

# Grace Extension Program

## Parent – Student Handbook

Church office 440-256-1001  
School office 440-749-0954

Revised September 2011

## Vision Statement

We aim to prepare young men and women, who think clearly and listen carefully using discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and not be swayed toward evil. We aim them to be well prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost. We desire them to possess all of these with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students.

We look to see them mature in Christ, growing in the knowledge of God.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with area churches, and to bring honor to our Lord in all our endeavors.

Doctrinal issues which are not addressed in the GEP school statement of faith. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. Presentations of all sides of an issue are encouraged. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

## **General Philosophy and Purpose of Grace Extension Program**

GEP was established in 1989 as a Christian home school tutorial service. We are committed to providing a classical and biblically-based education to young people in the secondary grade level. Education at GEP is intended to be inherently different in philosophy and content than that offered in the public schools. GEP strives to operate as a partnership with parents and the family under the assumption that the education of young people is ultimately the responsibility of the parents. GEP provides a biblically based curriculum and teaches subjects as parts of an integrated whole with the Scriptures at the center.

In conjunction with the biblical emphasis, GEP strives to follow a classical and Christian education, as described in the following books and articles: *The Lost Tools of Learning* by Dorothy Sayers, *Repairing the Ruins* edited by Douglas Wilson, *The Seven Laws of Teaching* by John Gregory, and *Recovering the Lost Tools of Learning* by Douglas Wilson.

## **Educational Philosophy**

1. We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
2. We believe God wants us to love Him with our minds as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge students at all levels and teach them how to learn versus teaching them to learn by unthinking repetition.
3. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct.
4. We believe we are in a battle for truth and how this battle is won is by learning to think biblically and loving the Lord our God with all our heart, soul, strength and MIND. Being a student of the Word of God is the key to winning the battle for the mind.
5. The more parental involvement, the more successful your student will perform. Younger students will need help in learning to manage their study schedule, staying on task, and keeping up with assignments. Older students who have been with GEP and have learned the art of self-government should need minimal oversight and be prepared for college style studying by their senior year. Remember, with all ages, positive encouragement at home motivates much more than criticism.

## **What We Believe**

# Kirtland Christian Fellowship

1. We believe that all 66 books of the Bible (Old and New Testaments) are the infallible and inerrant Word of God, fully inspired by the Holy Spirit, and the final authority in every matter that it addresses.
2. We believe in one God in 3 persons: the Father, the Son, and the Holy Spirit. This one, true God is the creator and sustainer of all that exists, both in heaven and on earth.
3. We believe that the Son – Jesus Christ – was God become man; that he was conceived supernaturally by the Holy Spirit to a young virgin named Mary; that he died on the cross for our sins; and that he rose from the dead.
4. We believe in the Holy Spirit; the 3<sup>rd</sup> Person of the Triune God-head. He is the one who reveals Christ to us. He comes to live in the hearts of believers, gives new life and the power to live for God. He is at work in believers, transforming them into the likeness of Christ. He places each member in the body of Christ and gives each one gifts for service. We believe in the conscious experience of the filling and empowering of the Holy Spirit for service today.
5. We believe that every human being is separated from God, and under His just condemnation, because of sin. The only way that any person can be forgiven and reconciled to our Heavenly Father is through repentance, trusting in Christ's redeeming work on the cross, and being spiritually re-born by the supernatural act of the Holy Spirit.
6. We believe that the Church is God's family, composed of everyone who has placed their faith in Jesus Christ. Local congregations of the Church are where believers gather to worship and grow together in faith.
7. We believe that Jesus rose, literally and bodily, from the dead, and that he will return one day to judge the earth and fully establish God's kingdom for all eternity.

## Grace Extension Program Grade Reporting

GEP has three eleven-week marking periods. Progress reports will be electronically sent home via email at the end of each eleven-week period. After you have reviewed them please send a return email to the office notifying us that you have received the report card. If you have not received a report card within a week following the end of the eleven week period please contact us.

<u>Percent</u>	<u>Grade</u>	<u>Grade Point</u>
98-100	A+	4.0
93-97	A	3.9
90-92	A-	3.6
88-89	B+	3.3
83-87	B	3.0
80-82	B-	2.7
78-79	C+	2.3
72-77	C	2.0
70-71	C-	1.7
68-70	D+	1.3
62-67	D	1.0
60-61	D-	.8
59-0	F	0
Inc	Incomplete	

# Grace Extension Program

## Basic School Rules

All students should be aware of, and are expected to adhere to, the following list of school rules.

1. Students are expected to cooperate with basic Christian standard of behavior and conversation.
2. Students are expected to demonstrate exemplary conduct demonstrating Godly character in all they do.
3. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
4. Students are not to bring iPods, CD players, or other personal music devices, or laser pointers to school. If there is a need to bring an electronic device or cell phones to GEP it must be kept in the office, and may be used from there. Guns or knives are not allowed on the school grounds without the approval of the Administration. Students are expected to treat all of the school's materials and facilities with respect and care.
5. Students are not to eat or drink in the hallways or class rooms.
6. Public displays of affection are not permitted at school or school activities. (As and application of rule 2)
7. Backpacks and/or athletic bags must be stored on hooks in the hallway. Students may not bring their backpacks into class with them.

Students who drive to school are expected to do so responsibly. Special attention should be paid in the parking lot where others will be present

## Lunchtime

ON CAMPUS: Students are expected to eat in and leave the lunchroom clean when they are finished. Students may also eat outside on the lawn, in pleasant weather. Students may not eat in any classroom other than the fellowship hall. High school students may leave campus for lunch with written permission from parents and will be kept on file in the office. All students are expected to return on time for their next class. Leaving campus is a privilege and may be revoked if necessary.

# STUDENT ETIQUETTE WHILE AT SCHOOL

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.” Phil 2:3-4

There are numerous ways that students are encouraged and expected to show kindness to one another and to their teachers during their hours at Grace Extension Program. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at GEP.

First we want to train our young men to show consideration and respect for the ladies in the school. (Husbands, in the same way, be considerate as you live with your wives, and treat them with respect as the weaker partner and as heirs with you of the gracious gift of life, so that nothing will hinder your prayers” I Peter 3:7

1. Open doors for all ladies, - whether parents, teachers, or students. Always allow the ladies to exit the room first.
2. In any event or classroom ladies are to be seated first.
3. In the hallways, men are chivalrous and defer to the ladies by giving them space and avoid running into them.
4. Men are to remove their hats when entering a building.
5. Students should address their teachers by Mr., Miss, or Mrs.
6. Offers of help to teachers with physical tasks are very much appreciated.

## School Clothes

Grades 7 – 12

### Young Men

**Pants:** Plain; gray, khaki navy, or black. Pants must be belted at the waist.

**Shirts:** Solid color Polo with GEP logo; navy, light blue or khaki.

**Shoes:** Modest and appropriate to our dress code.

**Jewelry:** Modest and appropriate to our dress code.

Young men are not required to wear ties. They must keep all facial hair shaved.

### Young Ladies

**Pants or skirts:** Navy, khaki, or black.

**Shirts:** Solid color Polo with GEP logo; navy, light blue, or khaki.

**Sweaters:** Solid colors cardigans, pullover, or vest.

**Shoes:** Modest and appropriate to our dress code.

**Jewelry:** Modest and appropriate to our dress code.

## **GRIEVANCE POLICY**

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievance in the operation of GEP. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of GEP's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration and board.

### **Students/parents to teachers:**

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is not resolved, the parents should appeal the decision to the Academic Advisor. If there is still no resolution, they should request a hearing from GEP Administration and board.

### **Parents/patrons**

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate administrator.
2. If the situation is not resolved, they should present their concerns to the board.
3. This procedure applies to board members who are acting in their capacity as parents/patrons and not as representative of the board.

### **Christian Conciliation:**

In keeping with I Cor 6: 1-8 and Matt. 18:15-20, all the above parties formally affiliated with GEP agree that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church. Therefore, the parties noted within this policy (staff, board, administration, parents, students) agree that any claim or dispute not settled by the procedures outlined above shall be referred to biblically based arbitration.

# ORGANIZATIONAL CHART

## Grace Extension Program

Christ

Pastor Doug Wardell

Administrators:  
Doug and Diane Wardell

Academic Advisor  
Debby Ulle

Treasurer  
David Hammack

## Emergency Closing of School

We will be closed if Kirtland school system has cancelled school due to inclement weather. Listen to the radio, your local television station for cancellation. If you are not sure of school closing call Diane Wardell, 440-256-1911 or 440-749-0954.

**If the weather is bad in your area, use good judgment and do not take a chance driving with your family. If you are teaching that day please call 440-256-1911.**

### Tuition and Fees

<b>Grades 7 – 12.</b>	
<b>Fulltime student, three days a week, all classes</b>	<b>\$1450 year</b>
<b>Part time student, ala Carte classes</b>	<b>\$550 year for each class with a cap of \$1450</b>
<b>Early Registration, July 1<sup>st</sup>:</b>	

Tuition may be submitted to GEP on a monthly schedule, 11 week schedule, or may be submitted in full at the beginning of the year.

Registration requires a \$200.00 non-refundable deposit that will apply toward tuition.

Additional costs: Books as required.

#### **LATE CHARGES:**

Tuition may be paid by the year, by the month or by each 11-week session. Please let the office know which method of payment you prefer. The method you choose must be paid on time or a \$10.00 late charge will be added for each week the payment is late.