

Gray Stone Day School



2011-2012 Guidebook

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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

GRAY STONE DAY SCHOOL

MISSION STATEMENT

Gray Stone Day School will offer students in grades 9-12 a rigorous college preparatory curriculum in an environment that fosters the development of strong character. Graduates of Gray Stone will be prepared to excel in higher education and to provide leadership in their communities. Integrity, responsibility and service to others will be hallmarks of the Gray Stone graduate.

KEY VALUES

Vision	Equip our students with the knowledge, skills, confidence, and values to shape and respond to the future
Individual Potential	Develop the abilities, skills, and talents of each individual by promoting active participation in a broad range of academic, artistic, athletic, and extracurricular activities within a supportive, nurturing environment
Character standards	Recognize the dignity and worth of each individual, while cultivating high moral and ethical behavior
Community	Inspire service and leadership within the school and community and prepare students for stewardship, responsible citizenship, and global involvement

IMPORTANT CONTACT INFORMATION

School Hours:	7:30 am – 4:00 pm
Web Address:	www.graystoneday.org
Mailing Address:	PO Box 650 Misenheimer, NC 28109
Physical Address:	49464 Merner Terrace Misenheimer, NC 28109
Main Office Phone:	(704) 463-0567
Athletics:	(704) 850-4202
Guidance:	(704) 850-4204
Fax:	(704) 463-0569
Staff Email:	firstinitiallastname@graystoneday.org Ex. John Doe ... jdoe@graystoneday.org



OVERVIEW

Gray Stone Day School is a regional school that provides a college preparatory curriculum for students in grades 9-12 who live in a rural area. While developing strong character, students engage in highly challenging courses that will require them to work diligently in and out of the classroom. A high caliber teaching staff prepares a rigorous curriculum. It is a state-supported charter school, and therefore, there is no charge to any state resident that is of high school age.

Gray Stone Day School is located on Pfeiffer University's campus in Misenheimer, North Carolina. Because of its location, it serves students from a number of different counties. It is located in a rural area, and with the partnership with Pfeiffer, students can receive educational opportunities similar to those of students in urban areas. Students have use of select university facilities to enhance the educational experience. Moreover, dual enrollment between the two schools for qualifying students offers the possibility of earning high school credit and college credit simultaneously.

The Pfeiffer connection has afforded students opportunities beyond those normally available, particularly in a rural setting. Gray Stone strives for the most highly qualified instructors, among both high school instructors and shared college professors when the opportunity is available.

The charter school offers a large variety of classes for a small school. The traditional core high school courses are offered, as well as Advanced Placement classes. The use of dual enrollment has given students a greater variety of quality class options. They also take courses at Stanly Community College or other community colleges. Students have been able to participate in college performances in drama and music, as well. It is a curriculum that challenges the advanced student and the highly motivated average student who chooses the rigorous academic setting.

DAILY SCHEDULE

The school practices a unique schedule for high schools. Similar to a college schedule, it allows students to blend their high school schedule with a college schedule more easily. Time is allotted to integrate student enrichment. Some Seniors will use the time to make presentations related to their Community Service Project. Tutoring sessions and appointments with instructors can also be worked into the schedule. A copy of the schedule is on the back cover of this handbook.

THE ACADEMIC PROGRAM

The Gray Stone Day School academic program is based on what has traditionally been the North Carolina Academic Scholars Program. This curriculum means that we offer every course the state allows us to offer at the honors level. This is a more rigorous curriculum than the traditional college preparatory curriculum offered at most traditional high schools. Students are expected to perform academically and are given the resources to do so. The basic graduation plans are listed below. The traditional six (6) credit school year at Gray Stone leaves no room for failure. Students who fail classes must make their own arrangements to earn the credit through an alternate program. If you have specific questions, please make plans to meet with the Guidance Counselor.

GRADUATION INFORMATION

Gray Stone Day School's graduates have the opportunity to be recognized for their academic achievements while in high school; however, a valedictorian and salutatorian will not be recognized. Gray Stone does not release a class rank (unless required by scholarship applications). In lieu of traditional recognition, honor students will be divided into three categories:

- Highest Honors: Students with a weighted GPA of 4.600 or higher
- High Honors: Students with a weighted GPA between 4.450 and 4.599
- Honors: Students with a weighted GPA between 4.300 and 4.449

The appropriate denotation will be placed on the graduate's diploma. Any questions regarding this process should be directed to the Guidance Office.

COMMUNITY SERVICE PROJECT

Gray Stone Day School requires students during their junior and senior years to complete a Community Service Project as a part of their graduation requirements. The Seniors will work in an area of interest providing leadership to support their community and leave a positive impact when they graduate. Some students may choose to have projects that are perpetual with students in successive classes continuing the activity. More information on this graduation requirement is available in the office of the Chief Administrator, the Guidance Office, and with the Senior English Instructor.

GRADUATION PLANS

The North Carolina Department of Public Instruction and the Gray Stone Day School Board of Directors sets the graduation requirements for each class. These plans are detailed on the following pages based on when the student enrolls in the 9th grade. Students entering the 9th grade in the Fall of 2009 or later are under Plan 2. Those entering the 9th grade prior to that time are under Plan 1.

GRADUATION PLAN 1

for students entering the 9th Grade prior to the fall of 2009

English	English I, II, III, IV (or AP Equivalents)
Mathematics	Algebra I, Geometry, and Algebra II PLUS One course with Algebra II as a prerequisite
Science	Environmental Science, Biology, and either Chemistry or Physics
Social Studies	World History, Civics & Economics, and US History
Foreign Language	Two courses of the same foreign language
Academic Electives	Two courses from any of the above subject areas with at least an honors designation
Health & Physical Education	One course of health & physical education
Tech / Fine Arts	One course in Fine Arts AND One course in Technology or Career Prep
General Electives	Three courses of general interest
TOTAL	24 Units

GRADUATION PLAN 2

for students entering the 9th Grade during the fall of 2009 or later

English	English I, II, III, IV (or AP Equivalents)
Mathematics	Algebra I, Geometry, and Algebra II PLUS One course with Algebra II as a prerequisite
Science	Environmental Science, Biology, and either Chemistry or Physics
Social Studies	World History, Civics & Economics, and US History
Foreign Language	Two courses of the same foreign language
Academic Electives	Three courses from any of the above subject areas with at least an honors designation
Health & Physical Education	One course of health & physical education
Tech / Fine Arts	Technology Skills
General Electives	Three courses of general interest (at least one fine arts credit highly recommended)
TOTAL	24 Units

ACADEMIC RIGOR

Academic rigor is a difficult concept to explain to incoming students. Most students entering the school go through a transitional phase in which they must relearn basic study skills, test preparation methods, and basic work ethic. At Gray Stone, academic rigor is defined as a multi-faceted concept that encompasses curricular, contextual, institutional, student and faculty behaviors which reflect a core belief system. That belief system is centered on the fact that growth cannot occur without hard work and that growth is essential to achieving the overall mission of the school: to prepare students to be successful at major regional universities. Put another way, academic rigor is teaching, learning, and assessment which promotes student growth in knowledge of the discipline and the ability to analyze, synthesize, and critically evaluate the content under study. Academic rigor results in assessment outcomes which clearly reflect the full range of academic achievements among students.

Students entering Gray Stone should expect a heavy workload that requires a minimum of twenty (20) minutes of study, reflection, and written homework for each class, each night. In addition, students are expected to complete various outside of class assignments such as research papers, test preparation, group and individual presentations, reading assignments with journaling, and much more.

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) is a program of college level courses and examinations that gives advanced, motivated students an opportunity to earn college credit, college placement, or both while they are still in high school. Gray Stone is committed to supporting students in their desire to take advantage of the college credit and placement opportunities afforded by the AP program.

A number of Gray Stone courses are designed to prepare students for the AP examination in that subject. Such courses include "(AP)" in the course title. Some other courses include concepts from the AP examination (see course descriptions for specifics). While students who master the material in these courses are generally prepared for the AP examination in that subject, extra review materials are offered in many of these subjects for students who wish to further prepare.

Students enrolling in AP Courses are not required to take the end of the year AP Examination. Students who choose to take the Exam will be expected to pay the registration fee for that exam and will be exempt from taking an instructor prepared final exam for the course provided the grade in the student's course prior to final exams is above the standard set by the school. School administration will set the grade requirement for exemption before the school year begins.

GRADE REPORTS

Grade reports are issued to students and parents at the end of each quarter. Supplementary evaluations are distributed to each student in class at the midpoint of each quarter. Some classes may provide grade reports on a more regular basis than this. Those interested in more information regarding current standing in a class should inquire with the instructor privately. The Guidance Office serves as a contact point for parents to gain information about each class.



GRADING SCALE AND CLASS RANK

Grade Point Averages (GPAs) are calculated based on a quality point conversion. The basic, accepted 4.0 scale is used with some exceptions. Gray Stone courses with an "Honors" notation carry one extra quality point. Students enrolled in college courses that are eligible for transfer to a state university are eligible for one extra quality point. Courses with an "Advanced Placement" (AP) notation carry two extra quality points. The grading scale below is adopted from and approved by the North Carolina Department of Public Instruction.

96-100%=4.000	91%=3.375	86%=2.750	81%=2.125	76%=1.500
95%=3.875	90%=3.250	85%=2.625	80%=2.000	75%=1.375
94%=3.750	89%=3.125	84%=2.500	79%=1.875	74%=1.250
93%=3.625	88%=3.000	83%=2.375	78%=1.750	73%=1.125
92%=3.500	87%=2.875	82%=2.250	77%=1.625	70-72%=1.000

Gray Stone Day School does not rank student based on GPA. At a college preparatory school with as many gifted students as are typically enrolled in this school, it is very difficult to measure student success by comparing performance. Those students who have a GPA near the median are not necessarily performing at an average level. Many years, the median GPA at Gray Stone would be in the top 20% at other traditional schools. In lieu of releasing ranking, our Guidance Office provides an in-depth profile of the school with every issued transcript so that colleges and scholarship committees can better understand the caliber of the school as it relates to the student's performance.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is by invitation to eleventh and twelfth grade students only who have completed at least one full semester at Gray Stone Day School.

Membership into Gray Stone Day School National Honor Society includes: a minimum weighted GPA of 4.0 by junior or senior year; an acceptable evaluation by the school's faculty council and administration of each student's personal qualities of character, leadership, service and citizenship worthy of a National Honor Society member.

Probationary status will be given to any member who does not maintain a weighted GPA of 4.0. A member who is in flagrant violation of school rules or convicted of breaking a civil or criminal law may be placed on probation or dismissed without having been warned. (For example, out of school suspension)

SPANISH NATIONAL HONOR SOCIETY

Selection for the Spanish National Honor Society is made by a committee of faculty members who consider Spanish proficiency. Membership is limited to students who have completed a minimum of the first semester of Spanish III with a cumulative average of a 93 for all Spanish courses.

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HONOR CODE

"Honor is like an island, rugged and without shores; once we have left it, we can never return."

- Nicolas Boileau

An honor code is a principle, a standard of behavior that every person should have for oneself. When we function in groups, such as a school community, a group standard must be established by placing not the acceptable, but the ideal in high regard. We, the Gray Stone Community, have established these standards and expect members of the community to uphold these ideals.

ACADEMIC INTEGRITY

The principle of academic integrity is the cornerstone of a school community and at the heart of learning. In all our actions, we encourage students toward a life governed by values of academic honesty and respect for the work of others. Cheating, plagiarizing, or giving or receiving unacknowledged assistance in academic work and lying and stealing are unacceptable behavior in this community. As an affirmation of this principle, students are required to write out the following honor pledge on all tests and major papers, as well as other assignments as required by the instructor:

"On my honor, I have not sought, given, or received purposeful or inadvertent aid not permitted by the spirit of this assignment."

Community members found to have violated the Academic Integrity Policy will be subject to disciplinary action which may result in dismissal from the school. Specific violations are described below. This list is not comprehensive as each case will be examined on a case by case basis.

PLAGIARISM

To plagiarize is to use the work, ideas, or words of someone else without giving that person credit. Plagiarism may involve using someone else's wording without using quotation marks, a distinctive name, a phrase, a sentence, or an entire passage or essay. The issue of plagiarism applies to any type of work, including exams, papers, or other writing, computer programs, art, photography, or video. Examples of plagiarism include copying and pasting information from a webpage into a paper or PowerPoint presentation without proper citation, using images from electronic or print sources without proper citation, and the unauthorized use of translation services or devices.

INAPPROPRIATE COLLABORATION

Close collaboration on academic work requires acknowledgment. Inappropriate collaboration involves working with someone else in developing, organizing, or revising a project (such as a paper, an oral presentation, a research project, or a take-home examination) without acknowledging that person's help. Specific policies regarding collaborative work, peer review, use of tutors, and editing may vary by instructor.

DISHONESTY IN EXAMINATIONS (IN-CLASS OR TAKE-HOME)

An examination is to be solely a student's own work, unless otherwise directed by the instructor. No communication is allowed between or among students, nor are students allowed to consult books, papers, study aids or notes, without explicit permission. Cheating includes, but is not limited to, copying from another's paper, giving unauthorized assistance, obtaining unauthorized advance knowledge of questions to an examination, or use of mechanical or marking devices or procedures for the purpose of achieving false scores on machine-graded examinations. Specific policies regarding examinations may vary by instructor.

DISHONESTY IN PAPERS

Students are prohibited from submitting any material prepared by or purchased from another person or company. All papers and materials submitted for a course must be the student's original work, unless the sources are otherwise cited.

WORK DONE FOR ONE COURSE AND SUBMITTED TO ANOTHER

Students may not present the same work in more than one course. Under exceptional circumstances, instructors may permit a significant piece of research to satisfy requirements in two classes. However, both instructors must agree in advance to this arrangement. Students are reminded that when incorporating their own past research into current projects, they need to reference such previous work.

INTERFERENCE WITH OTHER STUDENTS' WORK

Students may not intentionally interfere with the work of others, such as by sabotaging laboratory experiments or research, giving misleading information, or disrupting class work.

PURPOSEFUL ABSENCE TO AVOID ACADEMIC DEADLINES

Students may not purposefully be absent on the day an assignment is due. Likewise, students may not purposefully be absent for one class in order to complete an assignment for another class.

MISREPRESENTATION THROUGH FORGERY

Students may not sign another's name as a representative of the other person.

** It is the responsibility of the student to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.

EXPECTATIONS

Students are expected to ...

support and maintain the academic integrity of the school community by completing all assigned work, activities, and tests according to the stated policies without engaging in any activity that would violate the spirit of the assignment.

Instructors are expected to ...

clearly present how the Academic Integrity Policy affects each assignment, maintain the integrity of the assessment process, and highlight issues of academic integrity through ongoing classroom discussions.

Parents are expected to ...

support the academic integrity of the school community, advise the student of potential violations of the policy, and support the imposition of penalties if the Academic Integrity Policy is violated.

CONSEQUENCES

"Nothing is as sad as a man who once had honor and principle and has given them up in order to fulfill his ambitions."

- James Moore

Students found to have violated the Academic Integrity Policy will face the following possible sanctions at the discretion of the instructor:

- Reworking and resubmission of the work in question for a reduced grade
- An alternate assessment
- A zero on the work in question

All incidents of violation of the Academic Integrity Policy will be reported to the Associate Director. Parents will be notified via letter regarding the infraction and the consequences within three business days of notification to school administration. Repeat offenders should expect a disciplinary sanction in addition to the academic sanction which may include recommendation of dismissal from the school to the Board of Directors.

PERSONAL INTEGRITY

"It's not what we eat but what we digest that makes us strong; not what we gain but what we save that makes us rich; not what we read but what we remember that makes us learned; and not what we profess but what we practice that gives us integrity."

- Sir Francis Bacon

Respect and integrity are the basic values of the Gray Stone community. One of life's lessons is learning how to live with and get along with people who may be different from oneself. Lying, stealing and behavior that intimidates, harasses, insults, humiliates or demeans another human being are unacceptable within this school community as it is in society. Infliction of physical or verbal abuse, damaging or destroying the property of others, threats, intimidation, or sexual misconduct (coercion, exploitation or abuse) will be subject to appropriate action, including possible dismissal from school. Specifically, Gray Stone prohibits in all its programs discrimination against or harassment of any individual or group based upon personal animosity or on such factors as age, gender, race, color, national origin, religion, sexual orientation or

handicap. Such behavior should be brought to the attention of the Chief Administrator or any faculty member with whom the student feels comfortable divulging such information. All charges of harassment will be fully investigated. Any charge determined to be true will result in disciplinary action.

THE PFEIFFER UNIVERSITY CAMPUS

The campus of Pfeiffer University is private property. Gray Stone faculty, students, and parents are invited guests of the University and as such have limited access to select campus resources. **For the purposes of these rules and policies of Gray Stone Day School, Gray Stone's campus is Pfeiffer's campus and expectations are in place 24 hours per day, seven days per week.** Pfeiffer's expectation is that Gray Stone students be supervised at all times while on campus. Gray Stone students have unlimited access to no Pfeiffer facilities. Gray Stone provides supervision in all Pfeiffer areas when programming is planned. Students may not be in any area of campus that is not expressly designated for Gray Stone use. Students violating this policy may be subject to disciplinary action up to and including expulsion.

INTERNET/ COMPUTER USAGE POLICY

The use of the computer and access to the Internet is a privilege, not a right. Gray Stone Day School encourages the use of the Internet and E-mail by its employees and students in the performance of their duties and educational development and will strive to make these available to them. Inappropriate usage, including any violation of the conditions and rules set forth by the school, may result in cancellation of this privilege. Gray Stone Day School will determine the appropriate use and may restrict access and/or deny, revoke or suspend an employee's or student's use of the Internet and/or E-mail at any time based upon a determination that acceptable usage has been violated. Employees and students are expected to use these resources responsibly and will make no intentional use of these resources in an illegal, malicious or obscene manner, in any way which serves to promote a negative image of the school, or is inconsistent with Gray Stone Day School's objectives. Privacy is not guaranteed with the use of a password and may be overridden by the school with or without prior notification and with or without cause. Violations may result in removal of access to the Internet or E-mail and to other shared computing systems or resources. In addition, violations may result in disciplinary action up to and including suspension. Violations, which constitute a criminal offense, will lead to a referral to a board hearing and legal action.

ALCOHOL, DRUG, AND TOBACCO POLICY

Gray Stone Day School students will be free from illegal drugs, alcohol, or the abuse of prescribed or "over-the-counter" medication while attending or participating in any school-sponsored event.

Gray Stone Day School students will not use, consume, deliver, purchase, sell, have in their possession or be under the influence of illegal drugs (including alcohol and tobacco), while on school property, the campus of Pfeiffer University, or while attending or participating in a school-sponsored activity whether on campus or off. This policy is intended to include any and all paraphernalia associated with such contraband including but not limited to cigarette lighters. This policy is in effect at all times regardless of the school calendar.

Any Gray Stone Day School student at a school-sponsored activity, on campus or off, who chooses to remain in the company of another person who is clearly using, consuming, delivering, selling, or possessing illegal drugs or alcohol, or abusing prescribed medication, may also be considered in violation of this policy, unless he / she is clearly intervening to prevent a problem, to assist the person in difficulty, or to get adult assistance.

If a Gray Stone Day School student is concerned about his / her own involvement in drugs or alcohol or that of another student or friend, he / she is encouraged at any time to speak with the Chief Administrator, the Guidance Counselor, or any faculty member with whom the student feels comfortable. Confidentiality will be kept in as much as the law permits.

Those found to have violated this policy will be subject to a range of possible disciplinary measures up to and including dismissal from school depending on the circumstances.

HARASSMENT POLICY

Gray Stone Day School strives to be a community in which each individual is treated with sensitivity and respect. To this end, the school will not tolerate the intimidation, humiliation, or degradation of another by any member of its community based on religion or immutable characteristics such as sex, race, or national origin. Such harassment will constitute gross misconduct and will result in disciplinary action that may include suspension or expulsion.

SEXUAL HARASSMENT

Sexual harassment is unwanted sexual advances and other verbal, visual, or physical conduct of a sexual nature that is intimidating, hostile, degrading, or offensive. The school recognizes that healthy social and personal relationships among students may include some acceptable dating or flirting behavior, the purpose of which is to compliment and convey respect. However, sexual comments, gestures or other forms of expression that are intimidating or degrading will not be excused as “harmless adolescent exploration.”

RACIAL HARASSMENT

Racial harassment is intimidation, humiliation or degradation of an individual or group on the basis of race. Racial harassment includes both easily identifiable acts of oral, written, or physical harassment, and more subtle forms of harassment such as graffiti, epithets, and racially offensive remarks, jokes, or other forms of “humor.” Such harassment will not be tolerated and will result in appropriate disciplinary action.

RELIGIOUS OR ETHNIC HARASSMENT

Religious or ethnic harassment includes intimidating, humiliating, or degrading remarks, jokes, or gestures, or other forms of behavior or expression that demean or trivialize the religion or national origin of an individual or a group. Such harassment will not be tolerated and will result in appropriate disciplinary action.

REPORTING HARASSING BEHAVIOR

Any student who has been the subject of a prohibited harassment by any member of the Gray Stone community should immediately report the facts of such harassment to the Chief Administrator or any faculty member with whom the student feels comfortable divulging such information. All charges of harassment will be fully investigated. Any charge determined to be true will result in disciplinary action.

STUDENT DETENTION, SEARCH AND SEIZURE

In an effort to maintain order and ensure the safety of all Gray Stone Day School students and employees, the Board of Directors has adopted the following policy:

The administrative staff of Gray Stone Day School may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law or of school policy. No student shall be temporarily detained longer than is reasonably necessary. If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed a weapon, stolen or illegal property, a controlled substance or associated paraphernalia on his/her person or within his/her book bag, automobile, or other storage space, a member of the administrative staff may search the student, his/her book bag, automobile, or other storage space for the purpose of disclosing the presence of suspected property. If such a search reveals contraband that constitutes a violation of local, state, or federal law, it will be seized and turned over to law enforcement authorities.

UNAUTHORIZED ELECTRONIC DEVICES ON CAMPUS

It is extremely important for students who attend Gray Stone Day School to be focused on academic performance. As such, the administration has deemed certain electronic devices as a detriment to the educational process. Cell phones may be kept by students but should be set to silent and may not be out during class. Refer to the section about acceptable cell phone use for more information. Personal digital devices may be brought to school, but are the sole responsibility of the student. Personal device users must follow the same guidelines as those using school computers and are always subject to policies set by the classroom instructor. Refer to the section on Internet / Computer Usage Policy and Computer Laptop Use section of this handbook for more information. Music devices such as MP3 players, iPods, or CD players should not be visible during the school day unless express permission has been granted by the instructor for use during a specific activity. Any student found in violation of this policy should expect the device to be confiscated and appropriate discipline action as deemed necessary by the Chief Administrator.

DRESS CODE POLICY

Gray Stone Day School believes that the school environment can be greatly affected by student dress. In an effort to establish and maintain an atmosphere in which the focus is on learning, certain student dress requirements and prohibitions are necessary. The list of guidelines is not exhaustive. The Chief Administrator, or his/her designee, will have ultimate authority over governing this policy and will keep the academic well-being of all students as a foremost concern.

Students are expected to dress in a manner fitting the environment. An academic environment where students are expected to be academically engaged is not the place for clothing that detracts from the desired outcome of that academic experience.

Dress Code Prohibitions:

- Any clothing displaying or suggesting sex, alcohol, drugs, violent acts, or offensive logos, labels, or phrases
- Clothing that is too tight, too short, or too revealing (exposing cleavage, bra straps, lower back, navel area, underwear, etc.)
- Clothing with excessively sized holes or holes above three inches from the knee
- Sleeveless shirts.
- Gym shorts (except in PE classes)
- Oversized clothing
- Outerwear resembling underwear
- Hats are not allowed on campus unless for the purpose of designated athletic events
- Skirts or shorts that do not extend to within 3 inches of the knee
- Pajamas, sleepwear, or loungewear

A school wide dress code considers division differences in student's ages, developmental stages, daily schedule components and demands, and gender-specific dress styles. If a student is in violation of the dress code, appropriate clothing will be provided, or the student will be required to call home for a change of clothes. Repeated offenses may result in disciplinary action.

On occasion, Gray Stone hosts events that require more formal attire than is traditionally accepted in the school setting. Please refer to the expectations set below for those specific situations. Those students found in violation of the appropriate dress code will be denied admittance to those events.

Chapel Attire: When "Chapel Attire" is expected, male students will be required to wear shirt and tie, dress slacks, and dress shoes. Female students will be expected to wear a dress, skirt and blouse, or dress pants with a blouse with appropriate dress shoes or a pant suit with dress shoes.

Prom Attire: Students are expected to wear formal attire for the prom. Male students are expected to wear a tuxedo or dark suit with appropriate dress shoes. Female students are expected to wear formal or cocktail dresses with appropriate dress shoes.

Graduation Attire: Students participating in Graduation are expected to adhere to a strict dress code. Male students are expected to wear a white dress shirt with a tie and dark dress slacks with dark dress shoes. Female students are expected to wear a dress or a dress skirt and blouse with white, off-white, or dark dress shoes.

Marshals Attire: Students serving as marshals for special events such as Graduation are required to dress in a specific manner. Male students are expected to wear a white dress shirt with a sport coat (or dark suit) and tie and dark dress slacks with dark dress shoes. Female students are expected to wear a white dress or a white skirt and white blouse with white dress shoes.

Alternatives to the special event dress code can be approved prior to the day of an event by the Chief Administrator or his / her designee.

ATTENDANCE

Gray Stone Day School students are expected to be at school on time and to keep all of their commitments at school every day as long as health and family circumstances permit. Attendance is mandatory. The State of North Carolina has a compulsory attendance law requiring school age students to be in attendance when school is in session barring any unforeseen circumstances. Students failing to comply may be referred for truancy.

Students are expected to be in class by the time posted for that class. Students not in class at the designated time must have a signed pass in order to be admitted to class. Students who are tardy for class may face disciplinary action from the instructor according to each instructor's established classroom policies. Students who are continually tardy (multiples of four) may be referred to the administration for disciplinary action. Students must be present for more than 30 minutes to be counted present (45 minutes for an extended day class). In order to receive credit for a class at Gray Stone Day School, the student must not be marked absent for more than sixteen (16) days per year in that class.

ABSENCE DOCUMENTATION

When a student is absent, the school expects documentation regarding the reason for the absence within two school days. Documentation should be returned to the main office within two school days. Students will be given an Absence Verification Pass to take to their teachers.

EXCUSED ABSENCES

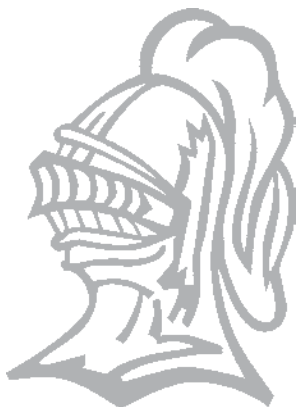
Documentation should come from a parent, medical professional or other party who can justify the absence. Excused absences are only issued for the following reasons with verification:

- Student illness
- Medical appointments
- Death in the immediate family
- Court proceedings
- Religious observances
- Educational opportunity (at the Chief Administrator's discretion, prior approval required)

All absences are coded as undocumented and unexcused until a note has been received. School sponsored trips in which a student misses a class is not considered an absence; however, the student is responsible for making up any missed work.

UNEXCUSED ABSENCES

Unexcused absences are absences for which documentation has been provided but the justification of the absence does not meet the state standards. Documentation should come from a parent, medical professional or other party who can justify the absence. Unexcused absences will be issued an Absence Verification Pass to present to the teachers.



UNDOCUMENTED ABSENCES

Undocumented Absences occur when a student does not present any written documentation presented to the main office explaining the absence or parent acknowledgement of the absence within the allotted two school days following the absence. Students with an Undocumented Absence are not permitted to make up any work missed during the absence including major tests or projects due on the day of the absence. Students who fail to provide proper documentation for an absence within two school days should expect three Service Detention hours in addition to any academic sanctions.

TARDIES

Instructors have the discretion through approved and established classroom policies to handle tardies in a manner that encourages students to be on time. Failure to arrive at class on time not only results in lost instructional for the student but also disrupts the educational environment for every other student in the class – something which will not be tolerated. In an effort to assist instructors, any referrals to the administration for excessive tardies will be handled in the following manner:

1st Offense – four tardies:	2 hours of Service Detention
2nd Offense – eight tardies:	4 hours of Service Detention
3rd Offense – twelve tardies:	1 Day of Out of School Suspension

Subsequent referrals will receive an increasing number of suspension days.

MAKE-UP WORK

Instructors have the discretion through established classroom policies to not accept work for students who have absences deemed unexcused. All instructors will refuse to accept work missed during an undocumented absence. Instructors may place a deadline on missed work for all excused absences not to be less than the number of days absent. Parents and students should familiarize themselves with each instructor's policy regarding make-up work and absences.

ATTENDANCE WAIVER

In the event of an extended illness or other unforeseen circumstances in a class in which the student passes but does not meet the attendance requirement, a student may appeal to the Board of Directors for a waiver.



CONSEQUENCES

“Honor isn’t about making the right choices. It’s about dealing with the consequences.”

– Kitori Modo

- Tier I** Counseling, Service Detention
- Tier II** Service Detention, 1-3 Days Separation from School
- Tier III** 3-10 Days Separation from School
- Tier IV** Recommended dismissal from school

<u>VIOLATION</u>	<u>SANCTION</u>
Violation of basic standards established for the school community	I
Repeated violations of basic standards established for the school community	II
Inappropriate language	I
Abusive language	II
Unauthorized absence from class	II
Being in an unauthorized location on Pfeiffer’s campus	II
Disregard of directions of a school employee	I
Behavior disrupting the educational process	II
Rude and/or disrespectful behavior towards a school employee	III
Destruction of property	II
Theft	II
Tampering with school safety equipment	III
Tobacco Violation of Alcohol, Drug, and Tobacco Policy	II
Violation of Alcohol, Drug, and Tobacco Policy	IV
Communicating a threat	IV
Assault of another student	III
Assault of a school employee	IV
Possession of an item considered to be a weapon	IV
Assault with a weapon	IV

The Chief Administrator or his / her designee reserves the right to amend the above consequences on a case by case basis for the good of the school community as a whole. This list is meant to be a guideline, but each individual will be dealt with on a case by case basis.

SERVICE DETENTION

Service Detention is scheduled on a case by case basis for students who have violated minor rules or who have excessive tardies and/or undocumented absences. Students assigned Service Detention will be expected to arrange service time with the teacher(s) assigned to supervise Service Detention for the month. The student should expect to do an appropriate measure of physical labor at school during the agreed upon time. It is the student's responsibility to arrange service time with the teacher. Any student failing to complete their assigned service time within the calendar month will be suspended from school for one day. A failure to follow directions during the Service Detention will result in the student being suspended from school.

OSS – OUT OF SCHOOL SUSPENSION

Suspension from school is a disciplinary measure that entails a student being isolated from the school community. During this period, the student is not allowed to participate or to be a spectator in the academic or extracurricular life of the school. **SUSPENDED STUDENTS ARE RESPONSIBLE FOR ALL MATERIAL COVERED DURING THEIR ABSENCE.** The faculty is not required to give extra help or attention to those students who are or have been suspended. It is the expectation that all assignments submitted during the period of suspension will be given no credit; however, the Chief Administrator can waive this in certain cases.

REFERRAL TO AUTHORITIES

In some cases, violations on school campus also violate local, state, or federal laws. In these cases, the school administration will refer the incident to law enforcement for investigation and full prosecution.

DUE PROCESS

In the event that a student feels that he / she has been unduly punished, the student/parent may request a meeting with the Chief Administrative Officer. If the student/parent still feels as though the individual has been treated unfairly, an appeal may be made to the Gray Stone Board of Directors.



POLICIES

DISTRIBUTING / POSTING PRINTED MATERIAL

Any printed material that is hung on the walls of Gray Stone Day School must have the signature of the Chief Administrator or his/her designee. This applies to any clubs, classes, societies, teams, or other organizations. Items found posted on the walls without the appropriate signature will be discarded immediately. Any material that is distributed to students or staff during the school day must be approved by the Chief Administrator or his/her designee.

STUDENT TRANSFER PROCEDURE

Students choosing to withdraw from Gray Stone Day School must submit the request to the Guidance Counselor. A meeting will be scheduled within 24 hours to discuss reasons for leaving, prepare necessary transfer forms, and complete the withdrawal checklist. Student transcripts and records will not be transferred unless all fines and fees have been paid. Students wishing to transfer must return all textbooks, athletic equipment, and other Gray Stone belongings to the appropriate person before transcripts will be sent. Each instructor, the Director of Athletics, and the office administrator must sign the Request to Transfer form in order to release records to any other school. Families should understand that requesting a transfer means relinquishing the student's spot at Gray Stone. That spot may be filled with someone from the waiting list, and the transferring student must complete a new application in order to return.

SCHEDULE CHANGE PROCEDURE

Schedule changes will only be allowed within the first ten (10) days of school. Students requesting a schedule change should make the request to the Guidance Counselor for consideration. Only those requests which are accompanied by valid academic reasoning will be considered. Students and parents should keep in mind that with the limited number of sections being offered, it is difficult to change all schedules as requested.

BEFORE SCHOOL / AFTER SCHOOL

Gray Stone Day School asks that parents and carpools pick-up and drop-off their children behind the school at the canopied student entrance. Students arriving before 7:30am will be expected to wait outside until the school is opened. Students will be expected to remain in the Commons until 10 minutes before class time. Students will not be permitted to go their locker or visit a teacher. This is intended to protect teacher planning time before school. Prior arrangements can be made to enable a student to meet a teacher for tutoring between 7:30 and 8:20.

Students are expected to be picked up between the time the last class is dismissed and 4:00pm. The carpool line will stack up in the drive and students are expected to find their ride quickly to alleviate traffic congestion. Most traffic problems result from students not leaving the building to find their ride. Students who must wait on their ride, should wait in the Commons. Students will not be permitted to be in the classrooms without a teacher after school. Students who must wait until after 4:00pm to be picked up will be asked to vacate the building at 4:00pm or when the last administrator leaves.

SIGNING IN AND OUT

Students signing in late for school should bring a dated note explaining the reason for the tardiness. The note should be signed by a parent or guardian. In the event that a note is not possible upon signing in, a note should be brought in the following day. Students should sign the appropriate sheet in the main office and obtain a pass to class. Failure to provide a note could result in an undocumented absence (see Attendance Section for more information about undocumented absences).

Students may not sign out of school without a parent or proper documentation from a parent or guardian. When parents come to pick up a student, the student will be expected to remain in class until the parent has signed him / her out and the student has been called from class. Under no circumstances will students be permitted to sign themselves out of school without a parent signature or valid parent contact. Those students that drive themselves must either provide written documentation or the office secretary must speak to a parent on the phone before the student will be permitted to leave campus.

LEAVING FOR LUNCH

Gray Stone does on occasion allow students to leave campus. These occasions are considered a privilege for upperclassmen and are extended for specific times and dates only. Students will not be permitted to leave for lunch unless appropriate upperclassmen privileges have been extended. Appropriate permission forms will be required to be on file in the office prior to a student being permitted to leave for lunch. A sign in and sign out sheet will also be kept for these students. The students must sign out and back in every time they leave. Students will not be permitted to contact parents for permission to leave for lunch on days not designated as privilege days. Students who seek to circumvent this policy may jeopardize the privilege for all students. Students leaving campus for lunch at times other than the designated days and times will be disciplined.

SENIOR PRIVILEGES

As has become tradition at Gray Stone Day School, Seniors are afforded special privileges. These privileges change from year to year based on school climate and feasibility. In order to take advantage of these privileges, Seniors must have a signed permission form on file in the main office. Forms will be made available once Senior privileges have been decided upon.

ON CAMPUS PARKING

Parking on campus is a privilege, not a right. Parking is available on campus for those who drive. The fee for parking on campus is currently \$30.00 per year. Vehicle Registration Forms are available in the main office. Not abiding by campus parking regulations or failing to have a properly displayed parking permit may result in the vehicle being towed at the owner's expense. By parking on campus, vehicles are subject to search and seizure policies outlined in this handbook.

ACCEPTABLE PHONE USE

Cell phones may not be visible during class time. Violation of this policy could result in disciplinary action. Parents with an emergency should contact the school rather than trying to contact the student individually. If a true emergency exists, the student will be brought to the office to use the phone. Cell phones seen during class time will be confiscated, turned into the main office, and returned to the student at the end of the day. Subsequent infractions will result in the parent having to come to the school to pick-up the phone and the student being referred to administration disciplinary action.

MEDICATION

If a student must take medication at school, the medicine and the appropriate form must be turned in to the main office. Failure to do so could result in the student being in violation of the Alcohol, Drug, and Tobacco Policy of this handbook. Medication will only be distributed as required. Medication should come in the original prescription bottle so that clear directions are visible on the label. It is the responsibility of the family to make sure that prescriptions are kept filled. Medication cannot be distributed without the proper consent form on file and documentation from the doctor.

FIRE DRILLS

Fire drills are held on a monthly basis at Gray Stone Day School. Students should respond immediately to all fire drills. Instructors will explain the proper procedure for responding to a fire drill during the first two weeks of school and will review it periodically. Any student failing to adhere to the evacuation policy may face disciplinary action.

LOCKERS

All students are assigned lockers. It is the responsibility of the student to keep the locker neat and orderly. Students may go to their lockers before school, between classes, and after school. Students should not be released from class to go to their lockers. Students will use their own locks on lockers; however, the school reserves the right to remove the lock by whatever means necessary to gain access to the locker should the need arise. **Students will be held accountable for all materials placed in the locker to which they are assigned.** Should a student find that materials have "gone missing" from their locker, it has traditionally come from either the student sharing their combination or not ensuring that the lock closed completely. Students should keep locks locked at all times. In either case, little can be done by the school to recover lost materials.

TEXTBOOKS

Students are financially responsible for any books that they have been assigned. An accurate record is kept, and should damage occur that is in excess of what is considered normal wear and tear, restitution is required before grades will be posted. Textbooks range in cost from \$50 to over \$130 each. The expense to the school is exorbitant. Students should keep this in mind as they care for the books with which they have been entrusted.

LOST AND FOUND

Items found that are unclaimed are turned in to the main office. If a student is looking for something that has been lost, he / she should check with the secretary in the main office. Additionally, Gray Stone students are expected to be helpful citizens. As such, students should pick up items that are left lying around and turn them in to the main office for safekeeping.

WEATHER-RELATED CLOSINGS

In the event of a weather-related closing of Gray Stone Day School, an update to the website and phone message will be made. However, in the event of power failure, these updates will not be possible. If at all possible, Gray Stone will attempt to have school, but please use your best judgment for the safety of your family. Information on closings or delay can be found at the following:

School website: www.graystoneday.org
School phone: (704) 463-0567
Television: Local ABC, NBC, and CBS stations



CALENDAR YEARS

2011

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
		2	3	4	5	6	7			6	7	8	9	10	11			6	7	8	9	10	11			3	4	5	6	7	8	
		9	10	11	12	13	14			13	14	15	16	17	18			13	14	15	16	17	18			10	11	12	13	14	15	
		16	17	18	19	20	21			20	21	22	23	24	25			20	21	22	23	24	25			17	18	19	20	21	22	
		22	23	24	25	26	27			27	28		27	28	29		30	31		24	25	26	27		28	29	30					
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S	
		1	2	3	4	5	6			5	6	7	8	9	10			3	4	5	6	7	8		9		1	2	3	4	5	6
		8	9	10	11	12	13			12	13	14	15	16			10	11	12	13	14	15			7	8	9	10	11	12		
		15	16	17	18	19	20			19	20	21	22	23			17	18	19	20	21	22			14	15	16	17	18	19		
		22	23	24	25	26	27			26	27	28	29	30			24	25	26	27	28	29	30			21	22	23	24	25	26	
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S	
		4	5	6	7	8	9			9	10	11	12	13			6	7	8	9	10	11			4	5	6	7	8	9		
		11	12	13	14	15	16			16	17	18	19	20			13	14	15	16	17	18			11	12	13	14	15	16		
		18	19	20	21	22	23			23	24	25	26	27			20	21	22	23	24	25			18	19	20	21	22	23		
		25	26	27	28	29	30			30	31		27	28	29		30	31		27	28	29	30		31		25	26	27	28	29	30

2012

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
		1	2	3	4	5	6			5	6	7	8	9	10			4	5	6	7	8	9		10		1	2	3	4	5	6
		8	9	10	11	12	13			12	13	14	15	16			11	12	13	14	15	16			8	9	10	11	12	13		
		15	16	17	18	19	20			19	20	21	22	23			18	19	20	21	22	23			15	16	17	18	19	20		
		22	23	24	25	26	27			26	27	28	29	30			25	26	27	28	29	30			22	23	24	25	26	27		
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S	
		6	7	8	9	10	11			3	4	5	6	7			8	9	10	11	12	13			5	6	7	8	9	10		
		13	14	15	16	17	18			10	11	12	13	14			15	16	17	18	19	20			12	13	14	15	16	17		
		20	21	22	23	24	25			17	18	19	20	21			22	23	24	25	26	27			19	20	21	22	23	24		
		27	28	29	30	31			24	25	26	27	28		29		30	31		26	27	28	29		30	31						
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S	
		2	3	4	5	6	7			7	8	9	10	11			4	5	6	7	8	9	10			2	3	4	5	6	7	
		9	10	11	12	13	14			14	15	16	17	18			11	12	13	14	15	16			9	10	11	12	13	14		
		16	17	18	19	20	21			21	22	23	24	25			18	19	20	21	22	23			16	17	18	19	20	21		
		23	24	25	26	27	28			28	29	30	31		25		26	27	28	29	30		23		24	25	26	27	28			

2013

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
		6	7	8	9	10	11			3	4	5	6	7			3	4	5	6	7	8	9			1	2	3	4	5	6
		13	14	15	16	17	18			10	11	12	13	14			10	11	12	13	14	15			7	8	9	10	11	12	
		20	21	22	23	24	25			17	18	19	20	21			17	18	19	20	21	22			14	15	16	17	18	19	
		27	28	29	30	31			24	25	26	27	28		24		25	26	27	28	29		21		22	23	24	25	26		
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
		5	6	7	8	9	10			2	3	4	5	6			7	8	9	10	11	12			4	5	6	7	8	9	
		12	13	14	15	16	17			9	10	11	12	13			14	15	16	17	18	19			11	12	13	14	15	16	
		19	20	21	22	23	24			16	17	18	19	20			21	22	23	24	25	26			18	19	20	21	22	23	
		26	27	28	29	30	31			23	24	25	26	27			28	29	30	31		25	26		27	28	29	30			
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
		1	2	3	4	5	6			6	7	8	9	10			3	4	5	6	7	8	9			1	2	3	4	5	6
		8	9	10	11	12	13			13	14	15	16	17			10	11	12	13	14	15			8	9	10	11	12	13	
		15	16	17	18	19	20			20	21	22	23	24			17	18	19	20	21	22			15	16	17	18	19	20	
		22	23	24	25	26	27			27	28	29	30	31			24	25	26	27	28	29			22	23	24	25	26	27	

