formally enroll the student and set up automatic tuition withdrawals. Any required enrollment and technology fees are due at this time.

Parent/guardian will be required to sign both electronic and hard copies of the following:

- Acknowledgement and Agreement to GCP Student Handbook
- Parent-Student-Teacher Contract
- Liability Waiver
- Tuition Agreement

GCP FAMILY EXPECTATIONS

Student Supplies List:

Enrolled students need to come prepared to the Welcome Back Open House with the school supplies listed on the GCP Supplies List. Each grade has a different set of needs. Visit www.grandchristianprep.com/parentportal for your student's current list.

Classroom Supplies List:

In addition to the items listed on the Student Supplies List, there are times your student's teacher may request classroom needs such as paper goods, utensils, craft supplies, etc. As a part of the GCP Family and commitment to the school, parent/guardian agrees to help procure these items for the classroom as needed.

Healthy Daily Lunch and Snacks:

Parent/guardian agrees to provide daily lunch and snacks for their enrolled student(s). Lunches and snacks should include healthy food choices for optimal classroom performance. A refrigerator, freezer, microwave, and dedicated snack station area are provided in each homeroom classroom for optimal storage of these items. Water, juice and milk are the only beverages allowed on the GCP Campus (unless there is a special celebration that warrants cider, hot cocoa or other wise.) Sodas, coffee drinks, energy drinks, etc. are prohibited and will be confiscated if brought onto the GCP campus.

Parent-Student-Teacher Contract:

Every parent/guardian, student, and teacher are required to sign and abide by the fundamentals and expectations listed on the Parent-Student-Teacher Contract. A sample of this contract can be viewed on page 17 of the GCP Student Handbook.

Fundraiser Participation:

GCP will have mandatory fundraisers throughout the school year to help support the school budget. Families are required to participate.

Student Handbook Acknowledgement and Acceptance:

As a condition of enrollment, every parent/guardian is required to sign and agree to the policies, procedures, and any/all content residing in the Student Handbook.

Public Reflection of GCP:

Attending Grand Christian Prep is a privilege. Students, parents/guardians, and other family members/associates of Lions and Cubs are expected to maintain positive Christian actions, values, and attitudes of respect whether on campus, at home, or in the community. *"I will behave myself wisely in a perfect way." (Psalm 101:2)*

PARENT-STUDENT-TEACHER **CONTRACT**

Every Parent, Student, and Teacher is required to commit to and sign the following contract for admittance to Grand Christian Prep.

PARENT-STUDENT-TEACHER **CONTRACT**

As my commitment to Grand Christian Prep, I agree to the following and will do my best to adhere to the standards expected of me as a part of the GCP Family.

As a PARENT/GUARDIAN I will:

- Show respect and support for my child, the teachers, and the school at all times.
- Support the school's tuition, attendance, discipline, electronic device, outside toys, gum/candy, and various other policies.
- Assist with at least one school or classroom activity.
- Provide a quiet, well-lit place for daily study and supervise homework daily.
- Attend parent-teacher conferences and acknowledge if my student needs extra help or support.
- Talk with my child each day about his or her school activities.
- Monitor my child's TV and electronic device viewing.
- Read with my child for at least 20 minutes each day.
- Commit to providing healthy lunches, snacks and a clean water cup for my child each day.
- Abide by the school's dress code and enforce at home.
- Regularly check on GCP communication modes and utilize the FACTS system and Parent Portal.

As a STUDENT I will:

- Always try to do my best work and believe each day that I CAN and WILL learn.
- Abide by all school attendance, discipline, electronic device, outside toys, gum/candy, and various other policies.
- Be kind and helpful to my classmates.
- Show respect for myself, my school, my teachers, peers, parents, and other people at all times.
- Obey classroom, school, and recess rules.
- Show respect for my school by not cheating, stealing, or vandalizing.
- Come to school prepared every day with my homework completed and any supplies I may need.
- Spend at least 20 minutes each day reading at home.
- Talk with my parents each day about my school activities.
- Ask for help if I need it.

As a TEACHER I will:

- Show respect for each student and for his/her family.
- Make efficient use of learning time.
- Provide a safe and comfortable environment that is conducive to learning.
- Help each child grow to his or her fullest potential.
- Provide meaningful and appropriate projects and/or homework that does not take too much time away from family together time.
- Provide necessary assistance to parents so they can help with assignments.
- Enforce school and classroom rules fairly and consistently.
- Supply students and parents with clear evaluations of progress and achievement.
- Use hands-on activities in the classroom to make learning enjoyable.
- Demonstrate professional behavior and a positive attitude at all times.

Parent Signature

Date

Student Signature

Date

Teacher Signature

Date



For everyone to whom much is given, from him much will be required...
Luke 12:48

GCP TUITION RATES

Current tuition rates for the Grand Christian Prep school year are as follows:

Enrollment Fees:

Non-refundable \$150.00 NEW STUDENT enrollment fee is due at time of enrollment. If enrolling more than one student, NEW STUDENT fee is reduced to \$100.00 for each additional immediate family member enrolling.

RETURNING STUDENTS re-enrollment fee is reduced to \$25.00 for each returning GCP Lion and/or Cub.

Non-refundable \$100.00 per student Technology Fee is due at time of enrollment/re-enrollment for every GCP Lion and Cub.

Tuition Rates:

Lions Tuition (Kindergarten through 8th Grade, 8:30am-3:20pm):

\$4560 annually (\$380/month) for first student enrolled

\$3540 annually (\$295/month) for additional immediate family members enrolled

Cubs Tuition (3 and 4 Year Old Program, 8:30am-3:20pm):

\$5100 annually (\$425/month) no discount for multiple immediate family members in this age group

Tuition rates do not include books, field trip fees and/or other related fees.

After Care Program:

A GCP After Care Program is available for enrolled Lions and Cubs. Parents may commit to either a daily or weekly registration by filling out an After Care Commitment Form available in the GCP Mane Office.

- GCP After Care is offered from 3:30-5:30pm, Monday-Friday, excluding holidays or other days off noted on the GCP Calendar.
- Daily registration is \$10.00/day. Day(s) must be specified and committed to 7 business days in advance of first After Care visit (e.g. Monday and Wednesday; Wednesday, Thursday and Friday; just Tuesdays, etc.) NOTE: If After Care program is full these requests may be put on the After Care Wait List until a spot becomes available.
- Weekly registration is \$40.00/week.
- Registered Lions and Cubs will be billed regardless if they attend the day(s) they have signed up for or not. Registering is the ONLY WAY to GUARANTEE your student a spot in the program.
- Depending on demand, GCP aftercare program will be open to as few as 12 or as many as 20 students.
- Drop ins will be available if there is room that day, however drop in status does not guarantee your student a spot. If spots are full, the drop ins will not be allowed to participate that day.

GCP TUITION POLICIES

Tuition Policies:

- Students enrolled at the start of the school year may pay tuition in full for the year, in two payments for the first and second semesters, or break up tuition into 12 monthly payments.
- 12 month tuition commitment begins August 5, 2024 and ends July 5, 2025.
- Prorated tuition, monthly payments, and bulk payment options are available for students who begin after the start of the school calendar year.
- Monthly tuition payments are due no later than the 5th of each month (August 2024-July 2025).
- Bi-monthly tuition payments are due no later than the 5th and 20th of each month (August 2024-July 2025).
- There is no discount for paying tuition in full.

Tuition can be paid via the following methods:

1. Cash
2. Check made payable to Grand Christian Prep
3. Digitally via the FACTS Online Payment System

Tuition Acknowledgements:

Every Parent/Guardian understands and agrees to honor the following tuition commitments upon enrolling a student at Grand Christian Prep:

- 12 month tuition payment is due by the 5th of each calendar month through July 2025.
- Tuition is non-refundable, and that if for some reason a child cannot attend Grand Christian Prep that parent/guardian is still liable for the entire yearly tuition commitment.
- A \$10 per day late fee will be added to tuition obligations for payments made after the 5th of each month.
- After Care payments are billed the last full week of the month and due within 10 calendar days of the billing date.
- Any returned check fees will be added to current balances for immediate payment.
- Every parent/guardian will sign a hard copy of their student's Tuition Agreement to be kept on file at Grand Christian Prep.
- Not fulfilling these payment obligations is grounds for legal recourse by Grand Christian Prep.

GCP TUITION POLICIES

GCP Late Enrollment Policy:

Tuition costs will be prorated according to the time of year a student enrolls after the school term has begun. Contact the GCP Main Office for current tuition schedule.

GCP Student Withdrawal Policy:

Student Enrollment at Grand Christian Prep is an Annual Commitment. Private schools have to meet their budgets. They have fixed expenses during the year and need to be able to count on a fixed income. This is why parents/guardians are contractually obligated to pay the entire year's tuition and fees regardless of whether or not a student completes his/her year for any reason.*

If a student is withdrawn from Grand Christian Prep before the completion of the school year, parents/guardians understand and commit to adhere to the following:

- Acknowledgement that there may not be classroom space available should you choose to re-enroll your student. At that time student will be put on the GCP waitlist and contacted once a spot becomes available.
- If school is in session at the time of withdrawal and the student has been attending school that academic year, all Grand Christian Prep property (i.e. textbooks, equipment, library books, etc.) must be returned within 2 school days of submitting the withdrawal form.
- Per completion of the Grand Christian Prep online enrollment process and signing/agreeing to the FACTS tuition payment schedule, tuition is non-refundable, and parent/guardian is still liable for the entire yearly tuition commitment. It is also understood that a \$10 per day late fee will be added to tuition obligations for payments made after the 5th of each month and that any returned check fees will be added to parent/guardian's current balance for immediate payment. Non-fulfillment of these payment obligations is grounds for legal recourse by Grand Christian Prep.
- All outstanding tuition balances and exit interview paperwork must be submitted and resolved for a student to be fully withdrawn from Grand Christian Prep.
- No school records will be released to the parents/guardians or to the transferring school until the withdrawal process has been completed.

*Please note, the only potential exceptions to the GCP Withdrawal Policy are if a student can no longer attend GCP for reasons of terminal illness, death, or a family's military re-location. In these instances, each case will be reviewed by the GCP Financial Department and GCP Board on an individual basis for a tuition forgiveness determination to be made.

Tuition Insurance:

School sponsored tuition insurance is not available at this time. Should it become available parents will be notified by GCP Administration.

ATTENDANCE POLICIES

At Grand Christian Prep, we stand by the value of in-class learning. Regular attendance is vital if a student is to gain the most from their academic experience. The official Grand Christian Prep Attendance policies are outlined below. By enrolling your student with GCP, you acknowledge receipt of and adherence to this policy.

Hours of Operation:

School hours for Grand Christian Prep: 8:30 am – 3:20 pm.

Drop-off is anytime between 7:45 a.m. and 8:25 a.m.

Students must be seated and ready to learn by 8:30 am.

Parents must be out of the classroom by this time so schoolwork can begin.

Arrival after 8:30 a.m. will result in a Tardy designation.

Dismissal is at 3:20 pm.

All students are picked up at 3:20 p.m. Students picked up after 3:35 p.m. will be assessed a Late Pick-up designation.

Excused Absences:

Grand Christian Prep excuses the following absences:

1. Sickness*
2. Medical and dental appointments
3. Attending a funeral
4. Prearranged travel absences (must be approved by the administration)
5. Emergency circumstances (to be determined/approved by the administration)

The GCP school office (918-801-6675 or office@grandchristianprep.com) must be notified by 7:45 a.m. if your child is absent. If you call before school hours, leave a voicemail with your student's name, grade, date(s) of absence, and reason for absence. If we have not heard from a parent or guardian by 8:45 a.m., the office will call your work/home numbers or send a text alert to determine your student's location.

*A student is considered chronically absent if they have missed 10% or more of the school year (for a standard academic calendar, approximately 18 days). If sickness becomes habitual or a student misses more than five days in any given quarter, the student may be required to bring in a physician's statement. Per Oklahoma state law, no parent may excuse more than eight days of absence during a school year.

ATTENDANCE POLICIES

Excused Travel Absences:

The value intrinsic to the classroom experience can only be made up partially by completing missed assignments. Conversely, there is often a valid educational aspect to student travel; travel for athletic competitions, or parents may need to travel during the school year due to business obligations, family emergencies, or other situations. Given these considerations, parents are encouraged to plan their family trips during GCP scheduled vacation periods at Fall break, Christmas break, Spring break, and Summer break. Travel during school days should be discussed in advance with student(s) homeroom teacher and avoid significant exam periods.

For a Travel Absence to be eligible to be excused, an [Advanced Request for Excused Absence Form](#) must be filled out and turned into your student's teacher at least five school days before the absence. These forms are available in the Mane Campus Administration Office or at grandchristianprep.com/parentportal.

Submitting a form does not guarantee the request is approved. Each form will be reviewed by GCP administrative staff and approved or denied on an individual basis. Students in first grade and beyond with a GPA below 2.5 will not be excused for extended travel.

Approved Excused Travel Absences will be marked as Virtual Learning Days in the student's file as long as make-up work is turned in on time upon return from the absence.

Unexcused Absences:

Absences not meeting the above-excused criteria will be considered Unexcused and subject to state Truancy Laws. Any student who misses more than five days in any given quarter may be required to bring in a physician's statement. Per Oklahoma state law, no parent may excuse a student for more than eight days per school year.

If a student is truant (any absence that has not been excused/approved by the school administration), there will be a penalty of a zero score recorded for all subjects missed for each day the student is absent. If absences become habitual, it is up to the discretion of the GCP administration whether the student will be allowed to continue attending GCP or if the student will face expulsion.

ATTENDANCE POLICIES

Tardy:

The GCP school day starts at 8:30am. Parents/guardians are expected to ensure that student(s) arrive at school between 7:45am and 8:25am so student(s) can be seated and ready to learn by 8:30am. All students arriving after 8:30am will be assessed a tardy and must obtain a late slip from the GCP office before proceeding to the classroom.

Being tardy has a negative impact on academic achievements for both the student who is late and his/her classmates. Late arrivals cause interruptions in the classroom, and breaks in instruction interfere with the learning atmosphere and make extra work for the teacher.

Tardies may be excused at the discretion of the school administration under certain conditions such as inclement weather, a road accident, or medical and dental appointments. Tardies will not be excused because a parent was "running late" or a sibling was slow in the morning.

Consequences for tardies within one semester:

- **3 tardies** = a note will be sent home; if unexcused a full day absence will be assessed
- **4 tardies** = parents will be contacted by the administration
- **5 tardies** = parents will be required to have a face-to-face meeting with the administration
- **6 tardies** = another full day absence will be assessed for the semester
- **7 tardies or more** = consequences at the discretion of the administration, possible expulsion

Tardy vs. Half Day Absence:

- If a student arrives to the classroom after 8:30am but before 10:00am he/she shall be marked tardy.
- If a student arrives at school after 10:00am, he/she shall be marked absent for 1/2 day.
- If a student leaves school prior to 1:30pm, he/she shall be marked absent for 1/2 day.
- If a student leaves school after 1:30pm, he/she will not be marked absent, but the early pickup will be noted in student's record.

A student is determined to be present when they are physically on the GCP campus. Any tardy or absence that has been excused will still appear on the report card (as an excused absence). For accreditation purposes, it is GCP's responsibility as a school to track any time a student is not truly present on campus.

Early Pickup:

If a student leaves school between 1:30 p.m. and 3:00 p.m., it will be considered an early pickup and noted in the student's attendance record.

ATTENDANCE POLICIES

Late Pickup:

The GCP school day ends at 3:20 p.m. Teachers have responsibilities after school, precluding them from being available to watch students who are picked up late. One administration member is assigned to after-school duty each week, but it is not a service to parents. Rather, it is out of concern for the safety of the students. Please be considerate and be on time. **If you know you will be delayed picking up your student, please call the office at 918-801-6675 by 3:10 p.m. If a student is picked up later than 3:35 p.m., an additional charge may be billed to the parent/guardian on their monthly tuition statement.**

If a student is enrolled in GCP's After Care Program, pick up is at 5:30pm. Pickups after 5:35pm will result in a \$25.00 late pick up charge for each late pick up billed to the parent/guardian on their monthly tuition statement.

Chronic Absenteeism:

A parent may only excuse a student for eight days of absence during an entire school year. Oklahoma considers a student chronically absent if they have missed 10% or more of the school year (for a standard academic calendar, approximately 18 days). **This means a student must miss no more than nine days per semester.** The only absence that will not count toward the student's overall absences are school-sponsored or athletic activities. Per Oklahoma State Law, a student will not receive credit or comply with the school policy on attendance if they miss more than nine days in a semester. It is the school's responsibility to notify the district attorney if the law is not being followed. According to State Law on School Attendance 70-10-105, it is unlawful for a parent of a child aged 5 to 18 to neglect or refuse to cause or compel such child to attend school and comply with its rules.

Students missing more than eight days in a semester must submit an **Attendance Appeal Form** before credits can be restored or parents to be considered in compliance with state compulsory attendance laws. Documentation for missed days, such as medical notes or court documentation, must be submitted with the form to the office for review five days before the start of a new semester.

All absences should be explained by the parent/guardian on or before the day of the absence. Parents can call or email anytime and are encouraged to leave a voicemail if necessary (**918-801-6675 or office@grandchristianprep.com**).

Chronic absenteeism is linked to lower academic performance, higher dropout rates, and diminished success after high school. Studies show students who are chronically absent in K and 1st Grade are significantly behind their peers in Grade 3 reading. (Source: <http://awareness.attendanceworks.org/wp-content/uploads/Research2016.pdf>)

ATTENDANCE POLICIES

Chronic Absenteeism continued...

Chronic absenteeism is easily masked if only consecutive days missed are monitored. For example, a student who misses a week due to the flu is not immediately identified as chronically absent. That student would have to miss an additional 13 days in a traditional school calendar to be recognized as such. However, if a student misses even two days of school on a consecutive monthly basis, that adds up to 20 missed days in the school year (more than 10% of the required 180 school days student must be in attendance).

Chronic Absence = 18 days of absence for the school year = as FEW as 2 days a month from August-May.

Excused or Unexcused Absence:

The GCP administrative office (**918-801-6675 or office@grandchristianprep.com**) must be notified no later than 8:45 a.m. if a student is going to be absent from school. If the call is made before school hours, leave a voicemail with your student's name, grade, date(s) of absence, and reason for absence. If GCP has not heard from a parent or guardian by 8:45 a.m., the office will call the student's parent/guardian's work/home numbers or send a text alert to determine the student's location.

Upon returning to school, the parent must submit in writing the reason for the student's absence, including the student's name, date, day(s) of absence, the reason for absence, and parent/guardian signature. This documentation must be turned in to the GCP office on the day of the students return to school. Excuses not presented within three school days from date of return will result in the designation of an unexcused absence. In addition, students must accept responsibility for obtaining make-up work from all teachers/classes they missed.

Dismissal During the School Day/Early Pickup:

If a student needs to be excused during the day for an appointment, etc., a parent/guardian should communicate the time and reason for the absence to the student's teacher and to the GCP office that morning. When picking up the student, the parent should first go to the GCP office to sign the student out; then, the student will be dismissed from class.

MAKE-UP WORK PROTOCOLS

Make-up Work:

All students will be given make-up work upon returning to school.

The make-up work will be due in an equal number of days to the absence plus one day. For example, if your student misses three days due to illness, they will have four days once returning to school to turn in all missed assignments.

If a parent/guardian desires make-up work beforehand, the parent or student may request such work from the student's teacher(s) when submitting an **Advanced Request for Excused Absence Form**. These forms can be found on the GrandChristianPrep.com website or in the Mane Campus Administration Office. Make-up work given ahead is due within five school days upon the student's return.

The teacher will provide makeup work up to three school days before the student's absence. It's important to note that this makeup work will cover the anticipated assignments only. The teacher may assign additional make-up work once the student returns to class.

If a test is given before the make-up homework is due, which covers material the student missed in class, the student will be given the option to postpone taking the test.

Assignments given to the entire class before the absence, but due after the student's return, are still due on the initially assigned date.

Virtual Learning Days:

Grand Christian Prep values in-class learning above all other methods. The only Virtual Learning Days that will be approved are the following:

- Pre-approved Excused Travel Absences (provided all class make-up work is turned in on time).
- Chronic Illness Absence (provided medical documentation is on file and all class make-up work is turned in on time).
- Inclement Weather

INTEGRITY AGREEMENT POLICIES

Personal Behavior:

Attending Grand Christian Prep is considered a privilege and requires a serious commitment. Therefore, students must agree to abide by a Bible-based code of conduct which encourages them to continually seek to follow Christ's example in what they think, say, and do.

Should it come to the attention of Grand Christian Prep that a student is engaging in behavior that would reflect poorly on the school's reputation, the staff shall contact the student's parents to discuss the specifics of the unacceptable behaviors. If these behaviors are deemed detrimental to the school, the student, or any other person, reasonable and effective consequences could be assigned.

Intent:

At Grand Christian Prep, we prioritize cultivating honesty, integrity, respect, and godly character in our students. We uphold these values in accordance with Christian philosophy and scriptural principles. Our commitment to maintaining the highest standards of personal, professional, and ethical conduct guides all that we do. Additionally, we expect all students to uphold the same level of academic integrity in all of their work completed at Grand Christian Prep School.

Purpose:

While a student at Grand Christian Prep, a student must agree to abide by our principles of the school.

Student Standards of Behavior:

In order to show respect, maintain safety, and focus on learning, students should:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to themselves.
4. Be where he/she supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so other classrooms are not disturbed.
7. Follow the What Would Jesus Do (WWJD) principle in daily interactions.
8. Abide by all commitments made in the Parent-Student-Teacher Contract.
9. Employ an attitude of Academic Integrity.

INTEGRITY AGREEMENT POLICIES

Academic Integrity:

At Grand Christian Prep, we hold integrity and honor in high regard for academic work. It is essential that we maintain the value of your accredited academic record. Our standards are built around respect for individual achievement and a zero-tolerance policy for academic dishonesty. Students are expected to complete all academic work independently (unless designated as a group exercise or project). This includes, but is not limited to the following:

- Reading all lesson materials
- Taking quizzes and tests independently
- Completing essays, practices, journals, and other coursework
- Gathering research and writing research papers/projects

Academic Dishonesty:

This is the deliberate attempt to misrepresent your individual efforts, whether in attendance, lesson reading and review, writing, taking tests and quizzes, or creating presentations. There are five categories of Academic Dishonesty.

1. **Cheating:** Using unauthorized notes, study aides, altering a grade, allowing someone else to do your work, and/or submitting identical or similar work for credit.
2. **Plagiarism:** Submitting material that, in part or whole, is only partially your work without attributing the written work or portions to the correct source.
3. **Fabrication:** Falsifying or inventing any information, data, or presenting data not gathered under guidelines set forth by the teacher.
4. **Unfair Advantage:** Stealing, reproducing, or circulating course materials before authorization by faculty. Unauthorized collaboration on an assignment.
5. **Falsification:** Altering documents that affect academic records, forging signatures, or falsifying information on an official academic document, letter, transcript ID card, or any other school document.

In cases where Academic Dishonesty has occurred, student will be immediately referred to the Head Administrator for a determination of reasonable and effective consequences.

DISCIPLINE POLICIES

The primary focus at Grand Christian Prep is the academic success and moral growth of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, positive self-image, and respect for others. We expect students to exemplify attitudes and actions that reflect positive Christian virtues and we believe that our behavior is a manifestation of these beliefs and values.

We strive to model, acknowledge and praise appropriate behavior through Conscious Discipline. **Conscious Discipline teaches and models positive behavior through listening, cooperation and mutual respect.**

Conscious Discipline:

At Grand Christian Prep we emphasize Conscious Discipline, thus “catching students being good.” One way we accomplish this is by following a school-wide “Bucks Program” for all students from the 3 year old Cubs to the 8th Grade Lions. Conscious Discipline provides a foundation for teaching, encouraging, and rewarding expected behaviors that embodies our conviction that discipline is a positive element of Christian discipleship.

Our purpose is to assist students to become independent thinkers who are able to make appropriate choices regarding their behavior, and remain actively engaged in being part of the problem-solving process. **We accomplish this by reinforcing good choices.**

All GCP students receive “Bucks” (play money) throughout the year from all GCP staff for acts such as:

- * Good behavior
- * Job well done
- * Going above and beyond
- * Helpfulness
- * Showing extra kindness
- * Academic achievement/successes
- * Etc.

Bucks can be handed out throughout the day, or at the end of the day as a group activity. All Bucks are deposited into student’s individual Bucks Banks for safe keeping. Please note...not every student may earn Bucks every day, and that is okay. Bucks should be rewarded for a reason. Bucks can be taken away for repeated negative behavior, but the goal is for Bucks to be a positive reward students strive for versus a punishment.

What do we do with all these Bucks? At the end of the year we have BUCKS DAY! For more on Bucks Day please reference page 13 in the Student Handbook.

Bucks are just one way GCP is committed to the practice of Conscious Discipline. If you’d like to learn more please schedule a one-on-one meeting with our Head Administrator.

DISCIPLINE POLICIES

As committed as we are to the practice of Conscious Discipline on a daily basis, there are times when a student's actions warrant reasonable and effective consequences.

Reasonable and Effective Consequences:

Students will be taught the expectations for behavior in the classroom, hallway, restroom, lunchroom, playground and on/off school campus. Discipline plans will be created for student(s) who choose to be non-compliant with GCP expectations. The plan will be developed by the teacher(s), it will be age appropriate, and will be communicated to the parent/guardian.

Students are encouraged to communicate with parents/guardians, teachers, counselors, and administrators when they have problems with classwork or their peers.

Each student at Grand Christian Prep is responsible for his/her behavior.

Any of the following consequences could be used in GCP's administration of discipline:

- **Additional Homework Assignments:** Including, but not limited to writing/memorization of the GCP Mission Statement, Vision Statement, Statement of Faith, Unity in Christ, etc. assigned by student's teacher at their discretion.
- **Write Up and Meeting with Head Administrator:** For repeated infractions when assignment of additional homework is ineffective. Student required to meet with Head Administrator to address problems and work through verbally.
- **GCP Maintenance Duties:** Used to address ongoing problems with tardiness and/or other minor infractions of school and classroom rules.
- **Parent Conference:** Used to confer with parents pertaining to continued disciplinary infractions and/or more serious infractions.
- **Detention (Activity Detention, Lunch Detention, Before & After School Detention):** Used to address repeated infractions of school and classroom rules. Students are notified in advance of their assignments for detention. Detention is held within as well as outside of school hours at dates and times that will be assigned. If a student does not comply with assigned detention, additional disciplinary action will be taken.
- **In School Suspension (ISS)/Saturday School:** May be issued by the Head Administrator when mandated by policy or when other actions do not seem appropriate or rise to the level of a full Out of School Suspension (OSS).
A student serving an In-School Suspension (ISS) or Saturday School will have a substitute teacher whose fee is paid by the parent/guardian before the student returns to class.

DISCIPLINE POLICIES

Reasonable and Effective Consequences Continued:

- **Community Service:** Performed at GCC Campus, either after school or on a Saturday, or at another community service project approved by the GCP Administration. Any additional out of class personnel fees will be paid by the parent/guardian before the student returns to class.
- **Out of School Suspension (OSS):** For the most serious behavior violations. Out of School Suspension is a discipline action whereby a student is removed from the classroom. Head Administrator may assign OSS as the result of a violation that significantly disrupts the learning environment. While suspended, the student's homework will be provided to them. When suspension is a component of disciplinary action, the duration of the suspension will not be less than one (1) school day and not more than ten (10) school days. When a student is suspended, he/she will be excluded from all GCP sponsored extracurricular activities (practices as well as performances) for the term of the suspension. An OSS suspension requires that the parent return to GCP with the student for a conference with the Head Administrator before student is allowed back into the classroom. A suspension not answered within three days will automatically terminate the student's enrollment at Grand Christian Prep.
- **ISS and OSS Work Assignments:** All work assigned while a student is suspended is due at the beginning of the school day the student returns. Upon returning to school the day after an ISS or OSS the student is to report directly to the office to meet with the Head Administrator or GCP Staff Member in charge to show completed homework and to talk about a successful return to school. If a student returns from Suspension without completed homework, the student will be held out of class until the missing work is completed. During ISS the student works on school-related and school-provided studies, but homework for the time spent in ISS must be obtained after school and completed before returning to class.

DISCIPLINE POLICIES

Reasonable and Effective Consequences Continued:

- **Probation:** Any disciplinary action that includes probation will, for the term of the probation, prohibit the student from serving in all School-related officer positions to which he or she has been elected or appointed and prohibit participation in all non-credit extracurricular activities. When probation is a component of disciplinary action, the duration of the probation will not be less than ten (10) school days and not be more than the remaining term of the student's enrollment at GCP. A probation agreement will be signed by the student and the parents covering all aspects of the probation, including but not limited to the following requirements: 1) Maintaining a satisfactory behavior record, 2) Maintaining satisfactory academic progress, 3) Maintaining a satisfactory attendance record, 4) A minimum of twenty (20) hours of work detail at School or other approved community service, as determined by the Administration. Students on disciplinary probation must adhere to the following guidelines regarding extracurricular activities (band, choir, clubs, athletic teams, academic team, etc.): While on disciplinary probation, students are expected to attend all practices and games, but may not participate in any games or events during the probationary period. "Not participate" means that the student is not "dressed-out" for the game/performance, but is in attendance at a location specified by the director, coach or adult sponsor. Failure to successfully complete the terms of probation may result in termination, at the discretion of the Administration.
- **Expulsion:** In the event of a serious offense or the repetition of suspension-producing offenses, the student may be terminated from the School. The School reserves the right to terminate a student's enrollment at any point in the school year if, in the sole discretion of the School, the student's continued enrollment would present a threat to the healthy, orderly learning environment, or safety of the student or other students. If there is a dispute about the facts of a case or lack of clarity about the applicability of a policy, the Head Administrator may call for an expulsion hearing before an Expulsion Committee of the GCP Board.

Restoration and Reinstatement:

Whenever a student is withdrawn or expelled, there is the possibility of restoration and reinstatement in the future if, in the sole opinion of the Head Administrator with the concurrence of the Board that, 1) the student has demonstrated sincere repentance, 2) there is a sufficient probability that, after reinstatement, the student will remain in full compliance with all GCP conduct policies, and 3) the student has been withdrawn, excluded, or expelled for at least forty-five (45) school days.

STUDENT DISCIPLINARY OFFENSES

Minor Disciplinary Offenses:

The following offenses are generally handled by teachers within the classroom. In most cases, retraining offending students in rules and procedures, then following through with established reasonable and effective consequences is sufficient to minimize reoccurrences.

Common minor offenses include (but are not limited to):

- Possession of gum, candy, toys, and other prohibited items
- Passing notes
- Failure to follow procedures
- Cheating on non-graded assignments (once)
- Failure to bring appropriate materials to class
- Petty conflict between students
- Minimally disruptive behavior
- Excessive distraction of other students
- Insubordination
- Dress code violation
- Tardiness to class (first two occurrences)
- Use of electronic devices for non-educational purposes (i.e. texting, social media, etc.)

STUDENT DISCIPLINARY OFFENSES

Major Disciplinary Offenses:

Serious behavior violations that pose a threat to the student, other students, or GCP staff will result in a write-up to be included in student's permanent file, as well as immediate referral to the Head Administrator for disciplinary action.

These Major Disciplinary Offenses include (but are not limited to):

- Serious threats (written, spoken, or gestured; including threats of violence)
- Serious or repeated bullying/harassment (written, spoken or gestured)
- Sexual harassment (written, spoken, or gestured)
- Fighting
- Vandalism
- Theft
- Gambling
- Participation in Academic Dishonesty (Cheating, Plagiarism, Fabrication, Unfair Advantage, and/or Falsification)
- Direct defiance to staff that could cause student, peers, or GCP staff harm
- Blatant disrespect towards the teacher or other GCP staff member
- Touching a GCP fire alarm, fire extinguisher, First Aid Kit, or other medical device in a non-emergency situation
- Cheating on a quiz, test, or exam
- Missing detention or refusal to attend ISS/OSS (after parent contact is made)
- Leaving class without permission
- Obscene language or gestures
- Obscene pictures or literature
- Inappropriate public displays of affection (PDA's) at school or school events
- Serious safety violations such as weapons possession and/or use
- Smoking and/or possession of smoking materials or tobacco
- Possession, consumption, distribution, or being under the influence of alcohol or drugs
- Possession of fireworks, matches, lighter, or another caustic device
- Verbal abuse of adults or students
- Repeated defiance/insubordination

It is the policy of GCP that careful consideration is given to individual situations so that the school's response to the student is appropriate. Consequences for Major Disciplinary Offenses will be handled on an individual basis. Suspensions and Expulsions will only be considered when behavior is repeatedly disruptive and detrimental to the operation of the school, and is at the sole discretion of the Head Administrator and GCP Board.

DRESS CODE

Grand Christian Prep employs a dress code to ensure modesty, respect, and safety. Ultimately, we want to bring glory to Jesus Christ. We expect our students' attitudes, actions, and appearance to reflect these goals. Appropriate dress is required at all school activities whether on or off-campus.

Proper student dress, in compliance with the guidelines below, is the parent/guardian and student's responsibility. Compliance should not be dependent upon enforcement by school personnel. These guidelines summarize GCP expectations; they are not exhaustive because addressing every possible clothing choice is impossible. Definitions of "modest" or "respectful" vary; the final decision regarding specific clothing will rest with the administration.

GCP Dress Code Guidelines:

- **Shorts**
 - Shorts must reach the mid-thigh.
 - Shorts must have proper undergarments.
 - Shorts may not have rips/tears or frayed edges.
- **Skirts/Dresses**
 - Must have a modest neckline.
 - Must reach the mid-thigh.
 - Skirts/Dresses must have proper undergarments, as well as a pair of biker shorts for those in 4th grade and below.
- **Tops**
 - Strapless tops will not be permitted.
 - No bare mid-drift.
- **Hats/Hoodies**
 - May be worn before/after school and during recess only.
 - No hoodie "hoods up" allowed in any classroom.
- **Jackets/Coats**
 - Not permitted to be worn inside the classroom. Coat racks are provided.
- **Shoes**
 - Must be worn at all times in class and outside (with the possible exception of Health & Fitness Class)
 - If under 60 degrees F, shoes must be closed toe (no sandals/flip flops)
- **Clothing must fit properly; not too tight or form-fitting, and not overly baggy.**
- **No Vulgar graphics, words or hand symbols allowed on any shirt, shorts, pants, jackets, sweaters or socks.**

GCP LIABILITY RELEASE

Every parent/guardian is required to sign a digital and hard copy General Release of Liability for each student attending Grand Christian Prep. The hard copy of this release will be kept in student's permanent file in the GCP Main Campus Office.

GENERAL RELEASE OF LIABILITY

I. THE PARTIES. This General Release of Liability ("Release") is made this _____ day of

_____, _____, by and between:

Releasor: _____ (Parent/Guardian)

representing minor child named _____ (Child)

with a mailing address of _____ ("Releasor"),
and **Releasee's: Grand Christian Prep, LLC** with a physical address of 34180 S. 620 Road, Grove,
OK 74344 ("Releasee").

II. LIABILITY EVENT. Under the terms of this Release and sufficiency of which is hereby acknowledged, the Releasor hereby releases and forever discharges the Releasee of: any injury liability that may occur on any property owned, rented, or in use by Releasee's included but not limited to the school, surrounding buildings, garden, animal pens, playgrounds, lawn space and any/all surrounding property. ("Liability").

THEREFORE under the terms of this Agreement and sufficiency of which is hereby acknowledged, do hereby release and forever discharge the Releasee's including their agents, employees, successors and assigns, and their respective heirs, personal representatives, affiliates, successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, which now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, and also any and all injuries and damages that may develop in the future, as a result of or in any way relating to the Liability.

III. PAYMENT. As part of this Release, the Parties agrees to: (check one)

- No payment by the Releasee's to the Releasor.

It is understood and agreed that this Release is made and received in full and complete settlement and satisfaction the causes of action, claims and demands mentioned herein; that this Release contains the entire agreement between the Releasor and Releasee's; and that the terms of this Release are contractual and not merely a recital.

IV. BINDING EFFECT. This Release shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors and assigns.

Releasor's Signature: _____ Date: _____

Print Name: _____

Releasee's Signature: _____ Date: _____
(on behalf of Grand Christian Prep, LLC)

Print Name: _____



GRAND CHRISTIAN PREP
34180 S 620 Road Grove, OK 74344
info@grandchristianprep.com
918-801-6675

ILLNESS/MEDICAL POLICIES

General Illness Policy:

Kids have germs. We recognize that occasionally a child might get sick. Please keep student(s) home if they present any of the following:

- Temperature of 100 degrees or higher
- Diarrhea
- Green runny nose
- Impetigo
- Hand/Foot/Mouth Disease
- Chicken Pox
- Ringworm
- Headlice (including Nits)

Once visual symptoms have cleared and student(s) have been fever-free for 24 hours they may return to school.

Covid Policy:

Same as any other flu or virus policy. If your student tests positive for covid, chances are the school has already been exposed. Keep them at home until they are fever-free for 24 hours.

Vaccine Policy:

It is the belief of Grand Christian Prep that parents know what is best for their children's health. Vaccinations are not required to attend GCP, however for the purposes of accreditation an Exemption Form or Vaccination Record needs to be on file for your student(s). Exemption Forms are available in the Mane Campus Office or by contacting office@grandchristianprep.com.

First Aid Response:

It is the policy of Grand Christian Prep that the majority of staff members are trained in emergency first aid and CPR. In the event of an emergency requiring medical attention for a student, every effort will be made to contact the parent/guardian before administering first aid or CPR. However, if it is deemed that a delay would be dangerous to the student's health, trained staff members will secure necessary medical treatment for the student.

Medicine Policy:

All medication is to be turned into the GCP Mane Office. No medication, including Tylenol, is to be kept with a student's personal belongings or on their person. We will assist students with the taking of medication in accordance with parent/guardian's and/or a doctor's written instruction.

Hold Harmless Guarantee:

Upon enrollment of student(s) with Grand Christian Prep, designated parents/guardians agree to abide by GCP's Illness, Vaccine, and First Aid Response Policies; and to hold Grand Christian Prep, it's administrators, teachers, founders, fellow students and family members, volunteers, and/or any other person who may come in contact with said student(s) while in the care of Grand Christian Prep harmless if they were to become sick or injured.

GENERAL GCP POLICIES

Emergency Contacts Policy:

Every student enrolled at GCP must have at least two and up to five Emergency Contacts if parents/guardians are not able to be reached in case of an emergency.

Emergency Contacts will also be considered Authorized Escorts to pick up student(s) from school and/or other school-related functions.

Emergency Contacts must be at least 16 years of age and have a valid driver's license.

Unauthorized Student Contacts:

If there are any unauthorized family member(s) or person(s) who are not to be in contact with a GCP student, it should be documented with an Order of Protection filed in the GCP Mane Office.

Media Release:

GCP routinely markets and promotes the activities, honors, and work of staff and students, as well as the philosophy and vision of the school. This includes (but is not limited to) school newsletters, website, Facebook page, Instagram, other social media, local/state/national news coverage, and printed promotional materials such as brochures and fliers. Whether a parent/guardian wishes for their enrolled student to be photographed and/or identified by name, or does not wish for their enrolled student to be photographed and/or identified by name in the media and publications described above a Media Release is required to be signed and on file in the GCP Mane Campus Office.

Transportation Release:

Throughout the year, GCP plans educational field trips and other events/occasions where transportation off-campus may be required. Parents/guardians will be notified of any of these excursions in advance and are required to sign a Transportation Release Form to be kept on file in the GCP Mane Campus Office.

Technology Policy:

GCP believes in hands-on classroom learning vs. reliance on electronics. However, there are times students may be required to use laptops/chrome books for testing, research, outside projects, etc. It is the policy of GCP that students conduct themselves online in a Christian manner and not venture to any inappropriate or harmful websites.

Technology Damage Policy:

If a student damages or loses a piece of GCP technology, the student's parent/guardian is liable for repair/replacement costs.

GENERAL GCP POLICIES

Logo Replication Policy:

The Grand Christian Prep name, Logo, Lion head emblem, and all associated branding and design elements are the sole trademarked property of Grand Christian Prep. Students and families with a desire to support Grand Christian Prep should procure items from the official Grand Christian Prep Store found at grandchristianprep.com/gear; or shop from a school-sponsored fundraiser of such items.

Any replication, duplication, or otherwise of the Grand Christian Prep logo a punishable offense and grounds for legal recourse by Grand Christian Prep.

Candy/Gum Policy:

In an effort to keep our student body healthy, candy and gum are not allowed on the GCP Campus. Please keep this in mind when packing student's daily lunches and snacks. The only exception to this rule is in the instance of a GCP holiday party or class birthday party.

Drink Policy:

Water, juice, and milk are the only drink options allowed on the GCP Campus (unless there is a special celebration that warrants cider, hot cocoa or other wise.). Sodas, coffee drinks, energy drinks, etc. are prohibited and will be confiscated if brought onto campus. Caffeine is a stimulant and contributes to a variety of health issues in children including nervousness, upset stomach, headaches, problems with concentration, trouble sleeping, faster heart rate, increased blood pressure, etc.

Toy Policy:

Outside toys are not permitted at GCP. When a student brings a toy from home it becomes a distraction to the classroom and impedes learning. Toys brought into the classroom from home will be confiscated by the student's teacher and given back at the end of the day to take home. If a student continues to bring toys from home, a meeting with the Head Administrator and reasonable consequence will be assigned. The only exceptions to this rule are as follows: 1.) Students in the PK3 or PK4 Cubs Program are allowed to bring one stuffed animal to snuggle during nap time. 2.) If student is participating in a classroom "Show and Tell" day.

Inclement Weather Policy:

GCP will not follow the Grove Public School closings, but rather our teachers (some who drive as far as Southwest City), will let parents know of any school closings by 6:30am the morning of a closing via Facebook and the GCP All Call Text System. Please check your phones, email, and social media for updates.

GENERAL GCP POLICIES

Cell Phone/Electronic Device Policy:

Student cell phones and other electronic devices are not permitted for use during the hours of 8:30am and 3:20pm. Such devices are to be silenced or left in the student's backpack during these school hours. If student is caught using one of these devices, it will be taken by the teacher and given back at the end of the day. If an emergency arises where a student must reach his parent, the school office phone may be used. No student will be taken out of class to respond to a phone call unless the request is made by the child's parent and is urgent in nature.

School Visitation Safety Policy:

Parents/guardians and guests are required to check in at the front office. A drivers license must be presented for all visitors. A parent/guardian or guest must have a specific reason or scheduled meeting to visit during the school day. Visiting just for the sake of visiting is not permitted because of interruptions to learning and space considerations.

Parent and Student Social Media Policy:

Social media is a mode of communicating with various people on a wide range of topics over an electronic platform. Examples of social networking services are Facebook, Instagram, Twitter (X), and others. Our school strongly discourages parents/guardians and/or students from utilizing this platform to dispute or express negative opinions about the school, staff, students, or other parents. Instead we ask parents to contact a member of school directly to discuss concerns. If online behavior is reported to the school and deemed inappropriate by administration, the parent will be asked to meet with the Head Administrator. If this behavior continues and/or the first instance was deemed to be hurtful or destructive to our school environment, then the family may be asked to no longer attend GCP. We strongly believe in maintaining a Christ like community and appreciate our parents/guardians help in this mission.

Parent-Student-Teacher Contract:

Parents/guardians and students agree to abide by all elements of the **Parent-Student-Teacher Contract** in their daily lives both inside and outside of school.

Parent Cooperation as Condition of Enrollment:

The education of a student is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

CONFIDENTIALITY POLICIES

Student Records and Documents:

For the protection of both Grand Christian Prep and enrolled students and families, the following procedures will be followed:

As Grand Christian Prep is a Limited Liability Corporation, the incorporation documents and accounting records may be accessed by the Administrators and selected members of the GCP staff.

Cumulative folders for each student are locked in a secure filing cabinet in the GCP Main Office. Access to these files is reserved for select Administrators and GCP personnel only.

Student cumulative records may be reviewed by:

- Grand Christian Prep's Head Administrator
- Staff directly involved with supervision of the student's coursework

Student medical records may be reviewed by:

- Grand Christian Prep's Head Administrator
- Staff directly involved with a medical issue or emergency situation

No government agency will be allowed access to cumulative or medical records, with the exception of:

- Review of health records by the county health department
- Department of Human Services (DHS) request
- Transcripts transferred to another school or college at the student/family's request

SCHOOL CALENDAR



Important Dates:

- 02/08/24: Reenrollment Open to GCP Lions & Cubs for the 2024-2025 School Year*
- 03/25/24: Enrollment Open to General Public for the 2024-2025 School Year*
- 04/23/24: GCP Spring 2024 Open House, 4pm-7pm
- 08/13/24: Back to School Open House
- 08/15/24: First Day of 2024-2025 School Year

*To guarantee re-enrollment of an existing Lion or Cub, GCP parents/guardians are given time prior to the opening of enrollment to the general public. Due to GCP's commitment to small class sizes, it is encouraged that all Lions and Cubs enroll as soon as the opportunity is made available to guarantee a spot.

Grand Christian Prep accepts enrollments throughout the school year, but only if classroom size allows. If a classroom is full, students will be put on the GCP waitlist and contacted once a spot becomes available. Email info@grandchristianprep.com with any questions.

2024-2025 GCP School Calendar

August 2024

- 8/13/24 - Back to School Open House 4pm-7pm
- 8/15/24 - First Day of 2024-2025 School Year

September 2024

- 9/2/24—CLOSED for Labor Day
- **TBA Class Pictures

October 2024

- 10/16/24 - CLOSED for Students (Parent/Teacher Conferences)
- 10/17-10/18/24 - CLOSED for Fall Break
- 10/21/24 - Back to School!
- **TBA Fall Carnival

November 2024

- 11/25-11/29/24 - CLOSED for Thanksgiving Break
- **TBA GCP Family Feast

December 2024

- 12/1/24 - Back to School!
- 12/20/24 - CLOSED for Prof. Dev. Day
- 12/23-1/3/25 - CLOSED for Christmas Break
- **TBA GCP Christmas Program

January 2025

- 1/6/24—1/7/25 - CLOSED for Prof. Dev. Days
- 1/8/25 - Back to School! Begin Semester 2

February 2025

- **TBA Valentines Day Parties

March 2025

- 3/14/25 - CLOSED for Students (Parent/Teacher Conferences)
- 3/17-3/21/25 - CLOSED for Spring Break
- 3/24/25 - Back to School!

April 2025

- 4/18/25 - CLOSED for Good Friday
- **TBA GCP Easter Celebration
- **TBA Class Picture Day

May 2025

- 5/15/25—Last Day of School*
- 5/19-5/20/25 - Prof. Dev. Days
- **TBA - GCP Bucks Day
- **TBA - GCP End of Year Program

*Last Day of School dependent on number of Snow Days used during the school year.

IMPORTANT CONTACTS



GRAND CHRISTIAN PREP

34180 S 620 Road Grove, OK 74344

General Inquiries contact the GCP Mane Office at

918-801-6675 or info@grandchristianprep.com.

Name	Position	Email
Mrs. Amanda Cox	Head Administrator	acox@grandchristianprep.com
Ms. Carrie Keith	Enrollment Specialist	ckeith@grandchristianprep.com
Mrs. Samantha Sullivan	Cubs Pre K-3 Years Old	ssullivan@grandchristianprep.com
Mrs. Zenobia Yates	Cubs Pre K-4 Years Old	zyates@grandchristianprep.com
Mrs. Amanda Cox	Kindergarden	acox@grandchristianprep.com
Mrs. Charlene Carter	1st & 2nd Grade	ccarter@grandchristianprep.com
Mrs. Kim Roberts	3rd & 4th Grade	kroberts@grandchristianprep.com
Mrs. Stephanie Spence	5th & 6th Grade	sspence@grandchristianprep.com
Mr. Clinton Lane	7th & 8th Grade	clane@grandchristianprep.com
Mrs. Teresa Spurling	Reading RTI	tspurling@grandchristianprep.com
Mrs. Kathy Johnson	Bible Studies	kjohnson@grandchristianprep.com
Señora Yatziri Allison	Spanish	yallison@grandchristianprep.com
NOW HIRING	Art	
NOW HIRING	Music	
Mrs. Abby Duet	Health & Fitness	aduet@grandchristianprep.com
Mr. Travis Duet	Homesteading	tduet@grandchristianprep.com

HANDBOOK ACKNOWLEDGEMENT

Every Grand Christian Prep student and parent/guardian is required to sign an acknowledgement of receipt and understanding of the GCP Student Handbook in its entirety; and agree to be held accountable to all of GCP's policies and school expectations written therein. A hard copy of this acknowledgement will be kept in student's permanent file in the GCP Mane Campus Office. Sample signature page shown below.

HANDBOOK ACKNOWLEDGEMENT

Student and parents/guardians with students enrolled at Grand Christian Prep agree to the following:

- Support the school's policies and procedures as written in the GCP Student Handbook; and as parents/guardians, we agree to abide by and discuss the contents of the GCP Student Handbook expectations, policies and procedures with our student(s).
- Become actively involved in school affairs, functions, and reasonable service due to Grand Christian Prep's reliance on parents to take active roles in its support. We will also actively support the fundraising activities of the school with the realization that tuition alone does not cover the cost of educating our student(s).
- Be proactive in dealing with issues of academic, moral, spiritual and social growth of our student(s) at Grand Christian Prep, and stay aligned with the promises made in the Parent-Student-Teacher Contract. If a problem or concern should arise, we will take our concern directly to the person(s) involved, in keeping with the principles of Proverbs 22:6.

Student and Parent/Guardian:

We have received a copy of the GCP Student Handbook and by signing both electronically and in hard copy form, we state and affirm that we have received, read, understand and accept the policies and guidelines contained within the GCP Student Handbook; and we faithfully agree to honor and follow all policies and guidelines contained therein.

Printed Name of Student: _____

Grade Entering: _____ Date: _____

Student Signature: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email: _____

*Train up a child in the way he should go,
and when he is old he will not depart from it.
Proverbs 22:6*



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NOTE OF APPRECIATION

Thank you for choosing Grand Christian Prep for your student(s) education. We are humbled and blessed by your trust in our educational philosophy and staff. We pray a year of exceptional learning, growth, joy-filled moments, breakthroughs, friendships, abundance, love and worship of God, creativity, excitement, uncovering hidden potentials and more for your student(s) this year.

Blessings,
Mrs. Amanda Cox, GCP Head Administrator
James & Renee Diver, GCP Founders