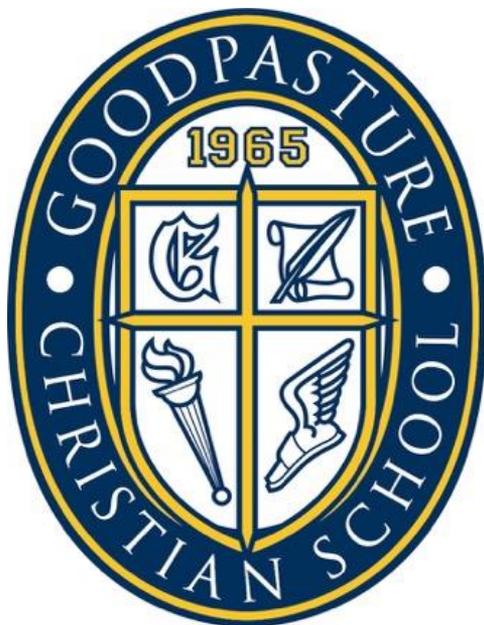


# GOODPASTURE CHRISTIAN SCHOOL



## 2018-2019 STUDENT HANDBOOK

*And be kind to one another, tenderhearted,  
forgiving one another, even as God in Christ  
forgave you.*

*Eph. 4:32*

## **2018-2019 Student Handbook**

### **Goodpasture Christian School**

**619 Due West Avenue**

**Madison, TN 37115**

**615-868-2600**

**[www.goodpasture.org](http://www.goodpasture.org)**

**Administration . . . . . Ext. 1**

**Admissions . . . . . Ext. 2**

**Tuition Accounts . . . . . Ext. 3**

**Upper School Office . . . . . Ext. 4**

**Guidance Office . . . . . Ext. 5**

**5<sup>th</sup> & 6<sup>th</sup> Grade Office . . . . . Ext. 6**

**Lower School Office . . . . . Ext. 7**

**Extended Care . . . . . Ext. 8**

**Upper School Fax . . . . . 868-5967**

**Administration Fax . . . . . 865-1766**

**School Nurse . . . . . Ext. 269**

**The president, faculty and administration reserve the right to waive or modify the policies set forth in this Handbook as the situation may permit or require in their informed judgment and at their sole discretion.**

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## **I. OVERVIEW**

### **History**

Goodpasture Christian School is a coeducational day school for students 12 months old through twelfth grade. Founded in 1965, the school began classes in 1966 for grades 1-6 with 149 students. Since then, the school has grown to a student body of over 900. GCS is a Church of Christ affiliated school but receives no financial support from any institution or agency. The school is dependent upon individual gifts and tuition for operating expenses and improvements.

### **Government**

A Board of Directors consisting of 15 members of the greater Nashville community governs Goodpasture Christian School. Mr. Ricky Perry is President of the school and is a member of the Board. In addition, the President's Board is an advisory group of 29 successful business and community leaders offering a wide range of expertise to the administration.

### **Accreditation**

Goodpasture Christian School is accredited by the Southern Association of Independent Schools, the Southern Association of Colleges and Schools, the National Christian School Association and the State of Tennessee Department of Education. Goodpasture received the honor of being the third school in the Southeastern United States to obtain a triple accreditation from SAIS, SACS and NCSA in 2007. It also holds memberships in the NASSP, TAIS ISNI, CSS, SACAC and NACAC. Academic excellence in a Christian environment is the primary goal at Goodpasture Christian School. The school offers advanced placement, honors, and dual enrollment courses in many areas and stresses the importance of fine arts, with courses in instrumental and choral music, art, and drama. The Foreign Language Department offers Spanish, French, and Mandarin Chinese.

### **College/University Placement**

Each year Goodpasture Christian School's graduating seniors are offered scholarships to some of the nation's most prestigious colleges and universities. Last year's seniors were offered over \$7 million in scholarships. The school's regular and advanced placement courses prepare students for the demands of college course work.

## **Student Activities**

Students develop confidence through participation in multiple student activities at Goodpasture Christian School. Students have the opportunity to participate in Student Council, Mock Trial, Quiz Bowl, Science Olympiad, Fellowship of Christian Athletes, Key Club, Beta Club, Theater Arts, Chorus, the annual Food Drive, leadership classes and a variety of service projects.

## **Athletics**

Goodpasture Christian School is recognized for its outstanding athletic programs. Football, basketball, baseball, softball, tennis, golf, cross-country, track and field, volleyball, soccer, bowling and cheerleading are a part of the extensive extracurricular activities available to students. The 1988, 1995, 1997, 1999, 2004, 2007, 2008 and 2012 baseball teams, the 2005 and 2011-2012 cheerleading squads, the 1995, 1999 and 2001 football teams, the 1995, 2001, and 2005 boys' golf teams, the 2007 girls' golf team, the 1996, 1999, 2003, 2004, 2005, 2006, 2007, 2008 and 2011 softball teams, and the 2012, 2013, 2014, 2015 and 2016 volleyball teams are winners of state championships.

Goodpasture Christian School also has an excellent concert band and an outstanding marching band, which has won 12 state championships.

## **Campus**

Goodpasture Christian School's complex contains four major buildings on a 70-acre campus. The Great Beginnings program has classrooms adjacent to the W.F. Ruhl Fine Arts Center. A self-contained kindergarten is located in the Little Red Schoolhouse, toward the back of the campus. Goodpasture's elementary school, for students in preschool and first through fourth grade, is the middle building on the campus. Ten classrooms for fifth and sixth grade students are located at the back of the W.F. Ruhl Fine Arts Center. This area also contains a music room and play area. The upper school building contains classroom for grades 7-12, an extensive library, the cafeteria, band room, and a gymnasium. The football stadium, the middle school gymnasium, football field house, baseball clubhouse and field, and softball field house and field are a short distance from the upper school building. There are also soccer fields, tennis courts, practice fields, and play areas on the grounds. The William F. Ruhl Fine Arts Center contains a 1,200-seat, state-of-the-art auditorium and the executive offices.

## **II. POLICY OF NON-DISCRIMINATION**

Goodpasture Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally available to students of the school. The school does not discriminate on the basis of race, religion, color, national or ethnic origin in administration of its educational policies, its admissions policy, financial assistance, and athletic and other school-administered programs.

## **III. MISSION STATEMENT**

Goodpasture Christian School...

*building confidence, intellectual growth, and spiritual strength.*

### **Beliefs**

We believe...

1. All knowledge and wisdom come from God.
2. Christianity must influence everything we do at Goodpasture.
3. God wonderfully and immutably creates us as male or female, and we will live consistently with the gender God chose for us. These two different, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)
4. Time spent in Bible study and prayer is an important part of the school day.
5. Student learning includes the total development of all aspects of life: spiritual, academic, physical, and social.
6. Students should honor God, parents, country, teachers, and fellow students.
7. Students should be both responsible and accountable for their learning and actions.
8. Learning is a cumulative process.
9. Teachers should exhibit a genuine concern and respect for their students.
10. Teachers must maintain high expectations in order for maximum student learning to result.
11. Teachers should use a variety of teaching methods.
12. School should be a safe environment.
13. The mind flourishes in an environment of acceptance and encouragement.
14. Home and school should work together to instill values, build self-confidence, and help each student realize success.
15. Families and the community should be involved in the learning process.

#### IV. SCHOOL INSTRUCTIONAL GOALS

Our graduates will:

1. Be able to work together toward a common goal.
2. Be responsible and accountable for their actions.
3. Be self-disciplined.
4. Be understanding and aware of the problems of others.
5. Be competent in social skills that enable them to be positive forces in their communities.
6. Be able to understand and appreciate the Bible as the inspired word of God.
7. Be able to lead a life guided by a Christ-like attitude and spirit.
8. Possess the skills necessary to be effective communicators.
9. Be confident in leadership roles.
10. Be knowledgeable of how physical well-being influences all other aspects of life.
11. Be functional in the area of computer technology.
12. Be academically prepared to meet the challenges of the work-place or the university.
13. Be able to function at or above the state requirement level in all subject areas.
14. Be able to use a variety of problem-solving skills.

#### V. FINANCIAL INFORMATION

##### Registration Fee

Each new application must be accompanied by a \$100.00 non-refundable registration fee. After that, an annual fee of \$100.00 **per family** is included with the continuous enrollment for the next school year.

##### Tuition

Tuition for the 2018-2019 academic year will be:

- Preschool \$11,220.00
- Kindergarten \$10,700.00
- PreFirst – 1st Grade \$10,800.00
- 2<sup>nd</sup> Grade – 4<sup>th</sup> Grade \$11,550.00
- 5<sup>th</sup> – 8<sup>th</sup> Grade \$11,650.00
- 9<sup>th</sup> – 12<sup>th</sup> Grade \$11,880.00

Tuition for the Great Beginnings program (ages 12 months to 36 months)

- 5-day \$1,080.00 per month
- 3-day \$648.00 per month
- 2-day \$432.00 per month

Tuition is prorated for students accepted after June 1 for the fall term so that all payments will be made before May 16. *The executive office must approve any other payment schedule.*

### **Tuition Payments**

Tuition payments must be made by automatic bank draft through **Smart Tuition**. Tuition must be kept current or finance charges will apply.

**Tuition payments are non-refundable.**

**Questions concerning accounts should be directed to:**

- **Shannon Patterson at [spatterson@goodpasture.org](mailto:spatterson@goodpasture.org)**

Goodpasture Christian School reserves the right to withhold participation by a student in any extra-curricular activity whose tuition balance is 60 days past due. Access to **My School App (formerly NetClassroom)** will also be discontinued at this juncture. If payments are not kept current, GCS reserves the right to terminate enrollment of any student.

**No transfer of credits or records will be made while an outstanding balance remains.** Parents of seniors must make their final tuition payments before graduation. The school attempts to close out seniors' files and mail transcripts as quickly as possible on receiving requests.

The school **will not** release report cards at the end of the school year while an outstanding balance remains on the family account. This includes, but is not limited to, balances for bus services, ROAR, extended care, speech services, library books, academic books, athletics, and cafeteria.

### **Student Withdrawal**

In order for tuition payments to be suspended for students withdrawing from GCS, correspondence must be made via email to [spatterson@goodpasture.org](mailto:spatterson@goodpasture.org) a minimum of 10 days prior to the scheduled tuition draft date.

### **Extended Care Charges**

Goodpasture Christian School provides extended day care for a limited number of students in PreK-12. The cost is \$10.00 per day. Grades PreK-6 will receive a snack. The cost for half days will be \$20.00 (e.g., in-service days or other days when school dismisses at 10:50 a.m.) The cost for whole days will be \$25.00 (e.g., holidays and snow days). Charges begin at 3:15 on regular school days and 11:15 on half days.

### **Financial Aid**

A limited amount of financial aid is available to families who need *temporary* financial aid in sending their children to Goodpasture Christian School. Discussions about this assistance will take place *only* after completion of the registration process. Questions concerning financial aid should be directed to Shannon Patterson at [spatterson@goodpasture.org](mailto:spatterson@goodpasture.org).

Goodpasture follows the guidelines of the TSSAA regarding financial assistance to athletes.

### **Referral Program**

Your family may receive a \$500.00 tuition credit for each new full-time preschool through twelfth grade student you recruit. To qualify for this credit, new families must put in writing to the admissions department within 30 days of the receipt of application that you are the referring family. In addition, the new applicant must be screened and once accepted remain in school for at least three months. Also, in order to qualify for the credit, the new family cannot request financial assistance for the first year. Referral credits are awarded in the month of December.

## **VI. ADMISSIONS AND CONTINUOUS ENROLLMENT**

### **Admissions**

Applications for admission are available online anytime during the year. For an application to be considered, it must be accompanied by a \$100.00 non-refundable registration fee. All applications are kept on file until there are openings in the appropriate grade. Interviews and testing for acceptance for the fall term begin early each spring. Openings during the school year are filled as spaces become available.

An evaluation committee reviews records from previous schools, tests, interviews and other pertinent data to determine if an applicant appears able to successfully handle the academic program at Goodpasture Christian School. In the event the number of qualified applicants is greater than the places available, the committee will decide admission.

## **Continuous Enrollment**

During February, current families receive information on continuous enrollment.

- Families will automatically be debited the annual continuous enrollment fee of \$100.
- This fee is per family – not per child
- If you do not plan to return to Goodpasture, notification must be made in writing and sent to Shannon Patterson at [spatterson@goodpasture.org](mailto:spatterson@goodpasture.org) by the published deadline.
- All continuous enrollment fees are non-refundable.
- Any unpaid continuous enrollment fee or any decision to re-enroll after the published deadline will result in an increased fee.
- After the published deadline, the school fills vacancies from the list of new students applying for admission.
- Students must be living with their parents or legal guardians to be *admitted* to Goodpasture Christian School and to *remain enrolled* as a student at Goodpasture Christian School.

## VII. SCHOOL POLICIES

### Media Release Information

From time to time, Goodpasture Christian School uses film, videos, pictures, etc., for advertising and public relations purposes. During these times, students may be filmed or photographed while on the school campus or off campus on school activities. If any parent or guardian does not wish for his/her child to be included in any of the materials used for advertising, public relations, school website, brochures, or any other form of media, the parent/guardian should send a letter or email to the principal of the school in which his/her child or children are enrolled to notify the principal by August 30 of each school year. The notification must include the name and grade level of each child who will not be photographed or filmed for the current school year.

### Attire

At Goodpasture Christian School, the administration believes there is a close correlation between the attitudes conducive to good scholarship and responsible citizenship with the neatness and suitability of clothing worn by students. In matters of dress, the administration will always be the final judge as to modesty and/or appropriateness.

The dress code applies to the school day and all field trips. The Goodpasture Christian School administration and faculty reserve the right to require inappropriately dressed students to change clothes or leave the event whether it be an on-campus or off-campus event. Additional consequences could apply.

We respectfully request that **parents and guests** dress modestly and appropriately while on campus, at athletic activities, at school functions, or participating in field trips.

### Uniform Dress Code at Goodpasture for 2018-2019 School Year

**The Cougar Corner** is the uniform supplier for Goodpasture Christian School. It is located in the 607 Building on Due West Avenue (across Lentz Avenue from the Fine Arts Center). There are required and optional items for each student. The optional items are intended to provide variety and are also offered in consideration of various body types. All oxford cloth, knit shirts, and blouses will display the same Goodpasture Christian School logo. Since all shirts will have the Goodpasture logo, they must be purchased at the Cougar Corner. Pants may be purchased at the store of your choice as long as they meet the uniform requirements. **All items, unless otherwise noted, must be purchased through the Cougar Corner.**

## **Required Attire for ALL students in grade K-12**

- Short-sleeved royal blue knit shirt
- Khaki pants – purchased from the store of your choice. Pants must be similar in color to the traditional uniform khaki pant with a pleated or plain front. No cargo pants or pants with holes or tears are allowed.

### **7-12 Boys Required Attire**

- Short-sleeved royal blue knit shirt
- Khaki pants – purchased from the store of your choice. Pants must be similar in color to the traditional uniform khaki pant with a pleated or plain front. No cargo pants or pants with holes or tears are allowed.
- Black or brown belt

### **7-12 Boys Optional Attire**

- Long-sleeved white oxford cloth shirt
- Long or short-sleeved white, light blue, or black knit shirts
- GCS sweatshirt- purchased from Goodpasture Christian School
- V neck sweater

### **7-12 Girls Required Attire**

- Short-sleeved royal blue knit shirt
- Khaki pants – purchased from the store of your choice. Pants must be similar in color to the traditional uniform khaki pant with a pleated or plain front. No cargo pants or pants with holes or tears are allowed.

### **7-12 Girls Optional Attire**

- Plaid uniform pleated skirt
- Plaid uniform single pleated skirt
- White oxford cloth shirt (short or long-sleeved)
- White  $\frac{3}{4}$  sleeved over blouse
- Long or short-sleeved white, light blue, or black knit shirts
- Long-sleeved royal blue knit shirt
- Navy cardigan sweater
- GCS Sweatshirt – purchased from Goodpasture Christian School
- Solid black or white opaque, non-ribbed tights or leggings
- Solid neutral color socks

## Required Attire for ALL students in grade K-6

- Short-sleeved royal blue knit shirt
- Khaki pants – purchased from the store of your choice. Pants must be similar in color to the traditional uniform khaki pant with a pleated or plain front. No cargo pants or pants with holes or tears are allowed.

## Boys K-6 Optional Attire

- Khaki cargo shorts (Shorts may be purchased from the store of your choice, but must be similar to the traditional uniform khaki color).
- Navy pants – purchased from any vendor
- Blue jean pants – purchased from any vendor
- Blue jean shorts – purchased from any vendor (K-4 only)
- Long-sleeved white oxford cloth shirt
- Long or short-sleeved white, light blue, or black knit shirts
- GCS sweatshirt- purchased from Goodpasture Christian School
- V neck sweater

## Girls K-6 Optional Attire

- Plaid uniform jumper (**K-4 only**)
- Plaid uniform skort
- Khaki or navy shorts – purchased from any vendor ( No more than 4 inches above the knee)
- Blue jean pants – purchased from any vendor
- Blue jean shorts – purchased from any vendor (K-4 only)
- Long or short-sleeved white over blouse or Peter Pan collared blouse
- Long or short-sleeved white, light blue, or black knit shirt
- Navy cardigan sweater
- Navy blue or black pants – purchased from any vendor
- GCS sweatshirt –purchased from Goodpasture Christian School
- Solid black or white opaque, non-ribbed tights or leggings purchased from any vendor
- Solid white socks from any vendor
- Shoes from any vendor are to be close-toed athletic shoes or sturdy play shoes.

## **Guidelines For All Students**

All clothing must be of appropriate size, worn modestly, and in good repair. Girls need to wear some form of modesty shorts under the uniform skirt (running shorts, soffe shorts, etc.).

All khaki pants and shorts must be the traditional uniform khaki color. We will have sample traditional khaki pants in our school offices as a guide. There may be slight variations in this color due to differing manufacturers. All pants must have waist bands, should be purchased at the proper waist size so as to eliminate sagging, and must be worn at the waistline. Pants may have a pleated or flat front, be cuffed or un-cuffed, and must be made of cotton or a cotton blend. Boys must wear a belt. Cargo pants are not allowed.

All boys shirts in grades 5-12 must be tucked in and be long enough to remain tucked in throughout the school day. Girls'  $\frac{3}{4}$  length over blouse and knit shirts may be worn on the outside.

Girls' jumper, skirt, and skort length must be no more than **4 inches** from the floor when the student is kneeling on the floor. If you choose to hem the skirt, please leave adequate room for growth.

In grades Prek – 6, make-up is strongly discouraged at this age.

In grades 5-12, belts must be brown or black and may be purchased from any vendor.

Only black, brown, navy, or white closed-toe shoes are permitted. In addition, tennis shoes may be worn that are predominately white, gray, blue, or black, and have matching shoe laces. Boots are not allowed with skirts, jumpers, or skorts. Shoes may be purchased from any vendor.

Boys and girls must wear neutral colored socks with shoes. No flip flops or crocs may be worn. No bright or neon socks may be worn.

Goodpasture hoodies, sweatshirts, and jackets may be worn at school. Goodpasture spirit shirts may be worn on certain days and will be announced by the building principal. Hoodies, sweatshirts, and jackets that are not Goodpasture apparel may not be worn.

T-shirts and camisoles worn under collared shirts must be white and have no visible lettering. Short-sleeved shirts may be worn with a white long-sleeved T-shirt underneath.

Hair must be clean and neat, and not extreme in color or style. Boys must have hair that is above the collar in the back, above the bottom of the ears on the sides, and above the eyebrows. Boys may not have mohawks or fauxhawks. Boys must be clean-shaven and sideburns must not extend beyond the bottom of the ear. Boys are not allowed to wear earrings or fingernail polish. Girls may have pierced ears, but other visible body art or body piercing is not allowed for boys or girls. Hats are not permitted during the school day.

All questions and concerns relating to the appropriateness of dress and personal grooming at the school shall be determined by the Goodpasture Christian School administration in its sole discretion.

### **Transfer Students**

High School transfer students must complete 1.5 semesters prior to receiving a Class Rank and to be eligible for Valedictorian, Salutatorian, or Career top 10%.

### **Valedictorian/Salutatorian**

Valedictorian and Salutatorian will be determined off the completion of the 7<sup>th</sup> cumulative semester grade point average.

### **Graduation Requirements**

Goodpasture Christian School divides its academic year into two terms. To graduate from the school, a student must earn a total of 32 credits consisting of the following: English 4; Math 4; Science 3 (1 Biology, 1 Chemistry, 1 Physics); Social Studies 3 (1 U.S. History, 1 World History, 1/2 Economics, 1/2 Government); Foreign Language 2; Bible 4; Health 1/2; PE 1/2; Computers 1/2; Fine Art 1; Credits/Classes 9 1/2. Students must pass all classes in order to graduate.

### **Commencement**

Anyone who participates in commencement exercises **must** be a full-time student in regular attendance and in good standing at Goodpasture High School and **must** have completed all state and school graduation requirements.

### **Philosophies, Policies, Codes, and Consequences Related To Student Behavior**

The general philosophy of discipline at Goodpasture Christian School is to create a genuine desire to emulate Christ in all that we do. This is accomplished by creating self-discipline in every Goodpasture Christian School student. In the world in which we live, consequences are a natural part of our lives. Students at Goodpasture Christian School need to learn that the choices they make are important and can affect their

lives in many ways. Negative choices which are made will have consequences. By infusing Biblical principles in the lives of each student and by providing a discipline program based upon the use of natural and logical consequences, we hope to provide opportunities for children to learn from their mistakes. By dealing with consequences, students learn they are responsible for their actions. While discipline policies are not infallible, and while there will be differences of opinion at times, we request and expect students and families to abide by the standards of behavior explained in this book. The school reserves the right to dismiss a student if the actions of the student, the parents, or guardians, in the opinion of the school, interfere with the school's ability to accomplish its educational purposes. Such dismissal of a student by the school does not release the parent or guardian from their financial responsibilities to the school.

### **The Honor Code**

In order to honor Christ and our school, we, as students of GCS, make a commitment before God to do right in all situations, both academic and extracurricular, and respect all rules and guidelines set forth by our school. If we do not comply with these rules, we will take full responsibility for our actions and accept all consequences set forth by this establishment.

Written by the students of GCS in the 2011-2012 school year.

### **Important Definitions:**

Lying is the intentional falsification or denial of fact or the creation of a false impression. It is also the breaking of a pledge. Stealing is the taking of anything without the consent of the owner. Cheating is the act of deceit or fraud. In the classroom, it will be further defined by each teacher, but will include as a minimum the following:

- unauthorized use of another person's material (copying homework or class work, looking on another student's test or quiz, or plagiarism)
- allowing the unauthorized use of your own material (letting someone copy your homework, providing answers to a test, etc.)
- the revelation, giving, or receiving of privileged information regarding tests, quizzes etc.

Consequences of Dishonor - In addition to the natural consequences associated with the loss of honor, the school will impose the following consequences on students who break the honor code:

## Cheating

- 1<sup>st</sup> offense – Zero on the assignment and parent phone call from the principal
- 2<sup>nd</sup> offense – Zero on the assignment, parent conference, behavioral probation
- 3<sup>rd</sup> offense – Zero on the assignment, suspension, and possible dismissal

## Stealing

- 1<sup>st</sup> offense – Suspension from school, behavioral probation and parent conference
- 2<sup>nd</sup> offense – Suspension from school and possible dismissal from school

## **Parent Concern/Complaint Policy**

From time to time, a parent or guardian may disagree with a policy or procedure concerning their child. In that case, we strongly urge each parent/guardian to contact the teacher/s directly involved with the policy or procedure in question. If satisfactory results are not gained, the parent/guardian should contact the principal who directly supervises the teacher/s. In the unlikely event that the situation is still unresolved, the parent/ guardian may meet with the superintendent and president to discuss the issue. The decision which results from this meeting in all aspects will be final.

## **Discipline Policy**

The reputation of Goodpasture Christian School directly relates to the behavior of students both on and off campus. Actions that reflect negatively on the good name of the school will lead to disciplinary action. All parents must accept this rule as a prerequisite of admission of their children. Goodpasture Christian School expects parents to support the faculty and administration when it is necessary to administer discipline.

When problems concerning conduct or grades arise, students are given a warning by being placed on probation. If the problem persists, the student may be asked to withdraw. Students on probation are not eligible for any elected honor or position. Goodpasture Christian School reserves the right to dismiss a student at any time if the actions of the student, in the opinion of the school, warrant this action.

Goodpasture **will not** tolerate the use or possession of tobacco, alcohol, drugs, or any paraphernalia related to these substances. Violators will be subject to dismissal.

**Academic Probation:** Students are placed on academic probation when they receive one or more grades of “F”, or three or more grades below a C- for the semester. This probation must be removed during the following semester. A student failing to remove himself from the probation could be asked to withdraw from school. After attending one successful semester at another school, the student may reapply for admission to Goodpasture Christian School.

**Behavioral Probation:** Students can be placed on behavioral probation for a serious violation of school policy, for repeated violations of school rules and expectations, and for 5 or more office referrals during a single semester. Students may be put on behavioral probation for actions occurring off campus. The probation may last for the rest of the semester, for the rest of the year, or the rest of a student’s enrollment period at Goodpasture Christian School. The length of the probation period will be determined by the principal. When a student is placed on probation, any careless act or questionable attitude could be a basis for dismissal. A student placed on probation risks forfeiture of his right to participate in any extra-curricular activity at the discretion of the administrator. Students on behavioral probation may be ineligible to participate in any group trip.

**Attendance Probation:** Students will be placed on attendance probation if they develop poor attendance patterns. Any student who has more than 10 absences during a semester will be placed on attendance probation. Once on probation, a note from a medical professional will be required to excuse absences and tardies from school. Students on attendance probation may not be allowed to attend any off campus function during regular school hours. They may also be restricted from participation in extracurricular activities or be assigned detentions. The administration does understand that extended illnesses and approved family trips could occur during the school year. These special circumstances will be evaluated by the administrator prior to placing any student on attendance probation.

Other behavioral/academic Limitations:

- 1 At the administrator’s discretion, a student may be prevented from participating in a field trip for academic, behavioral, or attendance reasons.
- 2 Teachers may require students to attend after school help sessions or detention sessions as needed. Students who fail to participate will be subject to further disciplinary action.

Consequences could include the following:

extra academic work	suspension
before and after school detention	corporal punishment
physical work	dismissal
withholding privileges	

### **Drug Testing Policy – Grades 7-12**

Goodpasture Christian School strives to provide a loving atmosphere for the students we serve. The implementation of a drug testing program in addition to our Bible classes and Christian-based philosophy is intended to be a major step toward guiding our students away from any substances which could cause them harm.

Goodpasture Christian School reserves the right to require drug and/or alcohol testing of students suspected to be in violation of the school's alcohol and drug policy. The administration also reserves the right to randomly test groups of students periodically. Failure to voluntarily submit to proper drug testing may result in discipline or the student being required to withdraw from Goodpasture Christian School.

### **Banquets**

Each spring, Goodpasture Christian School sponsors a formal banquet for high school students in the 11<sup>th</sup> and 12<sup>th</sup> grades. An informal awards banquet is also held for seventh and eighth grade students. **The school discourages parents from scheduling events following these and other similar occasions. The school is in no way responsible for these activities. Parents who allow their children to attend must assume full responsibility for their actions and any subsequent repercussions.**

### **Leaving Campus**

Goodpasture Christian School allows seniors who meet certain criteria to leave school when not in class. Any other student who leaves the campus must have parental permission and approval from the principal's office.

### **Married Students**

Married students must have special permission to attend Goodpasture Christian School.

### **Physical Education**

The State of Tennessee requires physical education. To receive an excuse from this activity, a student must have a note from a parent. The school, at its discretion, may require a statement from a student's doctor if excuses persist.

### **Student Drivers**

Students driving to school must have a valid driver's license, register with the principal's office, and purchase a decal for their car. Failure to obey will result in loss of privilege to drive on campus. A special area is designated for student parking. Students who drive to school must provide proof of minimum insurance coverage.

### **Parking**

Faculty, staff and students who drive to school must park in designated areas. Students must register their vehicle with the high school office. For events held during the school day, parents may park in available spaces on campus or in the hospital lot across Due West Avenue. **Please do not park in the Medical Plaza lot on Lentz Drive during business hours.** The Medical Plaza lot may be used during evening hours and on weekends.

## **VIII. ATTENDANCE, GRADING, CONFERENCES AND HOMEWORK**

### **Attendance**

To be counted present, a student must attend *one-half of the school day*.

Goodpasture Christian School will excuse absences for sickness or death in the family. All other absences are unexcused unless approved by the principal *before* the absence occurs. A student is responsible for work missed due to absence and must make up *all work during* the grading period to receive credit.

The school generally grants approval *in advance* for absences for family trips. Excessive tardiness or absence may result in probation. Students may use designated teacher in-service training days to schedule appointments such as doctors, dentists, etc. Parents should check the calendar on the inside front cover of this booklet and cooperate to the fullest.

## **Report Cards**

**K-12 Grades:** Report Cards will be sent home every **nine** weeks.

## **Conferences**

Communication between the school and the home is an essential part of the education process. The Administration and faculty want to keep the lines of communication open between teacher and student and teacher and parents. It is essential to *discuss* any matters of concern to parents and students with teachers or the Administration.

Conferences with parents are important tools for teachers in the evaluation process. At the beginning of each school year, grade level group conferences are held so parents may have an opportunity to meet teachers who will explain plans, procedures, and expectations for the year. Parents should check the school calendar for dates.

All faculty members of grades have one period per school day set aside for planning and conferences. Parents should call the upper school office (ext. 4) or 5<sup>th</sup> & 6<sup>th</sup> school office (ext. 6) for appointments. A full-time guidance counselor is available for conferences during the school day.

Individual parent conferences for elementary school students are scheduled in the fall. Parents should check the dates in the school calendar.

Either a teacher or parent may call conferences at other times during the school year as needs arise.

## **Homework: All Students**

Homework serves several purposes. Students have an opportunity to reinforce knowledge of material and processes already learned in math, spelling, vocabulary, and foreign languages. It is an opportunity to pursue independently assignments of a creative and individual nature, such as English compositions, history, geography, and science. The amount of time a student needs to do homework varies with the individual, and even this varies from day to day. Students leaving school early are responsible for all assignments given for the next day.

## IX. TECHNOLOGY POLICIES

### Electronics Policy

1. Personal electronics, such as cell phone, iPod, laptop, portable Playstation, DS, etc. are not encouraged at school. If a student assumes the **sole** responsibility of his/her personal electronic, he/she shall not **disrupt** the school environment through electronic usage. The student will suffer consequences, **including but not limited to**, surrendering the electronic for a period of time determined by the principal.
2. If a student has any of the above in his/her possession at school, the item must be **put away and turned off**. A student may only use a cell phone with faculty permission to call a parent/guardian; otherwise, a cell phone must be put away in a backpack for lower school and locker for upper school and turned off.
3. If these items are seen or heard, they will be taken up. The lower school principal will return these items to the parents. Upper school students may retrieve their items at the end of the school day. If a student repeats this offense, other consequences will occur.
4. If these items are used at school in inappropriate ways, additional consequences will be given at the discretion of the principal.

### Technology Network Usage Policy

- Students at GCS are provided with access to a technology network. A wide variety of software and hardware is provided on campus. The use of the network is a **privilege**, not a right. Students are expected to abide by rules of conduct. Inappropriate use will result in discipline in the same ways as for other forms of vandalism, cheating, bullying, or theft. Ethical use of all technology and protection of the equipment is expected. Any student who uses the computers or technology equipment in a manner that is inappropriate may lose technology privileges.
- Goodpasture Christian School technology can be used for completing school assignments, obtaining information for school assignments, scholarly research, college and career planning, and other appropriate educational activities. The high school library is open after school until 4 for students to access the computer lab for school assignments. iPads are available for use in PreK-6th grade classrooms on carts.

- Students should not give any personal information (including phone numbers, addresses, credit card numbers, etc) over the school network.
- Buying, selling, and trading of items as well as entering credit card information for any purpose is not allowed while on campus.
- Social media has its time, place, and purpose; none of which are during, at, or for school. Therefore, social media sites including but not limited to **Instagram, Snapchat, Twitter, Facebook, Pinterest, etc.**, are **not** to be accessed during the school day including during devotional, class breaks, and lunch unless being used by a teacher for educational purposes.
- “Hot spots” **will not** be allowed to circumvent the school internet network.
- The “WiFi” feature must always be used rather than a 3G service while on campus.

### **Social Media & Internet Policies**

Students who participate in online interactions must remember that their posts reflect on the entire Goodpasture community and are subject to the same behavioral standards set forth in the Student Handbook.

- In the online environment, a student must follow the Goodpasture Honor Code and conduct him/herself online as in school.
- Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
- Do not post or link anything (photos, videos, web pages, audio files, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admission officers, or future employers to access. What you present on social networking forums represent you forever.
- If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Do not use profane, obscene or threatening language.
- Only accept social networking invitations from people you know. Use privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcast, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, social security numbers, phone number, addresses, exact birthdays, and pictures with parties you don't know or on unsecure sites.

- Keep passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without your knowledge, you could be held accountable.
- Do not misrepresent yourself by using someone else's identity.
- Cyberbullying is considered an act of harassment. Do not post any comments which could be viewed as mean, threatening, or hurtful to others. Students should report **any** act of cyberbullying they are aware of to a teacher, guidance counselor, or school principal.
- Use of Goodpasture logos or images on personal social networking sites is prohibited. To promote a specific Goodpasture activity or event, do so only by means of a link to the official Goodpasture website.

**Students in grades 7 through 12 must provide their own iPad for use in the classroom, including the downloading of classroom textbooks and apps.**

**Care of the iPad is the responsibility of the student and parent. It is highly recommended to purchase an insurance plan for the student iPad.**

### **GCS Acceptable Use iPad Policy for 7 through 12 Students**

1. iPad should be fully charged everyday. An uncharged iPad is not an excuse for incomplete school work.
2. iPad should always be in a case labeled with the student's name. The case should have hard (covered) corners and screen protection.
3. Only use the iPad for teacher approved activities
4. Only use the iPad that **belongs to you**
5. Only use the iPad camera or audio recording with teacher permission. Students must use good judgment and follow the rules of conduct when using the camera. A student may only use/post images of another person with their permission. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in anyway. Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.

6. Do not give iPad access codes or passwords to other students
7. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
8. If an iPad is left at home or is not charged, the student may borrow an iPad from the tech office for the day. The tech department will have a limited number of iPads available as loaners for a rental fee of \$10 per day **after** the first week of use.
9. Work completed on the iPad needs to be backed up to iCloud or Google Drive
10. Students should have Find iPhone turned on for their iPad. If an iPad is lost at school, the student should inform the tech department **immediately**. If an iPad is found, it should be turned in to the High School or Tech Office immediately. All iPads should have the name of the owner written on or etched into the iPad or case. Students will have the opportunity to rent an iPad from the tech department for **\$10 per day** after the first week of use until the student is able to replace the iPad. **Every effort** should be made to replace the iPad in a timely manner.
11. Students will enroll their iPad in Jamf (the schools student information system) and those profiles should not be deleted while the student is enrolled at GCS.
12. Students should not “jailbreak” or install a VPN on their iPads while enrolled at GCS. Each of these activities could block the student WiFi and school apps from the iPad. If a student is found with either of these, they may lose their WiFi privileges at school for a period or time. If a student repeats this offense, other consequences will occur.
13. Memory space is limited. Academic content takes precedence over personal files and apps. In case of memory space conflict, personal files/apps must be removed. Academic content should not be removed for any reason.
14. All material on the iPad must adhere to the values of GCS. Students must abide by the same prohibited uses as the use of lab computers and laptops. **Students are not allow to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Students may only visit websites with appropriate content.**
15. Students may not use the school’s internet/email accounts for financial or commercial gain or for any illegal activity. The school’s internet/email accounts should be used for academic purposes only.

16. Air dropping, emailing, texting, etc., of a student's homework, quiz/test answers, classwork, etc., without the permission of a teacher, to another student is considered cheating. Students should follow their teacher's instruction when copying/pasting work from the Internet. This needs to be documented following the citation rules. Copying/pasting any work from the Internet or another student without the proper citation is consider **cheating**.
17. Students are allowed to have music and install apps on their iPads, however the items downloaded and synced to the iPad must be in compliance with **Federal copyright laws**.
18. All students should have reliable internet access outside of school. Limited access is not a reason to have incomplete school work. Internet access will be available before and after school on campus.
19. During the school day, iPads are not to be used for games or personal entertainment except at teacher designated times. Teachers, at their discretion, may revoke iPad privileges to any students who they deem are not using them properly. Documentation of revoked privileges will be sent to the dean of students for disciplinary purposes. Should an iPad be taken from a student by a teacher as a course of disciplinary action, the iPad is to be returned to the student before their next class.
20. Sound settings should always be set to mute unless earbuds are plugged in and the volume is set to a level at which no one else can hear sound coming from them. Earbuds are to be used only with teacher permission. All students are required to purchase and keep with them at all times a set of headphones or earbuds.
21. Students are required to have the Bluetooth enabled and turned on at all times when using their iPads. iPads must be able to run iOS 10.3.3 at school for using Apple Classroom. This program will be used in the classrooms to monitor student work. iPads will disconnect from the teacher's class as soon as they enter the hallway.

## **Tech Support**

Should students encounter issues with either their iPad itself or with the network, they should use the following protocol to receive support.

1. For physically, broken devices (broken glass, won't charge, buttons will not work, etc.) students should go to an Apple support location such as Simply Mac or the Apple Store. The school does not fix any student owned devices.

2. For software issues (apps, logins, etc.) submit a work ticket by sending an email to **helpdesk@goodpasture.org**. Tickets will be dealt with in a timely manner. If you do not receive a response to your ticket by the end of the next period, you may ask your teacher permission to go to the tech office.
3. For network issues, please check with your peers and classroom teacher before contacting the tech office for help.

### **Digital Communication**

- Goodpasture Christian School will grant email accounts to all students in grades 6-12. This account is owned by the school and can be closed at any time.
- Students leaving the school will have their accounts disabled as of their final day (be it graduation, dismissal, or voluntary leave) unless other arrangements are made.
- Information transported using a Goodpasture email account is not to be considered private, secure, or confidential.
- Email use should be in accordance with the school policies and the standard of Christ at all times.
- School email accounts should only be used for school related correspondence (do not use it as primary email account or give it out to companies, businesses, or individuals seeking to correspond with you by email) and should be used for all school-related correspondence (do not use a personal account to email teachers, register for school programs, etc.).
- School email should be checked once a day by the mail app or On Campus. All emails from school or its staff should be opened, read, and responded to as necessary in a prompt manner.

## **X. PRE-SCHOOL POLICIES AND PROCEDURES**

**Attendance** - School hours for pre-kindergarten students are from 7:50 AM - 2:50 PM. Students may NOT arrive before 7AM. All scheduled half-days begin at 7:50 and end at 10:50 AM. Students are dismissed at the end of the regular school day from the Lentz Avenue exit. Parents of pre-kindergarten students should report to the pre-k classroom to sign students in/out during the regular school hours. Any student planning to go home with another student or return home by some means other than the way he/she came to school must present a written permission statement to the teacher. The student taking a school-mate home with him/her must also present a written permission note to the teacher. Pre-K students must be picked up in the area designated by the classroom teacher. At 3:15 PM students will be placed in Extended Care and charged accordingly.

**Conferences** - Teachers of Pre-K 3 and 4 year old students schedule one conference with parents during the first progress report period. Other conferences are scheduled as needed or by parental request to the teacher. Parents are encouraged to schedule conferences with the principal by contacting the elementary school office.

**Medications** - Parents should plan to bring prescription medication to be administered at school with written explanations from home. The school will not issue and/or dispense medication without permission from parents. Medicine to be administered at school must be given to the teacher for dispensing with written physician's prescription and a completed medication form obtained from the elementary school office.

### **Grading Scale and Progress Reports**

Grading Key -

Skill Mastery	√+
Good Progress	√
Not Applicable	NA

The end of the school year student progress report includes a written statement of the level of reading readiness or reading level. Citizenship, social and emotional development is communicated to parents via letters, progress reports, and oral communication with the teacher and/or principal.

**Dress Code** - Pre-kindergarten students wear appropriate, comfortable, playground friendly clothes and athletic shoes. Girls wear shorts under skirts, dresses, and jumpers. Uniforms are not worn in pre-kindergarten.

**Parties During School Hours** - Parents are involved in the organization and preparation of celebrations. Snack-time is the appropriate time for parties. Parents should confer with the classroom teacher for further information.

**Consequences for Misconduct** - Discipline is conducted by the experienced staff in each classroom with the following discipline procedures:

- A copy of each classroom discipline plan is given to parents at the beginning of the school year.
- If unacceptable classroom behavior is repeated, the child is placed in *time-out* in the classroom. Notification is sent to the parents regarding the misbehavior and consequences. The written notification is signed by the parent(s) and returned to the teacher the following day. The parent is contacted via the telephone if the notification is not signed and returned.
- If a single serious incident occurs, or unacceptable behavior continues, administrative (principal) discipline and parental involvement are required. The student may be referred to the school guidance counselor.
- When persistent behavior is disruptive, inappropriate, or unacceptable, a child is suspended from class. A child can be dismissed when persistent disruptive behavior cannot be corrected.

## **XI. ELEMENTARY POLICIES AND PROCEDURES**

Grades: kindergarten through fourth

**Attendance** - School hours are from 7:50 AM - 2:50 PM. Students may NOT arrive before 7AM. All scheduled half-days begin at 7:50 and end at 10:50 AM. Students are dismissed at the end of the regular school day from the exit lanes between the high school and elementary buildings. Parents should report to the elementary school office to sign students in/out during the regular school hours. Any student planning to go home with another student or return home by some means other than the way he/she came to school must present a written permission statement to the teacher. The student taking a school-mate home with him/her must also present a written permission note to the teacher. Students not picked up by 3:15 PM wait in the gym for their parents. At 3:15 PM students are placed in Extended Care and charged accordingly.

A student must attend one-half of the school day in order to be counted present. Absences are excused for sickness or death within the family. Other absences are unexcused unless approved by the principal before the absence occurs. A student is responsible for work missed due to absence and must make up all work during the grading period to receive credit.

Excessive tardiness or absence may result in probation.

Perfect-attendance is a prestigious award to students with no absences and no tardies. Outstanding attendance is awarded to students with 3 or less tardies and no absences during the 9 week grading period. Other attendance recognition awards may be given to students by teachers within their classrooms.

**Conferences** - Kindergarten parent-teacher conferences are scheduled during the first and last nine-weeks of school. Parent conferences for grades 1-4 are scheduled during the beginning of the school year. Parents may request a conference at any time by contacting the classroom teacher. Teachers may request a parent conference at any time that it is deemed appropriate.

**Medication** - Parent permission is required for students to take medications at school. Written directions must accompany all medications. A school medication form must be completed for each student.

**School Parties** - Classroom parties are coordinated with teachers and parents during the school year. These times offer students opportunities to socialize during times that teachers schedule so that instructional time is not compromised.

**Elementary School Uniforms** - Uniforms purchased from the Cougar Corner are to be worn each day unless parents are notified by the school of a specific date for special clothing.

**Consequences for Misconduct** - Discipline is conducted by the experienced staff in each classroom with the following discipline procedures:

- If unacceptable classroom behavior is repeated, the student is disciplined by the classroom teacher according to the rules explained to parents during the initial parent-teacher meeting. Notification is sent to the parents regarding the misbehavior and consequences. The written notification is signed by the parent(s) and returned to the teacher the following day. The parent is contacted via the telephone if the notification is not signed and returned.
- If a single serious incident occurs, or unacceptable behavior continues, administrative (principal) discipline and parental involvement are required. The student may be referred to the school guidance counselor.
- When persistent behavior is disruptive, inappropriate, or unacceptable, the student is suspended from class. A student can be dismissed when persistent disruptive behavior cannot be corrected.

## **XII. MIDDLE SCHOOL POLICIES AND PROCEDURES**

### **School Communication**

One of our goals at Goodpasture Middle School is to strengthen communication between home and school. We encourage parents to email or phone administration and faculty. We request that each family submit an email address for us to send home information.

Through email, we can quickly and easily contact all students, students of one or more grades, or individual families. Please assist us in these endeavors by providing us an address, keeping us updated of any changes, and checking the email account regularly.

### **Student Expectations**

We expect our students to show respect to everyone. We expect our students to do their very best at all times.

### **Student Planner Use**

All students will use the student planner daily by filling out the planner section for each class. Students should obtain parents signature on the planner.

We encourage parents to contact us if the student is not adequately filling out the planner. We want the planner to be a positive organizational tool for the student as well as a tool for communication between the parent and the teacher.

### **Attendance Policy**

1. A student that gets sick during the school day needs to report to the middle school office. Parents and teachers will be notified by the office. A student should use the office phone to notify his/her parent of the illness. A student may not use a cell phone at school for any reason without permission from a faculty member.
2. A student must bring a note to the middle school office on the day he/she returns before 7:50. This note should state the student's name, date(s) of absence, specific reason for absence, and parent/guardian signature. The student will then be given a note from the middle school secretary to show his/her teachers.

### **Absence Classifications**

1. Excused absences are due to personal illness, medical or dental appointments, family illness, or death in the family. Students will be allowed to make up work missed. If a student misses more than ten days

for the semester, the student must have a note from a doctor in order for the absence to be excused.

2. Excused Approved absences must be requested in advance through a signed note from a parent and are due to family trips or special activities. The student must bring this note to the office several days in advance. These should be rare in occurrence as students need to be present in school.

3. With any unexcused absence, the student will be required to make up the time by working after school hours. Time will be determined by administration.

### **Tardiness**

1. School begins at 7:50. Students should arrive in time to prepare for the day and be ready to learn by 7:50. Students who arrive too late to make preparations for the school day often feel anxious, upset, or rushed; therefore, their learning may be impaired.

2. A student is tardy if he/she arrives in his/her classroom after 7:50. A student who is tardy must report to the appropriate office to sign in. The student will receive a tardy slip to class.

Excused: Tardies accompanied by a note from a teacher or the office.

Unexcused: Tardies without a note. Three unexcused tardies equals one unexcused absence.

\*Tardies to School (Per Semester – excused and unexcused)

1<sup>st</sup> – 6<sup>th</sup> offense – no consequences; The first six tardies are given as a privilege to allow only for circumstances which are beyond the student's control; such as traffic. The 7<sup>th</sup> and 8<sup>th</sup> tardy will receive an after school detention. The 9<sup>th</sup> tardy to school may result in a parent conference.

### **Personal or School-related Problems**

Students are encouraged to contact Mrs. Martin in the guidance office for help with any problem. The principal is also available to assist students with problems. A student that is having a problem with his/her schedule needs to contact Mrs. Martin.

### **Discipline**

Students are to follow instructions and school policies at all times. Principals and teachers assign lunch detention and after school detention for rule infractions. Principals also use parent/teacher conferences, suspension and corporal punishment as they deem necessary.

Lunch detention may be assigned for unexcused tardies, sleeping in class, dress code violations, inappropriate items in the building, misconduct in and out of class, inappropriate displays of affection, chewing gum, not following directions, leaving backpacks or other items in the hallway, and other infractions.

After school detention will be served for inappropriate comments or language, disrespectfulness, disturbing class, or being dismissed from class. Every 4<sup>th</sup> lunch detention is an after school detention.

Suspension will also be used for accumulation of detentions, willful disobedience, inappropriate behaviors, or other circumstances deemed necessary by the principal. Suspension will result in an unexcused absence. With any unexcused absence, the student will be required to make up the time by working after school hours. Time will be determined by administration.

A student who exhibits behaviors resulting in more than one suspension may be required to attend with his/her parents an administrative hearing. During this hearing, discussion involving all parties will determine whether the student is placed on probation or dismissed from Goodpasture Christian School.

### **Study Habits/ Grade Reports**

Grades will be sent home each nine weeks. Teachers will send home progress reports for students in danger of making a low grade.

Students who are absent need to contact the middle school office by 10:00 a.m. to request that assignments be collected. Parents or their designee need to pick up assignments in the office by 3:30.

### **Principal's List and Honor Roll**

Each nine weeks, a student earning all A's qualifies for the Principal's List. Students earning as many A's as B's qualify for the Honor Roll.

### **Middle School Awards Assembly**

An assembly will be held in May to present awards in various subject areas. Awards will be given based on academic performance, attitude, and class participation. Parents of award winners will be invited to attend the assembly.

## **Honors Classes**

Students are selected for Honors Classes based on ability and achievement. Students participating in Honors Classes receive an additional 1.00 grade point on the four-point scale. The following Honors Classes are offered:

1. 7<sup>th</sup> Grade Accelerated English
2. 7<sup>th</sup> Grade Accelerated Math
3. 8<sup>th</sup> Grade Accelerated English
4. 8<sup>th</sup> Grade Algebra I

## **Grading Scale**

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	85-90
B-	83-84
C+	81-82
C	72-80
C-	70-71
D+	69
D	66-68
D-	65
F	64

## **After School Activities and Extended Care**

Students are encouraged to participate in after school activities. Students that are participating in after school activities will remain under the supervision of their coach or teacher. Students are to be picked up immediately after the activity or are to check into extended care.

Students are not permitted to linger in the hallways or on campus without being under the direct supervision of a coach, teacher, or extended care worker. Upper Middle School students who are not picked up by 3:10 are to report to extended care.

Students that do not conduct themselves appropriately in extended care may be suspended from school and/or extended care. Students that continue to exhibit inappropriate behaviors in extended care will be held to the same consequences of possible suspension or dismissal.

### **Lunch and After School Detention**

Lunch detention will be served in the cafeteria for 5<sup>th</sup> and 6<sup>th</sup> graders and in a designated classroom for 7<sup>th</sup> and 8<sup>th</sup> graders during the regularly scheduled lunch period.

After school detention will be served in a designated classroom from 3:00-3:45. Detentions will be held in the student's main school building. Parents will be notified the day prior to the detention in order to make transportation arrangements. A student must serve after school detentions on his/her given date. If a student fails to serve on his/her date, the principal will determine the consequence.

A student who is not picked up at 3:45 will be taken to extended care. Extended care charges will apply.

### **7<sup>th</sup> – 8<sup>th</sup> ADDITIONAL POLICIES AND PROCEDURES**

#### **Schedules/Lockers**

Seventh and eighth grade students are given more freedom in their schedule and are expected to handle this privilege with maturity. Students are no longer walked from class to class once they enter the 7<sup>th</sup> grade. Classes, room numbers, teachers, locker assignment, and homeroom teacher are all listed on the student's schedule. A student having a problem with his/her schedule should report it to Mrs. Martin in the Guidance Office.

Each student is assigned a locker for all books and belongings. Each student is responsible for his/her belongings. Students should keep lockers neat and orderly. Malfunctions of lockers are most often the result of mistreatment by the students. Students should not slam lockers or force lockers shut. Forcing lockers to shut damages the locker, damages the bindings of textbooks and results in a jammed locker. Keeping the locker neat, taking time to appropriately place books inside the locker, and reporting lockers to the office for maintenance assistance will result in fewer locker malfunctions.

A student should only bring items to school that will fit in the locker.

A student may only use the locker assigned to him/her. Sharing lockers or using unassigned and empty lockers is prohibited.

#### **Perfect Attendance**

Perfect attendance is rewarded, at the end of the year, in the middle school awards ceremony. Perfect attendance requires attendance at

school each day for the entire school day. Unexcused tardies and unexcused early dismissals do not constitute perfect attendance.

### **Dismissal Procedures**

Students in seventh and eighth grades are dismissed in two places: the upstairs entrance by the high school office and the downstairs entrance by the cafeteria. Students are not dismissed by the gym and should not wait there for a ride. By 3:00, the hallway by the gym is cleared; students are to report to the dismissal areas or to extended care. Students who do not abide by these procedures will be disciplined.

## **5<sup>th</sup> – 6<sup>th</sup> ADDITIONAL POLICIES AND PROCEDURES**

### **Communication**

Each week the Middle School Messenger for grades 5-6 will be sent to parents by email.

### **Schedules**

Fifth and sixth grade students will be assigned a homeroom teacher. These students will rotate as a homeroom class to 5 subject areas. These areas are language arts, math, science, social studies and Bible. Students in 6<sup>th</sup> grade have the option of participating in band or chorus. The students who decide to participate in these classes are making a commitment to this class for the entire school year. At the end of the year, they may decide whether or not to continue with these classes in 7<sup>th</sup> grade.

Students in 5<sup>th</sup> and 6<sup>th</sup> grades keep their belongings in a desk and in a cubby. Students are encouraged to keep their assigned area neat and orderly.

### **Dismissal Procedures**

Students in grades 5 and 6 may be picked up on Lentz or in the elementary dismissal with the elementary students. Students in the 5<sup>th</sup> and 6<sup>th</sup> grades may **NOT** walk over to the high school dismissal, to the field house, to any gym, or the band room. If a high school student is picking up the 5<sup>th</sup> or 6<sup>th</sup> grade student, the high school student must pick up in either the Lentz dismissal line or in the elementary dismissal line.

### **Reward Activities for Excellence**

Students who have demonstrated exceptional attitudes concerning their studies and their social interactions will be rewarded each quarter.

### **XIII. HIGH SCHOOL POLICIES AND PROCEDURES**

**Senior High Daily Schedules** – Goodpasture High School students have four periods per day. Devotionals are scheduled for each day.

**Grade Scale** – The grading scale for the high school will be as follows:

A+ = 99-100

A = 95-98

A- = 93-94

B+ = 91-92

B = 85-90

B- = 83-84

C+ = 81-82

C = 72-80

C- = 70-71

D+ = 69

D = 66-68

D- = 65

F = 64 and below

In order to determine your grade point average, the following value will be attached to the grade scale:

4.333 = A+

4.000 = A

3.667 = A-

3.333 = B+

3.000 = B

2.667 = B-

2.333 = C+

2.000 = C

1.667 = C-

1.333 = D+

1.000 = D

0.667 = D-

0.000 = F

**High School Final Exams** – The last four days of each semester will be used for testing. All students in grades 9-11 are required to take exams for the first semester. All students in grades 9-11 can be exempt from a 2<sup>nd</sup> semester final exam by obtaining a grade of 93 or above for both the 3<sup>rd</sup> nine weeks and the 4<sup>th</sup> nine weeks AND having 3 or less absences for the second semester. Seniors are required to take exams for the first semester. Seniors can be exempt from a 2<sup>nd</sup> semester final exam by obtaining a grade of an 83 or above for both the 3<sup>rd</sup> nine weeks and the 4<sup>th</sup> nine weeks AND having 3 or less absences for the second semester.

**Advanced Academic Opportunities** – Goodpasture High School students with interest and ability have opportunity to advance academically in:

1. **Dual Enrollment (DE) College Courses:** DE courses are college courses taught on Goodpasture’s campus by a Lipscomb University approved professor. The colleges accepting these courses will give college credit for a passing grade. Students participating in DE courses receive an additional 1.00 grade point on the four-point grade point average scale in recognition of the college equivalency and difficulty of the course.

Dual Enrollment Courses Offered:

1. Freshman Composition 1
2. Freshman Composition 2
3. American Literature
4. European Literature
5. College Algebra
6. Statistics
7. Speech
8. World Civilization I
9. World Civilization II
10. Calculus
11. Trigonometry

Dual Enrollment Eligibility:

- ACT Requirements for DE Classes:

21 ACT composite **and** 21 English sub-section for Dual Enrollment Composition, Literature and Speech

21 ACT composite **and** 23 Math sub-section for Dual Enrollment College Algebra, 26 for Calculus and Trigonometry

21 ACT composite **and** 24 math sub-section for Dual Enrollment Statistics

21 ACT composite for World Civilization I and II

- Grade Requirements for DE Classes

3.0 GPA for DE Algebra, Statistics and Speech

Honors grade eligibility for DE Literature and Composition  
(83 in previous honors class or 93 in previous regular class)

2. **College Board Advanced Placement (AP) Program:** AP courses are high school classes taught on a college difficulty level. Students enrolled in an AP course are required to take a standardized AP exam in May. The colleges participating in the AP program give college credit for a qualifying score. Students participating in Advanced Placement courses receive an additional 1.00 grade point on the four-point grade point average scale in recognition of the college equivalency and difficulty of the course.

Advanced Placement Courses Offered:

1. Chemistry
  2. Music Theory
  3. Psychology
  4. United States History
  5. Biology
  6. Physics C: Mechanics
  7. Computer Science
3. **Honors Classes:** Students are selected for Honors classes based on ability and achievement as outlined on page 43. Students participating in Honors classes receive an additional 1.00 grade point on the four-point scale.

**Excessive Absences and Loss of Credit** – If a student misses more than 5 class periods (either excused or unexcused) during a semester, he/she may not receive credit for that semester. School sponsored absences and college visits do not count toward the 5-day limit. There will be a three-day limit on notes for excused absences. After three days the absence will become unexcused.

**Dress Code** – All students will be in official uniform dress code. The expectation is that students display a cooperative and respectful attitude in regard to wearing uniforms. Uniforms that have been altered or changed are in violation of the code and will not be tolerated. A student who is in violation of the dress code may be required to be in compliance before going back to class. All time out of class will be unexcused. A student will also receive a demerit for the violation.

**Demerit System** - Behavioral problems will be dealt with at the discretion of the faculty and administration. Students will be expected to follow the teacher's classroom plan. A variety of consequences will be used by teacher and administrators to redirect the misbehavior of students. Please call your child's teacher or administrator if you have any questions concerning assigned consequences. Senior High students are expected to display mature behavior at Goodpasture Christian School.

There is no room for misbehavior. The administration reserves the right to modify consequences as the situation demands.

1. A student will receive a demerit for the following infractions:
  1. Dress Code Violation
  2. Sleeping in class
  3. Inappropriate items in class (i.e. phones, iPods)
  4. Misconduct out of class
  5. Inappropriate public displays of affection
  6. Not following directions
  7. Backpacks/books left in hallway
  8. Minor classroom infractions
  9. Tardies to class
  10. Parking Violations
  
2. A student will receive an after school detention for every 3 demerits received.

**After School Detention** – served after school from 3:00-3:50 in specified location

Infractions for After School Detention:

1. Bad language
2. Disrespectfulness
3. Disturbing Class
4. Dismissed from Class
5. Reckless driving

Students must serve the detentions at the time assigned, regardless of extra-curricular activities and athletic practices. A student may only miss detention in the event of a scheduled game. In that case, they must serve at the next appointed time. Failure to attend an after school detention may result in a suspension.

After the fourth after school detention, an administrative hearing may take place with the student and their parents.

**Hazing and or Bullying /Harassment** – Hazing/Bullying will not be tolerated at Goodpasture Christian School. Bullying may be defined by someone purposefully or repeatedly saying or doing mean or hurtful things to another person.

Harassment of any kind will not be tolerated. This will include any physical conduct or verbal innuendo – whether sexually implicit or explicit in nature or any act which manipulates, intimidates, controls or in any way creates a hostile/offensive environment for another person.

Any act considered as bullying or harassment by the administration will result in disciplinary action. This may include suspension, behavioral probation, or dismissal from Goodpasture Christian School.

### **Use of Cars on Campus**

1. All vehicles that use the parking facilities at GCHS must be registered. Failure to register a vehicle will result in loss of parking privileges.
2. Driving safely is crucial for the lives and health of the GCHS family. Reckless driving in any form will not be tolerated. Speeding or reckless driving will result in loss of driving privileges. Students parking in staff parking spaces or in unmarked spaces will be given an after school detention.
3. Seniors have designated parking places in the top high school parking lot. Only seniors may park in these spaces.

### **Attendance Policy**

A student is afforded five excused absences per semester. A note from a parent should accompany all absences when the student returns explaining why the student was absent. After the fifth absence of a semester, a doctor's note is required. If a doctor's note is not received, a student will be required to make up the time missed after the school day ends. Staying after school for 90 minutes for four consecutive days will make up this time. If only part of the day is missed for the sixth time, i.e. only fifth period, then corresponding 90-minute after school periods will be required to make up the absence until the time is made up.

### **Types of Absences**

Excused: Absence due to personal illness, medical/dental appointments, family illness, or death in the family. Student will be allowed to make up all work missed.

Excused/Approved: Absence approved in advance by an administrator; college visits approved in advance by the guidance department. Student will be allowed to make up all work missed.

Unexcused: With any unexcused absence, the student will be required to make up time by working after school hours. Time will be determined by administration.

### **Types of Tardies**

Excused: Tardies accompanied by a note from a teacher or the office.

Unexcused: Tardies without a note.

\*Tardies to School (Per Semester – excused and unexcused)

1<sup>st</sup> – 6<sup>th</sup> offense – no consequences. The first six tardies are given as a privilege to allow only for circumstances which are beyond the student's control; such as traffic. The 7<sup>th</sup> tardy will receive an after school detention. Beginning with the 10<sup>th</sup> tardy, the student will be required to make up time by working after school hours. Time will be determined by administration..

### **Make-Up Work**

The student may be excused from attendance, not from material covered or assigned work. It is the student's responsibility, not the teacher's, for make-up work in all subject matter covered during absences.

The student will be requested to take tests or complete work assignments on the first day the student is back in school for absences of one day or less. Signing out of school the period that something is due does not excuse the student from the work or the due date. The due time for make-up and/or make-up test will be scheduled at the discretion of the teacher. If the absence is extended (at least two days, but not in excess of five days), a maximum of three days will be given for make-up of a test or assigned work. If the absence is in excess of five days, the student shall have a reasonable time to make-up tests or assigned work.

Assignments, including homework and out-of-class projects, that are due on a day when the student has been absent from school must be turned in upon returning to class the very next day (except in the case of extended absences).

### **Procedure for Dealing with Absences, Tardies and Dismissals**

Following any absence, a student must bring a note from a parent or guardian within three days of the day he returns to school. The note should state the student's name, date(s) of absence, specific reason for his absence, and parent/guardian signature. The note should be turned in to

the appropriate office. Notes certifying valid reasons for absence (i.e. illness; medical appointments certified by a licensed physician, dentist or health agency; family illness, death in the family) will result in the absence being counted as an excused absence. Failure to bring a note within three days of the day that he returns will result in an unexcused absence. The unexcused absence can be changed to an excused absence if the student brings an acceptable note within one more school day.

Appointments such as hair or shopping will not be excused.

If a student needs to be dismissed from school, he must bring a note from a parent or guardian prior to his dismissal. The note should state the specific reason and time for his dismissal and should be turned in to the appropriate office before school begins; in the note the parent should also include a phone number at which he/she may be reached if verification is required. The student **MUST SIGN OUT** in the appropriate office before leaving campus. When a student is dismissed for a doctor's or dentist's appointment, he must bring a note from that doctor's office upon his return to school. If the student returns to school that day he should go to the proper office and **SIGN IN**.

A student wishing to take a family trip should have this trip approved by bringing a note signed by his parent/guardian to the appropriate administrator PRIOR to the trip. College visits by seniors must be approved in advance by the guidance office. Any absence approved in advance will be considered an "excused approved" absence. The student will be responsible for notifying their teachers of the absence and obtaining upcoming assignments.

When a student returns to school following an absence or dismissal, he must obtain an "Admit to Class" slip from the office before going to class. He must take this slip (either excused or unexcused) to the teacher(s) of the class(es) he missed and have the teacher(s) sign the pass. It is the student's responsibility to get the slip to each teacher.

If a student is tardy upon first arrival to school for the day, the student should report to the appropriate office and **SIGN IN**. The student should obtain an "Admit to Class" slip and take it to his teacher.

If it becomes necessary for a student to leave campus during the school day and he does not have prior approval for this dismissal, he must follow the proper procedure for checking out of school. This procedure includes either a parent coming into the appropriate office and checking with a member of the office staff, or the student coming to the appropriate office and having a member of the office staff speak with the student's parent/guardian by phone. Once proper permission to leave

campus has been obtained, the student should sign out on the dismissal sheet.

During the academic day, students may not return to their cars without permission from the administration. Seniors are allowed to leave campus during their free period and during their lunch period. Seniors will not be allowed to eat in the hallway during their free period or during lunch. If they choose to go off campus and get food, they must eat it before they re-enter the school building. If food is brought back during lunch, it must be eaten in the cafeteria. If on campus during lunch, seniors will need to be in the cafeteria or in a designated area outside.

## **Academic Policies**

### **Honors Diploma**

- Students will receive a diploma that includes a special Honors seal; Honors diploma recipients will also wear special Honors cords at graduation and will be recognized as Honors diploma recipients.
- Students must have a cumulative average of at least a 3.5 overall.
- To be eligible for the Honors diploma, a student must complete 11 of the following courses and maintain a minimum average of a B- (83) in each class (by averaging the two semester grades)
  - English – Honors English I, Honors English II, Dual Enrollment Composition, Dual Enrollment Literature
  - Math – Honors Algebra 1 (9<sup>th</sup> grade), Honors Algebra II, Honors Geometry, Honors Pre-Calculus, Dual Enrollment Calculus, Dual Enrollment Trigonometry
  - Science – Honors Biology, Honors Chemistry, AP Physics 1, AP Biology, AP Chemistry, AP Physics C
  - History – AP U.S. History, AP Psychology, Dual Enrollment World Civilization I & II
  - AP Music Theory
  - Honors Spanish I
  - Honors Spanish II
  - Honors Spanish III
  - AP Computer Science
  - Honors Anatomy and Physiology

- A student must pursue the Honors Diploma in order to be considered for the honor of Valedictorian or Salutatorian.
- Transfer students will be eligible for the Honors diploma by completing 3 of the above courses per year with the appropriate grade and GPA stated above and having a cumulative number of 11 acceptable courses between their previous school and Goodpasture.

### **Honors Classes**

- Once enrolled in an honors class, a student must maintain an average of at least 83 for the first semester in order to register for an honors class the following year. They must maintain that 83 for the second semester in order to be enrolled in the class.
- A student in a regular class may request admission to an honors class for the following year if he or she has an average of at least 93 for the first semester. The student must maintain that 93 for the second semester in order to be enrolled in the class.
- A student who is new to Goodpasture Christian School must meet the same grade requirements as outlined above in order to enroll in an honors class.
- A student who does not meet the specified grade requirements may not enroll in an honors class without the written permission of the chairman of the department.
- If a teacher sees that a student is having extreme difficulty in an honors class, he/she may recommend that the student move to a regular level class during the first nine weeks. The teacher should discuss this change with the chairman of the department before approaching the student and parents about the change.
- At the end of the first nine weeks, teachers of certain classes will submit the names of any students who have received a grade of 71 or below in his/her class. The department chairman will then send a letter to the parents of each student, recommending that the student move to a different class if the schedule permits. A deadline will be set for the return of the letter. At that time all changes will be made for those students whose parents approve the move. If the parents do not approve the change, that student will be required to remain in his/her original class for the remainder of the year.
- All other specific department policies can be obtained from the department chairperson.

**Off-Campus Credit Policy**

All courses that are failed during the school year will be made up at a learning center selected by the Upper School Principal. Any student wishing to make up a course at another location will need to have special permission from the administration. All courses must be made up before a student can advance to the next grade at Goodpasture Christian School. Grades earned in Summer School will not be used in the computation of the cumulative grade point average.

## **XIV. GENERAL INFORMATION**

### **Donations**

Goodpasture Christian School, like all private schools, seeks donations from parents and friends to provide for all capital expenditures. Each fall the Administration holds a series of informational dinners to explain the plans and needs and to invite participation in the Annual Fund Drive. When parents are invited to one of these dinners, the Administration hopes they will attend and, depending on circumstances, commit to making a tax-deductible donation during the twelve-month period encompassing the campaign.

### **Schedule and Dismissal**

School begins at 7:50 a.m. and ends at 2:50 p.m. Teachers arrive at 7:30 a.m. Students should not be dropped off before 7:00 a.m.

All scheduled half-days will be 7:50 to 10:50 a.m.

Students who ride buses will be dismissed at 2:45 to load. All Elementary students must be picked up at the Elementary building in **assigned areas only**. After 3:15, students will be placed in Extended Care and parents will be charged accordingly. Students in grades 9-12 not participating in a supervised activity must be off campus by 3:30 p.m. or they will be placed in extended care.

Students that are tardy or must leave early must sign in or out in the appropriate school office.

### **Emergency School Closing**

If school closes due to inclement weather, there will be an announcement on television channels 2, 4, 5 and 17. No other stations are authorized to make announcements. **Only school closings will be announced; school re-openings will not be announced.** Parents will also be notified using “Cougar Contact” email and postings on the school website. Parents uneasy regarding their child’s safety because of the weather may pick them up. **Parents should not call the school.** Bus drivers will use their discretion regarding departure time.

### **Field Trips**

Parents who provide transportation for field trips should not take other siblings. All students must wear seat belts.

## **Health**

The State of Tennessee requires the school to maintain an up-to-date immunization record on each student. Parents **must** notify the school **in writing** if their child needs specific treatment in an emergency (e.g., diabetic). The school will send any student needing emergency treatment to Skyline Medical Center.

Children should **not** be sent to school with a fever or in a highly infectious state.

## **Lunch**

Lunch may be purchased in the cafeteria or students may bring a lunch from home.

## **School Visits**

Goodpasture Christian School encourages parents' visits to school but this should always be by appointment. **The Administration discourages drop-in visits to teachers.** All visitors **must** sign in with the school office before visiting classrooms.

Students are **not** to bring visitors to school without permission from the principal a day in advance. Students **may not** ask friends to stop by during school hours.

## **Lost Articles**

All clothing should have the owner's name. The school cannot be responsible for clothing, books, or other items left on campus. The school requires parents to pay for textbooks or library books lost or damaged due to carelessness.

## **Lockers**

The school assigns one locker to each student in grades 7-12. Lockers are the property of Goodpasture Christian School and are subject to inspection by authorized personnel. The school assigns lockers to students taking physical education. These lockers require a lock. The school cannot be responsible for lost items. Students are responsible for keeping lockers clean and orderly.

## **Christmas Gifts**

At Christmas time the Administration encourages students to bring food or other gifts for the underprivileged.

## **LEA-AHERA Compliance**

As required by LEA-AHERA Compliance, to the best of our knowledge, facilities on the GCS campus are asbestos free.

## **XV. POLICIES ON ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

At Goodpasture Christian School academic performance is a major priority of both the middle and high schools. Therefore, the following policy applies to all students in school-sanctioned activities. These activities include: **all sports, marching band, chorus, cheerleading, Student Council, all elected positions and elected class officers.**

**To be academically eligible for participation, a student must:**

1. Have a cumulative average of 2.0 for the semester and the nine weeks *preceding* the beginning of competition.
2. Have all passing grades for the semester and the nine weeks *preceding* beginning of competition.

**To maintain academic eligibility during the competitive season, a student must:**

1. Have a cumulative average of 2.0 for the semester and each nine-week period *during* the competitive season.
2. Have all passing grades for the semester and each nine-week period which ends *during* the competitive season.
3. If the above criteria are not met, a student will not be eligible to compete in games or competitions for a three week period. At the end of the three week period, if a student has all passing grades, they will immediately be eligible to play again.

**To regain academic eligibility, a student must:**

Have a GPA of 2.0 with all passing grades for the *next* nine-week grading period and meet all other previous requirements. *Incomplete grades* will disqualify students from participation.

### **Eligibility Addendum**

Fall eligibility is counted beginning August 1. This includes students in all fall sports, marching band and cheerleading.

Winter eligibility is counted beginning November 1. This includes students in basketball and cheerleading.

Spring eligibility is counted beginning February 15. This includes students in all spring sports.

As stated in the 2014-2015 TSSAA Handbook, Article II Section 16, “If tuition is charged, it must be paid by parent, bona fide guardian or other family member. If a parent, guardian or other family member secures a loan for payment of tuition, it must remain an obligation of the parents, guardian or other family member to repay the principle and interest in full with no exceptions.”

The TSSAA requires a school to remove any student from athletic eligibility whose account with the school is 60 days overdue.

Goodpasture Christian School reserves the right to withhold participation by a student in any extra-curricular activity whose tuition balance is 60 days past due. Access to My School APP (formerly NetClassroom) will also be discontinued at this juncture.

Students who try out for cheerleading in the spring must meet the above criteria for the last nine-week grading period and for the first semester.

Students who wish to qualify and run for Student Council elected positions and for class office elected positions must meet the above criteria for the last nine weeks grading period and for the first semester.

For eligibility, there will be no mathematical rounding up of grades to the highest grade. A scale of 4.0 will be used to determine semester and nine-week averages.

Students must be at school a ½ day to participate in extra-curricular activities.

**Note:** Transfer students will be on probation and must meet TSSAA requirements to compete during the first nine weeks of enrollment. These students must then meet the above requirements to continue to participate.

## **National Honor Society**

Membership in the National Honor Society is open to qualified sophomores, juniors and seniors who are selected by a faculty council. The council uses the following criteria for membership:

1. The student must have a cumulative scholastic average of 3.4.
2. The student must have been enrolled at Goodpasture High School for at least one semester.
3. The student must have completed, or be presently enrolled in, two years of a foreign language, two years of math (Algebra I and Geometry) and two years of science.
4. The student must have been an active participant in at least three service projects.
5. The student must belong to at least two or more school organizations.
6. The student must have held at least one elected or appointed leadership position.
7. The student must exhibit the traits of good character.
8. The student must apply no later than the end of the first nine weeks of their senior year.

The selection process begins with the review of the student's academic record to determine scholastic eligibility. Those students who are interested in joining need to attend the announced meeting and are asked to complete a student activity information form. A faculty council reviews this form and other verifiable information. The council will induct candidates receiving a majority vote into the Society. To retain membership, a member must continue to exhibit the characteristics and scholarship required for membership. Each member is required to add another year of science and Algebra II to the required courses. Each member must participate in the Chapter's service project of working in the school bookstore. In addition, a member must complete a total of twelve (12) hours of service each year. Service hours must be earned on a minimum of three (3) different dates. Prior approval of these activities by two faculty council members/advisers is required. All projects must be completed and the service project form filed by the first Friday following spring break. Any member who falls below the standards that were the basis for his selection will be given a written warning by the faculty adviser and allowed a reasonable amount of time to correct the deficiency. In the event a student flagrantly violates school rules or civic laws, he does not necessarily have to be warned. The faculty council will decide when a student has exceeded a reasonable number of warnings. Any member of the Society who is dismissed must return the emblem (pin) to the faculty adviser.

### **National Junior Honor Society**

Membership in the National Junior Honor Society follows the same procedures for the selection of students from the eighth and ninth grade. There is one exception: a ninth grader must have completed or be enrolled in Algebra I, must be enrolled in a foreign language, and must be enrolled in a science.

**XVI. ADMINISTRATION**

- Ricky Perry** . . . . . **President**
  - Dianne Sturdivant** . . . . . **Superintendent**
  - Jeff Bixenman** . . . . . **Principal, Upper School**
  - Karen Farley** . . . . . **Principal, Lower School**
  - Andy McWilliams** . . . . . **Dean of Students**
  - Clint Parnell** . . . . . **Dean of Athletics**
  - Lynn Dearing** . . . . . **Assistant Principal 7-12, HS Athletic Director**
- 

**Ricky Perry, President**

Mr. Perry is a graduate of Lipscomb University with a B.S. degree in Math Education and a minor in Biology. He holds a Master’s degree from Trevecca Nazarene University in Educational Administration and Supervision. Mr. Perry has worked in Christian education as a teacher, coach, assistant principal, principal, and development director. Mr. Perry has served as President of Goodpasture Christian School since 2008.

**Dianne H. Sturdivant, Superintendent**

Mrs. Sturdivant is a graduate of David Lipscomb University with a B.S. degree in elementary education. She holds a Master’s degree from Trevecca Nazarene University in Administration and Supervision plus forty-five hours from Cumberland University. Before coming to Goodpasture, she was employed by the Metro Nashville Public School System for seventeen years where she served as a classroom teacher, assistant principal, and principal. She also served as the elementary principal of Lipscomb Campus Schools. Mrs. Sturdivant has served as Superintendent at Goodpasture Christian School since 2006.

**Jeff Bixenman, Upper School Principal**

Mr. Bixenman holds a B.A. degree from Lipscomb University and a Master of Education degree in Administration and Supervision from Tennessee State University. Mr. Bixenman holds an Ed.S. in Administration and Supervision from Lipscomb University. Mr. Bixenman was inducted into Alpha Chi National Honor Society for graduate school in 2014. He is a 1996 graduate of Goodpasture Christian School, and he has been part of the Goodpasture faculty since 2001. Mr. Bixenman has taught and served as department chair in the History Department, and he has served as the head boys basketball coach.

**Karen Farley, Lower School Principal**

Mrs. Farley holds a B.S. degree in elementary and early childhood from Lipscomb University and a Master of Education degree in guidance and counseling from Trevecca Nazarene College. Mrs. Farley is a 1981 graduate of Goodpasture Christian School and became a member of the GCS faculty in 1986. Mrs. Farley has taught first grade, third grade, fourth grade, preschool, resource teacher and computers. Mrs. Farley served as assistant principal of the elementary school for 2 years prior to being named principal in 2015.

**Clint E. Parnell, Dean of Athletics**

Mr. Parnell holds a Bachelor of Arts degree from Lipscomb University, and a Master of Arts degree, plus thirty hours, from Middle Tennessee State University. Before coming to Goodpasture, he was with the Metropolitan Nashville School System for thirty years, where he was an assistant principal and a classroom teacher. Additionally, Mr. Parnell coached football, basketball, track, and cross country.

**Andy McWilliams, Dean of Students**

Mr. McWilliams holds a Bachelor of Science degree from the University of Memphis and a Masters of Education from Tennessee State University.

**Lynn R. Dearing, Assistant Principal 7-12, HS Athletic Director**

Mrs. Dearing holds a Bachelor of Science from Lipscomb University, a Master of Education from Tennessee State University and an Ed.S. from Union University. Mrs. Dearing was named assistant principal in 2017 and HS Athletic Director in 2018.

**Ted Bloodworth – Alumni Relations Director  
Transportation Director**

**Julie Morgan – Lower School Admissions**

**Kim Toliver – Upper School Admissions**

## ADMINISTRATIVE SUPPORT STAFF

Vicki Culbreath	Business Office Manager
Patricia Phillips	Development
Shannon Patterson	Tuition/Family Accounts
Lori Dickens	Business Office
Lexi Radcliffe	Upper School Bookkeeper/ Guidance Assistant
Tammy Metcalfe	Upper School Administrative Assistant
Donna Temple	Upper School Administrative Assistant
Jean Ann Crowder	5 <sup>th</sup> & 6 <sup>th</sup> Grade Administrative Assistant
Michele Bernard	Elementary Administrative Assistant

## XVII. FACULTY

### HIGH SCHOOL DEPARTMENT CHAIRS

Charles Baugh	Bible
Bryan Ayer	History
Dana Bass	Science
Becky Boyd	English
Pam Heintzman	Math
Steven Hayes	Fine Arts

### FACULTY (Grades: 7-12)

Tammy Applegate	Technology Specialist
	B.S., Freed-Hardeman University
	M.A., University of Phoenix
Bryan Ayer	History
	B.S., Lipscomb University
	M.Ed., Lipscomb University
Dana Bass	Science
	B.S., Lipscomb University
Charles Baugh	Bible
	B.A., Harding University
	M.A.R., Lipscomb University

- Bethany Billingsley**..... **Bible, Computers**  
 B.S., Lipscomb University  
 M. Ed., Tennessee State University
- Becky Boyd**..... **English**  
 B.S., University of Southern Mississippi  
 M.A., Western Kentucky University
- Dana Brimm**..... **English**  
 B.A., Lipscomb University  
 M.Ed., Lipscomb University
- Jim Carter**..... **Mathematics**  
 B.S., Freed-Hardeman University  
 M.Ed., Freed-Hardeman University
- Greg Cotten** ..... **English**  
 B.S., Tennessee Tech University
- Amanda Cross**..... **Mathematics**  
 B.S., Tennessee Tech University  
 M.S., Trevecca Nazarene University
- Kimberly Dickens** ..... **Mathematics**  
 B.A., Tennessee Tech University
- Keith Edwards**..... **Bible**  
 B.S., Lipscomb University  
 M.Ed., Trevecca Nazarene University
- Michelle Freeman** ..... **French**  
 B.A., Harding University  
 M.B.A., Harding University
- Cameron Frazier**..... **Music**  
 B.A., Harding University
- Steven Hayes** ..... **Art, Graphic Design**  
 B.A., Lipscomb University  
 M.Ed., Tennessee State University
- Pamela K. Heintzman**..... **Mathematics**  
 B.S., Lipscomb University  
 M.Ed., Lipscomb University

<b>Daniel Jenkins</b> .....	<b>Biology</b>
B.S., Tennessee Tech University	
<b>Jerry Joslin</b> .....	<b>History</b>
B.S., Harding University	
M.Ed., Harding University	
+45 Cumberland University	
<b>Sandy Joslin</b> .....	<b>English</b>
B.A., Tennessee State University	
M.A., Tennessee State University	
+30 Cumberland University	
<b>Fred Kaiss</b> .....	<b>Physical Education</b>
B.A., University of Maryland	
M.S., LaSalle University	
<b>Kate Keith</b> .....	<b>Spanish</b>
B.A., Lipscomb University	
M.Ed., Union University	
<b>Jennifer King</b> .....	<b>English</b>
B.A., Lipscomb University	
M.Ed., Lipscomb University	
<b>Daniel Knox</b> .....	<b>Mathematics</b>
B. S., Freed-Hardeman University	
M.Ed., Lipscomb University	
<b>Jessica H. Knox</b> .....	<b>Guidance Counselor</b>
B.A., Harding University	
<b>Flo Kuykendall</b> .....	<b>Social Studies</b>
B.S., Tennessee Tech University	
M.S., Tennessee Tech University	
<b>Louis Kuykendall</b> .....	<b>Chemistry</b>
B.S., Tennessee Tech University	
M.A., Middle Tennessee State University	
M.A., Cumberland University	
<b>Adam Laman</b> .....	<b>Band</b>
B.A., University of Tennessee, Martin	

- Sydney Mann** ..... **Middle School Fine Arts**  
 B.A., Harding University
- Celeste W. Martin**..... **Guidance Counselor**  
 B.A., Lipscomb University  
 M.Ed., Tennessee State University  
 +30
- Carmen McConnell** ..... **English**  
 B.A., Lipscomb University
- Kayla Newland** ..... **Physics**  
 B.S., Welch College
- Dustin Patton** ..... **Bible, Physical Education**  
 B.S., Middle Tennessee State University
- Lee Phillips** ..... **History**  
 B.A., Lipscomb University
- Marc Purkey** ..... **Physical Education**  
 B. S., Lipscomb University
- John Thomas Rankin** ..... **Strength & Conditioning**  
 B.S., Tennessee Tech University  
 M.S., Tennessee Tech University
- Joseph Simmons** ..... **Leadership**  
 B.S., Arkansas State University
- Adam Sonn** ..... **Health/PE**  
 B.S., Belmont University
- Darlene Sweet**..... **English, ROAR**  
 B.A., David Lipscomb University
- Josh Thames** ..... **Spiritual Formation Leader**  
 B.S., Abilene Christian University  
 M.A., Lipscomb University
- Kaitlyn Thames**..... **Theatre Arts**  
 B.A., Abilene Christian University

**Alicia Winters** ..... **Mathematics**  
B.A., David Lipscomb University  
M.A., Trevecca University

**Kayla Beth Winters** ..... **Science**  
B.A., Freed-Hardaman University

**Norma Young**.....**Librarian**  
B.S., Austin Peay State University  
M.A., Austin Peay State University

**FACULTY (Grades: Preschool - 6)**

**Sarah Burton**.....**Grade 6**  
B.A., Freed Hardeman University

**Angie Hughes** ..... **Grade 6**  
B.A., University of Memphis  
M.A., University of Phoenix

**Amanda Pass** ..... **Grade 6**  
B.S., Austin Peay State University  
M.A.E., Cumberland University

**Brandy Bowman** ..... **Grade 5**  
B.S., Middle Tennessee State University

**Kim Burton**.....**Grade 5**  
B.S., Lipscomb University

**Beth Meadows**.....**Grade 5**  
B.A., David Lipscomb University  
M.S., Butler University

**Ashley Tidwell** ..... **Grade 5**  
B.S., Austin Peay University

**Emily Collins**.....**Grade 4**  
B.S., Tennessee State University

**Robin Dudney**.....**Grade 4**  
B.S., Lipscomb University  
M.Ed., Trevecca Nazarene University

<b>Kennedy Jackson</b> .....	<b>Grade 4</b>
B.S.N., Belmont University	
M.A.Ed., University of Phoenix	
<b>Cindy Williams</b> .....	<b>Grade 4</b>
B.S., Tennessee State University	
<b>JaneAnne Moss</b> .....	<b>Grade 3</b>
B.A., Lipscomb University	
<b>Kay H. Parnell</b> .....	<b>Grade 3</b>
B.S., Lipscomb University	
<b>Heather Taylor</b> .....	<b>Grade 3</b>
B.S., Lipscomb University	
M.Ed., Carson Newman University	
<b>Meredith Keith</b> .....	<b>Grade 2</b>
B.S., Lipscomb University	
<b>Julie Saunders</b> .....	<b>Grade 2</b>
B.S., Lipscomb University	
<b>Anna Bishop</b> .....	<b>Grade 1</b>
B.S., Lipscomb University	
<b>Sherrie Wallace</b> .....	<b>Grade 1</b>
B.S., Lipscomb University	
M.Ed., Middle Tennessee State University	
<b>Dianne Wimberley</b> .....	<b>Grade 1</b>
B. S., University of Tennessee Martin	
<b>Dana Wolfe</b> .....	<b>Grade 1</b>
B.S., Lipscomb University	
<b>Kelli Osborne</b> .....	<b>PreFirst</b>
B.S., Lipscomb University	
<b>Ashley Bradshaw</b> .....	<b>Kindergarten</b>
B.S., Abilene Christian University	
<b>Melissa Griffin</b> .....	<b>Kindergarten</b>
B.S., Lipscomb University	

- Melissa Holdren** ..... **Kindergarten**  
 B.S., Freed Hardeman University  
 M.Ed., Tennessee State University
- Stephanie Bratcher** ..... **Preschool**  
 B.S., George Peabody College  
 of Vanderbilt University
- Lauren Cotten** ..... **Preschool**  
 B.S. Tennessee Tech University
- JaneLee Dozier**..... **Preschool**  
 B.S., Lipscomb University
- Tracy Head** ..... **Preschool**  
 B.S., University of Alabama
- Jill Moles**..... **Preschool**  
 B.S., Lipscomb University
- Laura Whitman** ..... **Preschool**  
 B.S., Harding University  
 M.Ed., Harding University
- Renaë Bixenman**..... **PreK-6 Computers**  
 B.S., Lipscomb University  
 M.Ed., Trevecca Nazarene University
- Reina Castro**..... **Spanish**  
 B.A., Universidad Nacional Autonoma de Nicaragua  
 M.Ed., Framingham State College
- Janet G. Drake** ..... **Elementary Librarian**  
 B.S., Lipscomb University  
 M.Ed., Tennessee State University  
 +30
- Weldon Ehlert** ..... **Elementary PE**  
 B.S., Lipscomb University
- Mary Anne Lovell** ..... **Speech**  
 B.A., University of Tennessee, Knoxville  
 M.A., University of Tennessee, Knoxville

**Alexis Matherley**..... **Vocal Music**  
 B.S., Lipscomb University

**Brandy McWilliams** ..... **K-6 Art**  
 B.A., University of Alabama

**Marc Purkey**..... **5-6 Physical Education**  
 B.S., Lipscomb University

**Tracey Wiseman** ..... **Director, Great Beginnings**  
 B.S. University of Tennessee at Martin

**EDUCATION ASSISTANTS**

**Rachel Fontenot** ..... **Kindergarten**  
**Renee Norris** ..... **Kindergarten**  
**Terri Sturdivant**..... **Kindergarten**  
**Cindy Atkins** ..... **Preschool**  
**Ellen Bynum**..... **Preschool**  
**Sandy Jones** ..... **Preschool**  
**Carol McVey**..... **Preschool**  
**Kari Tucker** ..... **Preschool**

**Jing Cao** ..... **K-6 Mandarin Chinese**  
**Paula Leibfritz** ..... **Elementary, Extended Care Director**  
**Billy Seal**..... **STEM Lab, ROAR**  
**Tiffany Tomlinson** ..... **P.E. Assistant**

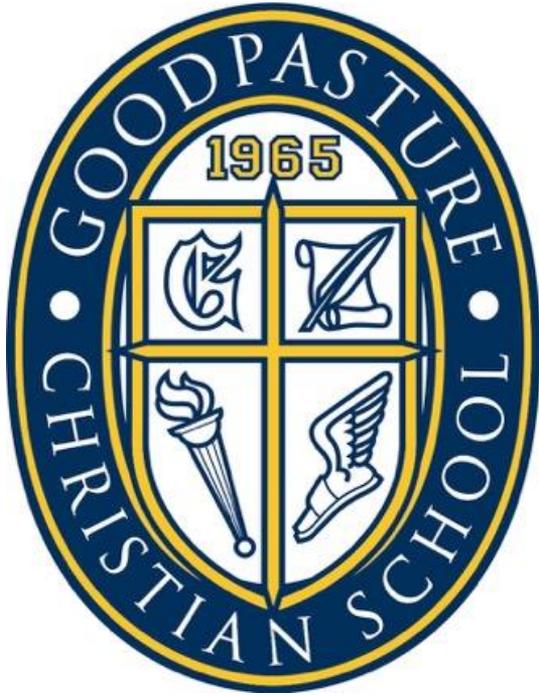
**GREAT BEGINNINGS**

<b>Tracey Wiseman, Director</b>	<b>Shannon Garrett</b>
<b>Vicki Adams</b>	<b>Paige Neighbors</b>
<b>Sumter Barbour</b>	<b>Keith Ann Randolph</b>
<b>Karli Bell</b>	<b>Kimberly Robertson</b>
<b>Logan Chappell</b>	<b>Adrienne Simmons</b>
<b>Lottie Claytor</b>	<b>Natalie Tidwell</b>
<b>Sandra Dozier</b>	<b>Jeanne Trotter</b>

**Tammy Applegate** ..... **Technology Specialist**  
**Karen Farley** ..... **Technology Director**  
**Jason Whinnery** ..... **Technology Director**  
  
**Danna Williams** ..... **School Nurse**  
  
**Claudia Hardcastle** ..... **Manager, Cougar Corner**

#### **FACILITIES STAFF**

**Roger Hamlett** ..... **Facilities Director**  
**Kathy Crocker** ..... **Maintenance**  
**Aaron Gillaspie** ..... **Maintenance**  
**Clif Johnson** ..... **Maintenance**  
**Wayne Sturdivant** ..... **Maintenance**



*... building confidence,  
intellectual growth, and  
spiritual strength.*