



**Grace
Christian Academy**

Accredited by:
Georgia Accrediting Commission

Member of:
Association of Christian Schools International

Parent & Student Handbook

2023 - 2024

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VISION STATEMENT

Grace Christian Academy focuses on developing scholars spiritually and intellectually to contribute cooperatively and responsibly to God's Mission in this Global Society.

Trust in the Lord with all thine heart and lean not unto thine own understanding; In all thy ways acknowledge Him, and He shall direct thy paths. Proverbs 3:5-6

MISSION STATEMENT

**Guide each young person to build a
Relationship with God and
Accept His purpose for the student's life through a
Christ-centered
Education to successfully compete in a global society**

GCA CREED

Who Am I?

I am Somebody.

I am a child of God.

I am a Scholar at Grace Christian Academy.

I am full of understanding, wisdom and knowledge.

I am here to fulfill God's purpose for my life, to be a problem-solver and not a problem-causer.

I can do all things through Christ who strengthens me.

I will strive for excellence inside and outside the classroom.

I will take responsibility for my actions.

Lord, please help me to discover truth. Give me the will to choose it and the strength to uphold it.

I will make a difference in my home, my school, my community and my country.

STATEMENT OF FAITH

We believe the following statements to be true:

There is one God, eternally existent in the Persons of Father, Son, and Holy Spirit. He is infinite in wisdom and power and He is completely sovereign over all creation.

The Bible is the inspired, inerrant, infallible and only Word of God. It is the final authority in all matters. It is the truth of God, and it cannot be interpreted apart from the illumination of the Holy Spirit.

The Lord Jesus Christ was born of a virgin birth and He is deity. Through His shed blood, atoning death, bodily resurrection and ascension to the right hand of the Father, we vicariously have eternal life with God. Jesus will reign in power and glory during the pre-millennial period.

Salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts sinful man to repent and place his total faith in Christ. Upon salvation through Christ, man is redeemed. His account is settled and his name is written in the Lamb's Book of Life where it is preserved by Christ for eternity.

There will be a resurrection of the saved during the pre-tribulation coming of Christ, and there will be a resurrection of the lost unto damnation.

The church is the local body of baptized believers who work together under the direction of the Holy Spirit to carry out the three primary functions of the church. They are to exalt the Savior, equip the saints and evangelize the sinner. This is to be done both locally and worldwide through all appropriate opportunities. The Church has been provided with gifts from the Holy Spirit through its membership which enable it to carry out the full work to which it is called.

The Holy Spirit is present as the third Person of the Trinity. He is God who dwells in the hearts of redeemed man and works to bring the saints into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts him of sin.

We believe the Bible gives clear definition concerning the kinds of life-styles that are abominable to God, and we embrace and agree with God. Homosexuality, Lesbianism, Fornication and Adultery are truly reflective of a person who does not agree with God about sin, and we stand firmly against such un-godly practices. We also believe that God has commanded us not to engage in intimate sexual activity outside of a marriage between a man and a woman.

STATEMENT OF PURPOSE

Grace Christian Academy (GCA), a ministry of Grace Baptist Church, was established in 2000 to respond to the needs of its members and the community. It is a Christian school that provides a superior academic education in a nurturing Christian environment.

The school is committed to providing a curriculum that is two-fold in nature. First, it strives to provide students with a working knowledge of God's Word, an understanding of God's unconditional love for every child, and the gift of eternal salvation through a personal relationship with Jesus Christ. Secondly, it is our intent to provide both a challenging and stimulating academic curriculum that prepares our students to be independent thinkers, as well as successful and productive citizens and leaders.

GCA is committed to providing an academic curriculum that is aligned with and faithful to the Bible. The curriculum is congruent with the Statement of Faith of Grace Baptist Church.

GCA offers a comprehensive, well-balanced educational program that meets the academic and behavioral needs of qualified students.

GCA encourages all students to apply for admission regardless of race, color, nationality, gender, or ethnic origin.

PHILOSOPHY

We believe that God is the creator of all things. (Genesis 1:1)

We believe that our sins are forgiven by the grace of God through the death and resurrection of His Son, Jesus Christ.

We believe that human beings are the most important creatures designed by God, and every individual is a child of God who is blessed with unique gifts and talents.

We believe that children are people; therefore, they are entitled to be treated with human dignity and respect at all times. Thus, we provide a secure, nurturing, Christian environment that facilitates the success of each individual.

We believe that **when any human being is lost or diminished, everyone loses because someone is gone who cannot be replaced. Furthermore,** as long as he or she lives, **every adult and child can change for the better through Christ and the Holy Spirit.**

We believe in building a cooperative support system between students, parents, teachers, and church and community resources to maximize learning and growth.

We believe that teachers should continually seek inspiration and renewal from the perfect examples of the ultimate teacher, Jesus Christ. Effective teaching and learning require a harmony of thoughts, words, and actions.

We believe in educating the body, mind, and spirit by providing a comprehensive academic curriculum, which involves integrating Biblical principles, creative arts, physical education, technology and foreign language. By integrating all aspects of our curriculum, we encourage critical thinking and promote cultural awareness.

We believe that the Bible is the inspired Word of God. Relating Biblical principles to daily life situations promotes the ability to make sound judgments in a rapidly changing world. **Freedom is a privilege of humanity** – freedom in Christ, not freedom to do as one pleases. This kind of freedom takes other people into account and involves **self-discipline and the assuming of responsibility** for one's own actions.

GRACE CHRISTIAN ACADEMY'S CORE VALUES

- Grace Christian Academy is a service-based ministry that recognizes families as clients and works to meet their needs.
- Grace Christian Academy exists to lead students to seek, know, love and serve Jesus Christ.
- The culture of Grace Christian Academy results in the development of the whole child which is evident in that child's life as a Christian leader.
- A mark of the Grace Christian Academy experience is the high standard of academic excellence that is a result of giving each student the opportunity to reach his/her fullest potential.
- Grace Christian Academy is committed to recruiting and retaining competent teachers and encouraging their continued personal and professional development.
- Grace Christian Academy nurtures relationships that result in effective communication and ongoing accountability.
- Grace Christian Academy develops Godly leaders who adopt the relevance of Christian worldviews, whose faith and work are inseparable and who engage in changing their culture.

GCA GOALS

THE GRADUATE PROFILE

GCA endeavors to prepare candidates for graduation so that they will possess the following qualities. They shall:

- Know, love and serve Jesus Christ;
- Have superior academic preparation for any further education they choose;
- Possess teachable spirits and exhibit a love for learning;
- Be well-read;
- Effectively communicate, both verbally and in writing;
- Have the ability to persuasively present their points of view;
- Think critically, work on teams cooperatively, and solve problems;
- Foster an understanding of the diversity of the human race, and live as disciplined men and women;
- Be prepared for a life of evangelism (regardless of the career in which God calls them to serve), reflecting the grace and truth of Christ to all people;
- Commit to a life of loyal, servant-leadership in the local church;
- Exhibit their faith and Christian character as they participate in athletics (interscholastic or intramural) and competitive situations;
- Apply biblical principles in their families, in their churches and on their jobs;
- Exemplify work ethics, skills and a faithfulness that amplifies the integrity of a committed Christian.

ADMISSION POLICY AND PROCEDURES

Admissions Policy

A student may be admitted to Grace Christian Academy only after established requirements and conditions have been fulfilled. Parents are required to sign the annual Family Commitment form expressing their support for the school's program. A student or family who does not cooperate or agree with the school's purpose and program will not be admitted or allowed to remain in the school. GCA requires all students whose parents desire to enroll them in Kindergarten to be five (5) years old on or before September 1st.

Admissions Procedure

1. **Registration and Enrollment Fee** - \$750.00 This fee is for all new students, whether they enroll at the beginning of the school year or sometime during the current school year. The fee covers all the costs of registering a new student and ordering the necessary books, licenses, and materials for the current school year. This fee is to hold the student's spot in the grade he or she will be going to in the next school year. This fee is non-refundable. There is a \$50.00 processing fee processed by Renweb/Facts and will be deducted by Facts as a one-time fee and not by GCA. This fee is in addition to the \$750.00 Registration Fee charged by GCA.
2. **Testing** - GCA may administer entrance tests to new and/or prospective students.
3. **Interview** - A personal, confidential interview will be scheduled. Both the parent(s) and/or legal guardian(s) as well as the prospective student(s) must be in attendance for this interview.
4. **Final Acceptance** - Parent(s) and/or legal guardian(s) will be notified as soon as possible regarding the student's acceptance. No acceptance will be finalized until all applicable documentation has been received and all necessary fees have been paid in full. Any new student granted admission is considered to be on academic probation for the first six weeks. Following that probationary period, the student's status will be reviewed for the following status: (1) exemption from probation; (2) extension of probation; or (3) dismissal from school.

ACADEMICS

Promotion Guidelines and Factors

K5–2nd

Promotion will be determined by student's grades in Math, Reading and Phonics. The promotion notice will be accompanied by a teacher's recommendation.

3rd–5th

A student is promoted to the next grade level because he/she has earned a 70 yearly average or above in three or more of the following courses: Math, Language Arts, Science or History. GCA Students are also expected to pass Bible in order to be considered for promotion.

6th-8th

In order to qualify for promotion, students must pass three of four core classes. Core subjects are: Math, Language Arts, Science and Social Studies.

Students are also expected to pass Bible in order to be considered for promotion at GCA.

Biblical Integration

Biblical integration is a vital part of every class. Teachers stress fundamental principles of the Bible and the development of Christlike attributes. The Bible course is designed to encourage the spiritual growth of each student and to lay a foundation for a basic knowledge of the Old and New Testaments. The daily Bible lesson plays an important role in helping students relate Biblical principles to daily life situations.

All students participate in chapel each week. Parents are welcome to join their children for worship.

Grading

Report cards (progress reports) are issued four times during the school year. Each grading period is approximately nine weeks long. The report card reflects the student's progress in the areas of academic achievement, work habits, attitudes, social characteristics and conduct.

Grades K5 thru Twelfth use the following grading scale:

K5 – 8th		9th – 12th	
A	100-90	100 – 90	A
B	89-80	89 – 80	B
C	79-70	79 – 70	C
F	69 and Below	69 and below	F
I	Incomplete	Incomplete	I
		Pass	P
		(P used for non-accredited Homeschool HS grades)	

Mastery of Academic Content

A student who makes a failing grade on a test will be given a mastery assignment that will allow him/her to raise the score on that test. The mastery process will proceed as follows:

- ❖ On a scheduled date and within a two-week period of time from the date that the student receives the scores from that test, the mastery assignment will be given to the student.
- ❖ If he/she makes a **grade lower** than 70 but higher than the score originally made on the test, that mastery grade will replace the test grade.
- ❖ If the student makes a score higher than 70 on the mastery assignment, the

- student's test grade will only be replaced by a 70.
- ❖ Regardless of the grade that the student makes on the mastery assignment, he/she can receive a grade no higher than 70.

Report Cards

Report cards are only one way of informing parents of a child's progress. We encourage parents to become acquainted with their child's teachers and remain abreast of their child's academic responsibilities and activities.

Report cards (K5 -8th grades) will be issued on the following dates:

9th – 12th grades will be progress reports on October & March / Report Cards January & May.

First Quarter	October 6, 2023
Second Quarter	December 15, 2023
Third Quarter	March 8, 2024
Fourth Quarter	May 22, 2024

Honor Roll

Honor Roll awards given to First- through Twelfth-Grade students are based on the following criteria:

- "A" Honor Roll- A yearly average of an "A" in each core subject, including Bible and electives. Grades 9-12 must average an "A" in each subject per semester.
- "A"/"B" Honor Roll- A yearly average of an "A" or "B" in each subject, including Bible and electives. Grades 9-12 must average an "A" or "B" in each subject per semester.

Homework

Homework is given to students as reinforcement for skills taught to students during the school day. It is not given as busy work, but it is used to assist the child in developing independent study habits, to acquire research skills and to complete creative projects that enhance previous classroom learning experiences.

The amount of homework varies depending on the grade level of the student. **Teachers will send home their homework policies during the first week of school.** They will also go over their grade-level policies during Open House. Homework and/or special projects may be given on weekends.

THE FOLLOWING POLICIES ARE APPLICABLE TO K5-8TH GRADE STUDENTS ONLY.

- Students are exempt from homework on Wednesday night. This does not include studying for scheduled quizzes or previously assigned long-range projects.
- **No tests** will be administered on Thursdays, but quizzes are allowed.

THE FOLLOWING POLICY APPLIES TO ALL STUDENTS K5-12TH GRADE

- No homework, projects, book reports, research papers or other school work will be assigned over a holiday period.

- It is the student's responsibility to complete homework assignments. All homework assigned will be checked for accuracy and understanding by the teacher, and returned to students for review of teacher comments. Students are expected to have all assignments ready to turn-in at the beginning of class on the due date. The actual homework should be done by the student.

Parents are encouraged to have a consistent place and time for their child to complete his/her homework each evening. Parents should check on completed homework to be certain it is satisfactory. The student agenda policy is as follows:

- All 1st–8th grade students are expected to have their agendas with them in class.
- 1st–5th grade agendas are to be signed nightly. A homework grade will be recorded weekly.
- Parents may be required to sign their student's work/agenda nightly as deemed for academic success of the student.

Late *homework* assignments will be graded from 75 instead of 100 and will only be accepted at the beginning of the next class period.

Major assignments turned in late will receive a reduction of 25 points for each class period that the assignment is late. Assignments more than three class periods late will receive a grade of "0."

Grace Christian Academy will strive to maintain a reasonable balance between class work and homework. We have two desires. One is for academic excellence which means that homework is inevitable, especially in the upper grades. The second desire is not to jeopardize family time. Please discuss any concerns you may have regarding homework assignments with your child's teacher.

The student holds final responsibility for his/her school work. School work includes daily class assignments, homework, projects, tests, school papers, make-up work, supplemental work, and agendas that are to be signed and returned to school on time as well as other items noted on the teacher's syllabus. GCA expects and requires students to meet their responsibilities for school work. Repeated neglect of this obligation may result in Academic Probation. (Refer to page 15 for more information.)

If a student becomes ill or there is a family emergency that prohibits completion of an assignment at home, the parent may send a note to the teacher stating the reason for the incomplete assignment and ask for an extension of time. It is assumed that situations like this will not become habitual. Please note that playing ball or other *extra-curricular* activities are not acceptable reasons for not completing school work.

Middle and High School Academic Policies

The ninth- through twelfth-grade day will consist of six (6) periods. Two (2) periods that last ninety (90) minutes each, a fifty-eight minute Bible class and three (3) forty-five (45) minute classes. The middle school students' classes will not count towards high school credits. There are a few academic policies and procedures (listed below) that differ for the high school grade classifications.

Graduation Requirements

A student must achieve 27 units to graduate from Grace Christian Academy. Should a student fail a class during the year, he or she must take the course again over the summer through our virtual classroom or school, or at a school approved by the Georgia Accrediting Commission. Otherwise, the student must retake the class the next school year. The plan outlined is only a sample. You, your child, and an Academic Counselor will create a specific plan for your child.

	<u>Number of Units Required</u>
English	4
Mathematics	4
Science	4
Social Studies	3
Physical Education/Health	1
Electives	4
Foreign Language (of the same language)	2
Technology and/or Fine Art and/or Additional Year of Foreign Language	1
Bible *	4
Total	27

*Transfer students who have no previous Bible classes will not be required to have 4 units of Bible to graduate from GCA.

Requirements for Valedictorian and Salutatorian

Students must have less than 10 absences (excused or unexcused per semester), 70% of classes taken at GCA, must not have a discipline record, and Valedictorian and Salutatorian must be at graduation ceremony and give a speech.

Freshman

Bible 9 (1)
 English 9 (1)
 Algebra I (1)
 World Geography (1)
 Biology (1)
 P.E./Health (1)
 Spanish I (1)
 Elective (1)

Sophomore

Bible 10 (1)
 English 10 (1)
 Geometry (1)
 World Hist. (1)
 Phy Science (1)
 Spanish II (1)
 Elective (1)

Junior

Bible 11 (1)
 American Lit. (1)
 Algebra II (1)
 U. S. History (1)
 Chemistry (1)
 Elective (1)
 Elective (1)

Senior

Bible 12 (1)
 British Lit. (1)
 Pre-Calculus (1)
 Economics/Gov't .(1)
 Physics (1)
 Elective (1)

GCA CURRICULUM MAP

At Grace, we incorporate the Georgia State standards and Biblical principles so that our students will be college- and career-ready and excel above all others in wisdom and understanding.

Elementary Curriculum

Kindergarten children are taught Bible lessons, Phonics, Reading, Writing, Numbers, Physical Education, Art and Science. Library, music, Spanish and technology are other activities enjoyed weekly. Kindergarten uses a mixture of materials from the following publishers: ABeka Book and various other publishers for Computer Lab and Physical Education. Though the majority of our school curriculum is Christian-based, our teachers do not rely solely on the publishers to integrate the Bible, but they purposefully take on this task. Kindergarteners also participate weekly in Chapel.

Elementary, grades one through five, are not only learning facts and figures but study habits, test-taking skills and presentation skills. The curriculum, though almost exclusively Christian-based, is supplemented even further by Biblical integration directed by the teachers as they aid the students in using the Bible as the basis for applying academics to their lives. Through careful research, GCA has chosen curriculum from ABeka Book and Bob Jones Press in conjunction with Physical Education, Art, Spanish and Computer Science Technology, to comprise the necessary elements for a well-rounded and excellent academic foundation.

Middle and High School Curriculum

Middle school, grades sixth through eighth, is the final preparation stage for the rigors of high school. Electives, Clubs and Athletics enhance our academic program. Participation in extracurricular activities is encouraged, but it is not to replace or subvert academics in any manner. As a Christian school, Bible is considered a GCA core subject. Our other core classes are Language Arts, Math, Science, and History.

High School, grades ninth through twelfth, is an exciting experience. These years lay the groundwork for future career goals and achievements. GCA endeavors to help each student reach his or her potential through rigorous preparation for college. All students receive the core curriculum that most colleges require for admission. Opportunities to apply for grants and scholarships are also available. Students in 10th-12th grades who qualify are encouraged to take Dual Enrollment classes.

By utilizing Christian-based curriculum for most courses and supplementing them with other resources, our teachers work diligently to provide an excellent academic environment. Daily, a Biblical perspective is interwoven into each course to aid students in applying those Biblical principles to their lives.

Grading Policy K5 – Sixth Grade

The following weights will be used when calculating K5 – 5th grades:

<u>Quarter Grades</u>	<u>Final Averages</u>
Tests – 55%	Semester 1 – 50%
Quizzes – 25%	Semester 2 – 50%
Classwork – 10%	
Homework – 10%	

Grading Policy – Middle/High School

The following weights will be used when calculating middle/high school grades:

<u>Quarter Grades:</u>	<u>Semester 1 Grades:</u>	<u>Semester 2 Grades:</u>
Tests – 40%	Semester 1 Average – 80%	Semester 2 Avg. – 80%
Quizzes – 30%	Final Semester Exam – 20%	Final Sem. Exam – 20%
Class work/Participation – 20%		
Homework– 10%		

- Exemption from Semester Exams is achieved by a 90% average or above per subject, per semester. No more than 2 overall tardies or absences, or combination of the two (whether excused or unexcused) will be permitted for a student who is seeking exemption status. Seniors can have no more than 2 overall tardies or absences, or combination of the two per class.

For Grades 9th - 12th, students can exempt final exams both semesters.

GPA Equivalency

<u>Numerical</u>	<u>Regular</u>	<u>DE</u>	<u>Letter</u>
100 – 90	4.00	5.00	A
89.99 – 80	3.00	4.00	B
79.99 – 70	2.00	3.00	C
69.99 – below	0.00	0.00	F
Passing			P

Failed Courses

If a student makes below a seventy (70) in any course, he/she will not get credit for that course. If the student's schedule allows it, the student may be able to retake the course in the summer at a program or school approved by the Administration. The student will have to repeat the course. (See the information on mastery, pg. 9, for more clarity on this topic.)

Achievement Tests

Each spring, The IOWA Test of Basic Skills is given to all students as a requirement for Kindergarten through Eleventh Grades. Failure to complete the testing may jeopardize promotion to the next grade level.

College Entrance Exams

The students in the Tenth and Eleventh grades will be given the opportunity to take the PSAT. Students in Eighth and Ninth grades will also be invited to participate in the testing based upon their academic achievements.

Eleventh and Twelfth grade students will be given the opportunity to take either the SAT or the ACT.

Academic Probation

If serious academic problems arise, a student in grades First through Twelfth may be placed on academic probation. This action is intended to give notice to the parents and the student so that a mutual effort can be made both at home and at school to correct the academic deficiency. This probationary status will require that the student corrects the study habit deficits and shows significant improvement in his/her grades by the next posted report card. A student may be placed on academic probation if any of the following stipulations are applicable:

1. The student's numeric cumulative average for all classes for the semester falls below a 75.
2. A student fails two courses for the semester.

The placement of a student on academic probation may result in the student's inability to participate in extracurricular activities during the probationary period. Athletes must meet all academic requirements as outlined in the Athletic Handbook to remain eligible. A letter of notification will be sent to the parents and a conference will be held with the parents, the student, the teacher, and the administration to discuss the deficiencies and ways in which the student may improve performance for the following semester.

The teacher, and/or administration will review the academic progress of the student at the end of the following semester to determine follow-up action.

A student may be released from probation if he/she has no "F's" for the semester and the numeric average is above the minimum requirement (75). A student with one F will have his/her status reviewed by the administration and may have his/her probation extended for the following semester.

Record Review Policy

1. The school's administrative office and support staff are responsible for maintaining the students' cumulative records.
2. To ensure privacy for the students and their families only the Administration and designated school personnel, in the fulfillment of their respective functions, may have access to students' records.
3. Only designated school personnel and parents and/or legal guardians may access students' records. Any parent/guardian or adult student desiring to inspect specific records shall address the request to the Administrator in writing.
4. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for that student.
5. According to the law, the school is authorized to release, without permission, the information contained in the student's records to certain federal, state, and local authorities and to the court or law enforcement officials in the performance of their functions upon the issuance of a subpoena or a court order.

Service Project

GCA believes that the servant life of Christ should be modeled. Therefore, we offer the "Will You Make A Difference?" Service Project. It is based on Galatians 5:13b – "...By love serve one another." The Service Hours program is a volunteer opportunity for students to learn life's important lessons in a fashion that is fun and meaningful. It is not a source of stress for the parents, and it does not disrupt the school day. Students are encouraged to select service projects where they actually work and interact with individuals.

Community service – "Will You Make A Difference?"

- Forms must be turned in to the office by the deadline to receive credit.
- Students are required to complete a class/individual community service project each semester, "Will you make a difference?":
 - o K5 - 11th Class Project
 - o 12th – All GCA seniors will complete an Individual Project/Presentation before a small panel of judges (see Eagle Portfolio).

THIS SERVICE PROJECT IS REQUIRED FOR ALL GCA STUDENTS!

ELECTIVES and ACTIVITIES

Chorus may be available

Third- through Eighth-grade students may have the opportunity to audition for various vocal or drama performance groups.

Sports Programs

An after-school sports program may be available for elementary, middle, and high school students based on interest and availability including:

- Girls –basketball, volleyball, fast-pitch softball and cheerleading (middle and high school).
- Boys – cross country, golf, football, baseball and basketball (middle and high school).

Intramural sports for grades K5-5th grade: An organized 1½ hour sports session for students to learn and practice new activities with a qualified coach.

Chapel

GCA Chapel services feature pastors, GCA staff and students, youth pastors, missionaries, musicians, and guest speakers who are of special interest to our students. Through these chapel services, we desire that our students will gain a clearer understanding of God's Word, grasp a broader concept of the vast variety of individuals in the Lord's work and experience spiritual growth and a deeper commitment in their lives. Parents are welcome to attend any chapel services. Chapel dress code must be adhered to, and all students including Virtual Learning must be present at school on Wednesdays and attend Chapel.

Field Trips

Field trips are a vital part of a well-rounded instructional program and offer many opportunities for enhanced teaching. **Each trip is considered to be a vital part of the curriculum and all students are expected to be present. Students not attending the field trip will incur an unexcused absence.** Administration must approve all trips. Field trips will not be scheduled on Wednesdays due to Chapel. **Under no circumstances is swimming permitted on any field trip or school event, without prior administrative approval.**

Transportation for field trips will be provided by GCA school buses. Students may ride home from a field trip with their parents/guardians if that parent/guardian has signed that student out with the student's teacher. It is the intent that every child enjoys and profits educationally from these experiences, but a child may be excluded from a field trip for any of the following reasons:

- Failure to meet the deadline for funds
- Repeated behavioral problems in the school environment
- Behavioral problems on a previous field trip

Parent Chaperones

All chaperones participating in ANY GCA field trip(s) involving minor children MUST HAVE a background check. It shall be the responsibility of the chaperone to obtain and cover the cost of this background check. A copy of this completed background check must be on file with our office. The background check must be turned into the main office 24 hours prior to the field trip.

The number of parent chaperones must sometimes be limited due to the location and nature of the field trip. Each teacher will strive to allow every parent an opportunity to attend at least one field trip during the year. **When serving as chaperones, parents/guardians may not bring siblings of the students with them.** It is important that chaperones are able to give their full attention to the safety of our students.

PHYSICAL EDUCATION (P.E.)

Clothing

Kindergarten through Fifth:

No P.E. uniform is required. Girls may wear gym shorts under their uniforms. The shorts must be shorter than the uniform. Athletic shoes are worn to school on PE days.

Sixth through Twelfth:

The P.E. uniform consists of a GCA P.E. T-shirt and GCA-identified gym shorts. P.E. shorts should not be rolled at the waist. These clothes must be purchased from Jocoba. Only GCA sweatshirts and sweatpants may be worn in cold weather. Athletic shoes and socks must be worn for P.E. classes.

Participation

All physical education students are expected to participate in class unless they are injured or sick and have a note from a doctor or a parent/guardian. Students will not be excused for any other reason, unless the P.E. instructor or administrative team member deems it necessary.

ATHLETICS

Grace Christian Academy seeks to provide opportunities for each student to participate in at least one athletic activity. The focus of GCA's Athletic Department is to build Christ-like character through physical activities and competition. For a complete list of Athletics regulations, please access the online Athletic Handbook.

School Hours

Teachers begin receiving students at 7:45AM.

Students must be in their classrooms at the start of the school day or they are marked tardy. **Parents are respectfully requested not to enter after 8:05AM to ensure that teachers begin their day on time.** The Kindergarten through Twelfth grade school day begins at 8:10AM.

Kindergarteners through Fifth grade students are ready for carpool at 3:20PM. Sixth through Twelfth grade students are dismissed at 3:30PM. Please honor the end of the day classroom time by not picking up your child through the office between 2:45 PM and 3:30PM. Dismissal ends at 3:45PM; Kindergarten through Twelfth grade students must be picked up by that time or they will be entered into the After Care program.

All students who are being checked out of school early by a parent or guardian must be signed out at the front office. **This must be done prior to 2:45 PM. Please note that early check-out does affect the classroom teaching and work missed is the responsibility of the student.**

Grace Christian Academy will not be responsible for unsupervised students arriving before 7:45AM, or leaving after 3:45PM. Students who arrive before 7:45AM and students still on campus after 3:45PM will be taken to the Extended Care program for supervision. Parents will be billed accordingly.

Parents are asked to enter the school grounds at the designated area and use the designated traffic pattern for arrival and dismissal. Please watch for directional signs. **For the safety of all GCA students, parents are urged to pick up children in the car line.**

- K5 – 5th grade: Cars must have a car tag displayed in the front windshield. Car tags are provided at Orientation.
- Teachers will open and close car doors.
- Students must be prompt in getting to the pick-up areas.
- Traffic is expected to move as cars are loaded.

The following is a diagram of the required school traffic pattern. Due to safety issues, all drivers are expected to follow this pattern from 6:30AM through 6:30PM.



Notification of any change in the normal form of transportation for your child must be **sent to the school office, in writing, before 12:00PM**. These rules are designed to ensure your child's safety. We take this responsibility seriously and expect our students and parents to do the same.

Extended Care Program

The Extended Care program is provided for the convenience of parents whose children attend Grace Christian Academy. The Extended Care program provides an enjoyable atmosphere for students before and after school. Extended Care opens at 6:30AM and the afternoon program closes at 6:30PM. Students are to be registered for Extended Care before they attend. Fees are listed on the financial information sheet in the information packet. For more detailed information regarding the Extended Care program or to obtain a registration form, please call the school office (770) 222- 8955.

Any student attending Before and After School Care is charged \$80.00 per week per the 3-day rule. This is a discount of \$15.00 per week. A late fee of \$25.00 will be charged for any child not picked up by 6:30 pm. After 6:45 pm, in addition to the \$25.00 charge, there will be a \$1.00 per minute charge for every additional minute after that. Three (3) days constitutes a weekly charge.

Extra-Curricular Eligibility

Students are required to attend school 4½ hours per day to be counted as present for that day. A student must be counted present to participate in any school activity such as sports, fine arts, prom, etc., for that day. Students must arrive no later than 11:40AM and/or cannot be out any part of the school day more than 3½ hours.

Early Dismissal

All students will be dismissed at 1:00 for Elementary School and 1:15 for Middle and High School on early dismissal days. Please refer to your school calendar for these specific dates. **In addition to Early Release Days, students will be dismissed at 12:00 noon on the last day of the first semester and the last day of school.**

Absences

An absence that is initiated by the school such as participating in school-scheduled field trips or activities including sports will not be counted in the student's total absences. Students absent from school for the following reasons will be considered **excused** if the school receives, in a timely manner, a note stating the reason for the absence from the parent/guardian (preferably on the day the student returns to school). Three parent notes are accepted per semester. A letter will be sent to the social worker after the fifth absence. After three absences, notes must be from a doctor in order for an absence to be considered excused. The following are reasons for excused absences:

- 1) Illness of student
- 2) Death in immediate family
- 3) Attending the funeral of a close friend or relative
- 4) Doctor/dentist appointment (It is recommended that these appointments be made after school or during school holidays, if at all possible.)
- 5) Family emergency
- 6) Special family/student trips – (See explanation below.)

If a signed parent/guardian note is not received, the absence is considered **unexcused**. If a daily grade is given the student will receive a grade of "0."

If a student accumulates more than 10 absences per semester (excused or unexcused) in any class/subject, he/she will receive an "FA" (failure for lack of attendance) in that class/subject. Excessive absences due to extenuating circumstances will be evaluated by the administration.

All students who are being checked out of school early by a parent or guardian must be signed out at the front office. This must be done prior to 2:45PM. Please note that early check-out does affect the classroom teaching and work missed is the responsibility of the student.

Students are responsible to get assignments and should make up all work missed due to absences. In the case of extended absences due to serious illness, the teacher/administrator may determine the amount of work that should be made up. If a student is absent one day, he/she has one day following his/her return to school to make up assignments or tests. Students who miss more than two academic periods must get administrative approval in order to participate in afternoon or evening sports/activities. The student should contact the teachers of all classes which were missed on the day that the student returns to school. All schoolwork and tests must be made up within the same number of days missed (up to five days). The teacher and administrator will determine an alternate plan if this time needs to be extended.

Special Students Trips:

Students may be excused from school for special occasions such as:

- A. Church-sponsored retreats
- B. Mission trips
- C. College visits

Students taking special trips must do the following:

- A. Bring a note from the College or University visiting with the date of visit and signed by an official. This should be done no less than one week in advance of the absence.
- B. Secure homework assignments from Renweb.
- C. Make prior arrangements with teachers concerning the date of the assignments.
- D. All tests will be completed when the student returns

The Administration requests that absences not be preplanned during the first week of school, during exam days or when standardized testing is scheduled.

College Visits:

Juniors and seniors are each permitted five (5) days in the year to visit colleges. A form must be signed by all teachers, parent(s), and students and turned in to the administrator's office **one or more days PRIOR** to the visit in order for the absence to be counted as excused. GCA does not sponsor college visits; they are the responsibility of the students and their parents.

Tardies:

Tardiness disrupts the entire class; it also affects the late student's school routine. Parents are encouraged to assist in making sure that students are prompt in arriving at school.

Students are expected to be in their classrooms at 8:10 AM. The teacher will submit a daily report to the front office. Parents should make every effort to have students at school on time. It is distracting to other students when a child enters while class is in session. It is often upsetting to the child who arrives late when he or she has missed directions or instructions regarding a lesson. Arriving at school on time allows the student the opportunity to have a positive beginning each morning as he/she embarks upon a day of discovery and learning.

All students arriving after 8:07AM must be accompanied in school by a parent through the front door and checked-in by the Front Office Staff, and the necessary communication will be administered. NOTE: If a parent drops a late student off at the front office, the parent will be called back to school in order to sign student in. Students cannot sign themselves in for being tardy.

The school building is closed at 4:00PM. Students forgetting books or other materials must enter by the office doors prior to 4:00PM to gain access to the lockers.

Three (3) tardies/checkouts from school will be allowed each semester for students in

K5-12th grade with no consequence. These tardies include, but are not limited to power outages, sibling/parent made student late, dead battery, flat tire, slow traffic, train, etc. Tardiness due to doctor or dentist appointments are always excused but must be accompanied by a note from the doctor's or the dentist's office. The consequences for ***tardiness to school*** are as follows:

- 3rd Tardy to School - Parents are contacted
- 4th Tardy to School - Administrative conference
- 5th or more Tardies to school - Administrative conference and \$25 fee

Students not in the classroom when the class period begins will be marked tardy. The following consequences for ***tardiness to class for middle/high school (6th-12th grade) students are as follows:***

- 3rd Class Tardy - Parents will be contacted
- 4th Class Tardy - Administrative conference/Detention
- 5 or more Class Tardies - Administrative Conference and a required \$25.00 fee.
A conference will be required with administration, the student and parent to determine the next course of action.

Students **checking in** any time during the day after 8:10AM must report to the office for a tardy slip. Work missed due to an excused tardy must be made-up no later than the end of the day that the tardy occurred, unless otherwise directed by the teacher.

Student Checkout / Off-Campus Appointments:

Requests for students to leave during the school day must be directed to the Reception Center. Students must be checked back in upon their return.

Doctor's appointments should be scheduled after the end of the school day or during vacation times. Any student who is going home before the regular dismissal time or is going home by a different manner than he/she normally does **must bring a note** from home signed by the parent. The note is to be taken to the Reception Center at the beginning of the school day. Parents must come to the Reception Center to pick up a child during the school day. **As a safety measure, identification is required before releasing a child to anyone.** If a child returns to school before the end of the day, he/she must check back in at the Reception Center first before going to class.

Allowing students to ride with anyone other than a parent/guardian on file is left to the discretion and permission of the parents/guardians. Grace Christian Academy and Grace Baptist Church do not promote this practice, and we are absolved from responsibility or liability should an accident of any nature occur. Permission from a parent of all involved parties must be given to the office in advance of a student riding with another student that is not a sibling.

Administration requires a prior agreement with the parent and student regarding check-in/out procedures for attending college classes.

Illness or Injury During School Hours

Students who become ill or are hurt during school hours should tell their teachers. The teacher will send the student to the principal's office to be evaluated. The Front Office Staff will contact the parent immediately if medical attention appears to be necessary. If a child is running a fever or has visible signs of illness, he/she will have to go home. The parents/guardians will be contacted and are responsible for having the child picked up from the clinic as soon as possible.

During the School Day

- If a student begins to run a fever or shows signs of illness, the student will be sent to the front office immediately to have their temperature checked with a non-contact thermometer and to be evaluated.
- If the student's temperature is above 100.4°, the front office will ask the student to wear a mask and have him/her sit in the clinic to rest. The parents will be called to come and pick up their child or make arrangements to have them picked up. The teacher will be notified that the student will not return to class.
- Parents will be asked to let us know the nature of the illness before returning to school.
- Students will be asked not to return to school until they are fever-free for 24 hours or longer, based on the illness.
- After the student leaves, the teacher will take the remaining students to another classroom and then clean and sanitize all surfaces in all the classrooms the child attended.

(Following Classroom Cleaning/Health Safety Procedures)

Clinic Safety Protocol

- Office personnel assessing the illness will wear a mask and gloves.
- A non-contact thermometer will be used to check temperatures.
- The student will rest in the clinic until a parent or emergency contact arrives.
- All surfaces in the clinic and office will be cleaned and sanitized after the student has been picked up.
- Clinic reports will be completed and filed.

Medication Guidelines - All medicines (prescription or over-the-counter) are required to be stored in the school office. Please note the exception for inhalers as described below.

Prescription Medication

- The parent must request, in-person, that the student be given the medication.
- The parent must sign a release form allowing school personnel to administer the medication.

- Medication must be in the original container with the pharmacy label attached.
- Medication will be administered according to the prescription label.
- Students **WILL NOT** be allowed to transport prescription medication.

Medication prescribed 2-3 times a day should be given at home unless the child is in Extended Care.

Non-Prescription Medication (Over-the-Counter)

- The parent must bring the medicine, in its original packaging, with dosage instructions clearly indicated by parent(s)/guardian(s). This includes but is not limited to Tylenol, and Pepto Bismol.
- Throat lozenges may be taken with a note from a parent/guardian.
- The parent must request, in person, that the student be given the medication.
- The parent must sign a release form allowing school personnel to administer the medication.
- The parent will provide instructions including the dosage and the time medication is to be given to the student.
- Medication must be in the original container. (Directions from the parent should not exceed the medication instructions on the label.)
- Students **WILL NOT** be allowed to transport non-prescription medication.

Metered Dose Inhalers for Students with Asthma

- Georgia statutes authorize students to carry a metered-dose inhaler on their person when they have approval from their parents/guardians and their physician.
- The Administrator shall be provided with a copy of the parent's/guardian's and physician's written statement of approval.
- Metered-dose inhalers may also be kept in the school office and administered under the "prescription medication" guidelines.
- **PLEASE NOTE: All medications not picked up by the parent at the end of the school year will be discarded.**

Communicable Diseases:

Any child who is diagnosed, either by appropriate laboratory testing or through the diagnosis of any licensed healthcare provider, as having an infectious communicable disease will be evaluated to determine the child's suitability to remain in the classroom. This determination shall be based on whether or not the individual is a health danger to himself/herself or presents an increased risk to others with whom there may be contact. The administration will assess the need and availability of other educational alternatives if it is determined that the student should be removed from the classroom. The administration will respect the confidentiality of all individuals suspected of or diagnosed as having an infectious, communicable disease. The number of personnel who will be advised of an individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission of an infectious disease may increase. Decisions regarding the type of educational and/or

general care provided will be based upon behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting. The risk and benefits to both the infected individual and others will be weighed in this process.

Severe Weather Closing:

Unless previous notice is given, parents may expect Grace Christian Academy to be closed on severe weather days. Please pay close attention to school closings on Television, WSB Channel 2 News.

Emergency Drills:

Fire, severe weather, and disaster drills are conducted regularly.

Church/School Property:

Desks, chairs, tables, and all real property at Grace Christian Academy belong to Grace Christian Academy or Grace Baptist Church. Students must treat all property inside the church/school building with respect. Students must not lean back in chairs, deface property, or sit on desktops. ***STUDENTS WHO ARE RESPONSIBLE FOR DAMAGE OF SCHOOL PROPERTY, WHETHER INTENTIONAL OR ACCIDENTAL, WILL BE RESPONSIBLE FOR ALL REPAIRS OR REPLACEMENT. PARENTS MUST BE AWARE THAT VANDALISM CANNOT BE TOLERATED AT GRACE CHRISTIAN ACADEMY or GRACE BAPTIST CHURCH.***

Textbooks

All non-consumable textbooks are the property of Grace Christian Academy. Hard backed books that are loaned from the school must have a cover on them at all times. At no time is a student to write in, tear, soil, or turn-under the pages of any textbook. Students must replace textbooks for any damage beyond normal. This includes the following conditions: one or more pages of content is missing; the book has water-soaked pages or a swollen cover; it has been physically marked with a pencil, pen or crayon; it has been defaced or marred, such as broken, cut, or smeared backs; or pages have been worn beyond what would be considered normal wear. The student shall pay for replacement of any textbooks that have been lost or damaged. Report cards will be held until penalties have been settled. No textbooks will be issued to any student while there is an outstanding payment. All textbooks must be returned to the teacher when a student is promoted or transferred.

COMMUNICATION

Email - Email is the preferred method for “general” communication with parents. Phone calls are utilized by teachers and administration when dialog and an immediate exchange of response are necessary.

Web Site – www.graceedu.com has a vast array of pertinent and timely information that can be accessed 24 hours a day.

Parent Meetings – Parent meetings will be held from time to time during the school year. Parents are encouraged to attend these meetings to facilitate home/school communication.

Parent/Teacher Conferences – Conferences regarding the pupil’s academic progress, behavior, or attitude may be held at any time. The parent or teacher may initiate these. Parents desiring a conference with the teacher should contact the teacher by email in advance to make an appointment; conferences should be scheduled before or after school hours. Teachers are never free to spend time with individual parents during classes.

Internet Usage – Internet usage is a privilege that will be removed if it is abused. Any student caught trying to access websites with pornography or profanity, or students caught attempting to circumvent our site blocks and/or firewalls, etc., will be subject to loss of all internet privileges and suspension from school. We greatly encourage parents to use filtering devices for their computers at home, and we suggest that no computer be used in an unmonitored location.

Delinquent Financial Account Policy

All fees must be current in order for a student to receive a re-enrollment contract or for a student to receive his/her report card and/or test results. Fees included in this policy are as follows: technology fees, extended care fees, sports fees, unreturned books fees (library and/or textbooks), Chromebooks, tuition fees, etc. In addition, all returned check issues must be resolved. Student records will be released as soon as all financial obligations are met.

Withdrawal Procedures:

Any student desiring to withdraw from school should report to the school office to receive a withdrawal form. Parents are requested to meet with the administration for an exit interview before a student is withdrawn from Grace Christian Academy. Transcripts cannot be forwarded to another school until all financial obligations have been met. This, of course, includes remaining tuition, library, lunchroom, extended care, late payment charges, lost books, etc. School transcripts and records will be sent upon request of the other schools after the parents have signed a release for the transmission of such records. Official school records are always sent to other schools through the mail; records cannot be released to individuals.

If after enrollment your son/daughter is voluntarily withdrawn, suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded. GCA reserves the right to collect tuition and fee balances associated with the remainder of the school year **including a \$500.00 withdrawal fee**. Financial reimbursement will only be considered for employment relocation or financial hardship. When final payment is made by check, transcripts will be released after the funds have been cleared by the financial institution.

Lost and Found:

All lost and found items such as books, jewelry, or apparel should be turned-in at the Reception Center. **A student's name should be clearly put on all clothing such as outerwear, gym clothing, book bags, etc., for identification purposes.** Lost and Found items that are not claimed and cannot be identified may be given to Goodwill or re-sold in the used uniform sale.

Lunch Program:

Hot lunches are available for purchase daily.

Lunch prices for students in grades K5-5th will be \$4.00. Lunch prices for students in grades 6th-12th will be \$5.00. Payments for lunch are not accepted at the school. All monies for lunch must be deposited in your child's online lunch account through schoolpaymentportal.com. Instructions for setting up your child's lunch account and depositing money into that account are found on our website.

Students themselves are not allowed to order and have lunch delivered by an outside restaurant/vendor.

High School Driving/Parking Privileges

Students who have their driver's licenses will need to register their vehicles in the Registrar's office. A registration form must be filled out, signed by the parent, and returned to the office. The student will only park in a designated area. If a student violates this policy, he/she will not be able to drive his/her vehicle to school for one week. In addition, students must diligently adhere to the following rules:

- Students cannot leave campus once they arrive at school unless they have received permission from the administrator's office; they must also have written parental permission.
- Students cannot sit in their vehicles or loiter in the parking lot once they arrive at school. They must get out of their vehicles and enter the school. The same policy applies for after school.
- Excessive tardies to school/class result in loss of driving privileges
- Driving with excessive speed or driving recklessly on school property will result in a driving suspension of a **minimum** of one week.
- Students are not allowed to go to their cars once they have arrived at school and entered the building.
- No firearms or weapons of any kind may be kept in the vehicle.
- No alcohol, tobacco, or illegal drugs may be kept in the vehicle.

Violation of any of the above rules can lead to suspension of driving privileges for a minimum of one week, on minor offenses, and/or suspension from school. For major offenses, the student may lose driving privileges or be expelled from GCA altogether. The Administration reserves the right to make the final decision on the punishment of these or any other offenses.

Leaving Campus

Students in K5 through 12th may not check-out for lunch except with their parents or family on special occasions. Students may not check-out with other students for lunch parties.

Library

The Grace Christian Academy Library is open daily, Monday through Friday.

- Students are allowed to borrow one book for a period of one week.
- Books must be brought to the library for renewal; exceptions can be made for particular circumstances, such as reports.
- Reference books and current periodicals may be enjoyed in the library, but they may not be checked-out.
- Students with an overdue book will be given a written notice. Additional books may not be checked-out until overdue books are returned.
- Students will be charged for lost or damaged books. The librarian should be contacted regarding lost or damaged books.

The library is a place of learning and growth. We encourage every student to use this resource. Parents are welcome to visit. Please contact the office for this opportunity. Parents are also appreciated as volunteers. Please contact the Librarian if you are interested in sharing your talents.

Parents' Messages to Students

Any parent who needs to get a message to his/her child should call the school front office **before 2:45 pm**. Parents are requested to make calls to students only when absolutely necessary through the front office.

Parent-Teacher Conferences

We believe that an optimal educational experience only happens when parents and teachers work together. Teachers and parents are encouraged to schedule periodic conferences with each other to keep the lines of communication open.

Parents or teachers may request conferences at any time. We have two scheduled conference weeks in October and March. Concerns should be addressed as soon as they arise. Please call the school and leave a message requesting the teacher to call. **Teachers should always be contacted before requesting a conference with the administration.** "Drop-in" conferences are discouraged because a teacher may have other responsibilities, and such spontaneity does not allow the necessary preparation time for a conference. We request that parents refrain from stopping by to chat briefly about a child's progress without making prior arrangements. This often disrupts routine duties or distracts a teacher from student-related responsibilities. There will be one day per conference week set aside specifically for parents to meet with teachers. Other conferences will be scheduled on an as-needed basis.

Parent Teacher Partnership (PTP)

The PTP sponsors and/or facilitates a number of activities. There are many opportunities for parents to volunteer. Please check with the PTP Officers or your child's teacher to ask how to volunteer as a homeroom parent, library assistant, cafeteria assistant, computer assistant, or in any other school program or activity in which you have a special interest or skill to share with our school. Together, parents and teachers can truly make a difference in making this a wonderful school for our students.

Parties

Class parties will be held on designated days and times during the school year. Parties will be limited to students in the specified class.

Teachers will work with parents to recognize a student's birthday but will need advanced notice. Birthday celebrations will be during the class's lunch, and the menu should only be limited to desserts or treats. Flowers, balloons, gifts, stuffed animals, etc. may only be delivered to the Front Office. Office personnel will then deliver these items to the students at lunchtime or at the end of the school day.

Pet Policy

For the safety of our children, pets are not allowed in the building, or on any school grounds; this includes the athletic fields. No pets are allowed out of your vehicle. Individual classroom policies regarding pets will be pre-approved by the administration.

Public Display of Affection

Public displays of affection are inappropriate on campus, at school-sponsored events or at athletic events. Friendship is encouraged, while public romance and physical expression of mutual attraction are not permitted.

Returned Check Policy

Parent(s)/guardians will be billed \$40.00 if a check they have submitted to GCA is returned from the bank. If a second check is returned, parent(s)/guardians will have to submit cash, a money order, or a cashier's check to replace the returned check.

GCA will no longer accept checks from a family who has had three (3) returned checks in one school year. That family will have to pay all future fees with cash, a money order, or a cashier's check – this includes cafeteria charges, extended care fees, etc.

Student Lockers

Lockers will be assigned to all elementary, middle, and high school students; they are the property of the school. Students must keep their lockers neat and clean. School Principals reserve the right to inspect lockers at any time.

Student Locker Privileges

Locker use is a privilege. Failure to follow locker rules may result in the following consequences:

- Loss of privileges for a specified period of time (e.g., minimum of one week)
- Disciplinary consequences (i.e., Detention, Saturday School, etc.)

Loss of Privilege:

- Parents are notified in writing.
- Students who lose locker privileges are given space in the homeroom to keep their materials.

Privacy:

- Students do not have an expectation of privacy.
- School employees may open and inspect lockers at any time. (See Locker Check.)

Locker Check:

- Administration will open lockers at random to ensure locker rules are being followed.

Decorating Lockers:

- The inside of lockers may not have tape, stickers or anything that adheres.
- The outside of lockers may be decorated during Spirit Week only or other special events designated by Administration.
- Words, pictures, etc. considered inappropriate may not be displayed.
- Shelves or organizers must be freestanding or hung from a hook, not attached to the locker.

Cleanliness:

- Keep Lockers clean – no trash (this includes food).
- Keep the area around lockers clean.

Visitors:

All visitors, including parents, must sign in at the front office to receive a visitor's pass. Parent visits are encouraged and welcomed after the first few weeks of school and before the last few weeks of school. Arrangements to visit classrooms should be made through the front office. Parents are also welcome to have lunch with their child. A visitor's pass must be worn while on campus.

GCA does not allow visits for any reason, including lunch, to anyone other than a parent, guardian and grandparent. **GCA alumni must have prior approval to visit during school hours.** This includes siblings, former students or friends. If you see visiting students on campus without a name tag, please notify the front office staff and he/she will notify an administrator.

Cell Phone Policy

Most of our students have cell phones and other electronic entertainment devices in their possession when they arrive at school each day. While these phones/devices serve

a useful and beneficial purpose, they are becoming a growing distraction to students during class time. Students who use their phones for texting and accessing the web are finding it difficult to refrain from checking messages and communicating with friends frequently during the school day. This has expanded into an ever-increasing distraction for students during class time. For some, it is an activity they find difficult to curb while at school. In an effort to minimize these distractions that compete for the attention of students, Cell phones and other communication and listening devices must be turned off and locked in the student's locker, kept in their car, or left at home. **Student's cell phone must not be visible during the school day (this includes carpool and aftercare).** *These devices may not be visible in any way once the school day begins.* We ask that students leaving school before 3:30 PM refrain from using these devices until after they exit the buildings. **Students found in possession of a cell phone will receive the following consequences:**

1st, 2nd, and 3rd offense: Administrative Conference resulting in a Saturday School and a \$25 fee

**4th offense: Administrative conference – Willful Disobedience (L.T.S.)
L.T.S. – Long-Term-Suspension (Expulsion)**

We want to assure parents and students that an office phone is available to use when a legitimate need arises. The office personnel will also make every effort to deliver crucial messages to students, as necessary, during the school day. Please assist us by encouraging your child to keep his/her phone properly stored during the school day.

Students, family members, and guests may not use devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of Administration.

Social Network Policy

"Facebook", SnapChat, Instagram, and other social networking sites have become the most popular web sites visited by young people today. As a school, we have blocked access to these sites on school computers. In addition to that, we have consistently encouraged parents to monitor their children's Internet access at home, especially in regard to "Facebook" and other social networking sites. While students view "Facebook" as a place to communicate with friends and express their opinions, students must be aware of the fact that there is no "presumption of privacy" with anything they say online. For this reason, we feel it necessary to remind students that our handbook states that "*when serious offenses outside of the school limits occur, become public and negatively impact the reputation or character of the school or students, disciplinary measures may also be taken, up to and including expulsion.*" Simply stated, students will be held accountable for anything of an inappropriate nature they may post on their "Facebook" or other sites online. This includes, but is not limited to, inappropriate language, pictures, threats, or confessions of inappropriate behavior. Due to the broad array of actions, disciplinary measures could include dismissal from school.

Weapons Policy

Grace Christian Academy is required by law to implement a weapons policy. It is imperative that parents and students understand the policy. The existence of this policy does not infer that Grace Christian Academy has a history of weapons problems.

Parents and students who enjoy the freedom to possess weapons must be aware that Georgia State Law mandates this policy. Therefore, students who own or have access to weapons of any kind must abide by this weapons policy!

I. Introduction

The school considers student possession of weapons or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat."

II. Student Action

Students who possess a weapon or who carry, exhibit, display, draw, or threaten others with any of these items are apparently capable of committing bodily harm. This may be perceived as intent to intimidate another, and it may warrant alarm for the safety of others. Such actions shall be subject to discipline up to and including expulsion.

III. Definition

"Possession" includes, but is not limited to, having a weapon within school safety zones, within one thousand feet of school property, on school property, or at a school-sponsored event located in the following areas:

- a) In a space assigned to a student such as a locker or desk
- b) On the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle)
- c) Under the student's control or is accessible or available, such as hidden by the student
- d) In a student vehicle

"Threat" includes, but is not limited to the following:

- a) A statement of personal bodily harm with a weapon
- b) A statement indicating friends or acquaintances with weapons who will commit bodily harm
- c) Statements indicating the possession of a weapon at school or a school function

A "weapon" includes, but is not limited to:

- a) A firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- b) An air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, paintball, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- c) A slingshot, which is a piece of metal, or a stone fastened to a short strap or chain, used as a weapon;
- d) A slingshot, which is a forked piece of wood, metal, plastic, or similar substance, having an elastic band fastened to the prongs for shooting small stones and pebbles;

- e) A device commonly known as "throwing stars," multi-pointed metal objects designed to embed upon impact;
- f) Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;
- g) A dirk, which is a type of dagger; or any type of dagger;
- h) Any device commonly known as "nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- i) A stun-gun;
- j) Any explosive device including fireworks;
- k) Any bludgeon-type weapon, which includes a bat (outside of athletic use and under adult supervision), club, or blackjack;
- l) Any of the following: straight-edge razor, spring stick, or darts

IV. Incident Reporting and Action

Any faculty/staff member, or administrator with knowledge of a "possession," "threat," or "use of weapons" as described above shall immediately report to the building administrator/director/designee, which may proceed as follows:

- (a) Determine if a report needs to be submitted to the appropriate jurisdiction police authority,
- (b) Submit the report if appropriate, and
- (c) Remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

V. Limitation of Policy

This policy does not apply to adults over 21 years of age, teachers, and other school personnel who are authorized to possess or carry weapons as long as the weapon is in a locked compartment of a motor vehicle or one which is in a locked container or in a locked firearms rack which is on a motor vehicle.

VI. Georgia State Law

- 1. See state laws for crimes and offenses, pg. 172-173, code section 16-11-1271.
- 2. Also see state laws regarding elementary, secondary, and adult education, pg. 409, code section 20-2-1184.

DRESS CODE

Parent/Guardian

Parents/guardians are asked to dress appropriately and modestly when visiting our school or attending school functions. We would also ask that our parents/guardians adhere to our general standards of conduct when visiting the school or school-related functions (i.e. no drinking, smoking, offensive language, etc.). The Administration reminds both students and parents that your enrollment states your complete agreement with the application of all code enforcement to your child. When we as parents are less than supportive and murmur and complain about how our child was handled, it erodes our child's understanding of respect for authority, and it shows a lack of harmony with our clearly stated Biblical standards (Philippians 2:14, 15 and Matthew 18).

Student

Our desire is that the students of Grace Christian Academy portray principles of modesty, appropriateness and distinction of sexes. Students will be required to dress neatly and cleanly. Uniform clothing is required for all students in Kindergarten through Twelfth grade. Uniform items worn by our students are to be purchased through our school clothing supplier, Jocoba; they MUST have the correct GCA logo. **Uniform pants can be purchased from outside sources. Please Note: Pants cannot have elastic cuffs at the bottom or drawstring waistbands. Pants cannot be made of stretchy material. Only khaki chino style pants are allowed. Pants cannot be worn too tightly or low.** No clothing, including coats, jackets, sweaters, sweatshirts, etc, may be worn in class unless it is purchased at our school clothing suppliers, and displays the correct GCA logo. Outerwear worn to school that does not display the correct GCA logo must be placed in the student's locker.

The administration of Grace Christian Academy reserves the right to determine that any article of clothing is inappropriate for school wear. This may include clothing items that have been purchased through Academy Sports and/or Jocoba, but are too tight, immodest, or worn inappropriately.

Infraction

When students are inappropriately dressed, parents will be contacted to either bring the proper uniform clothing for the students to change, or they may take the student home. Students will not be allowed to return to class until they are dressed in compliance with the uniform policy. GCA will provide belts as needed (if available). If you have any questions regarding the uniform or how to purchase needed items, please call the school office.

Please put names on all articles of clothing and other items sent to school with your student.

Dress-Down Day Guidelines:

Students may wear non-uniform clothing that adheres to the following guidelines:

1. Jeans should not have holes or fraying. Any jeans or pants worn are not to be form-fitting, low-cut, tight or skinny jeans.
2. Shirts are to be plain, and the content must be acceptable without question.
3. Blouses are to be modest, not form-fitting or low neckline, opaque, and cannot be tank tops. Mid-riff is not to be shown at any time.
4. Sweatpants are not permitted.
5. Shoes must have a strap or back. No flip-flops or Crocs.
6. Knee-length shorts are allowed for elementary students.
7. Capris are acceptable.
8. No hats or head coverings.

Dress-down days are optional. The Cambodian dress-down days cost \$5.00. This money feeds orphans at the Cambodian Orphanage for a month.

AFTER SCHOOL EVENTS Boys

1. Boys are required to wear socks and a belt. However, belts are NOT required for Kindergarten students.
2. Shirts must be properly buttoned and TUCKED into the pants.
3. Students must be clean-shaven.
4. Boys are not allowed to have any type of body piercings (including ears).
5. Pants must not be too baggy or worn pulled down below the waist.
6. Boys must have a traditional, gentlemanly haircut. Any style which causes undue attention will not be allowed. Faddish or eccentric haircuts or hair colors are not permitted.
 - Hair should be cut above the shirt collar
 - Entire ear must be exposed
 - Hair should be above the eyebrows
7. Students are to have solid colored shoes that coordinate with the school uniform

Girls

1. The length of skirts, shorts and skorts must be no shorter than the top of the front and back of the knee.
2. Girls are required to wear socks that are color-coordinated with their uniforms.
3. All shirts must be TUCKED in.
4. Girls are allowed to wear **one** set of matching earrings (**consisting of one ear ring per ear lobe**). No other body piercing, **gauges**, or tattoos are allowed.
5. Girls must have neat, clean hair styles. Any hair style or color which causes undue attention will not be allowed.
6. Make-up must be worn in moderation and good taste.
7. Students are to have athletic shoes and socks for P.E.

Students are expected to dress, at all school functions, in a manner that represents Christ as well as Grace Christian Academy. Students dressed inappropriately may be refused admission to the event.

UNIFORM REQUIREMENTS

GIRLS (Grades K5 – 5th)

SKIRT	Khaki Skirt - (Required for Chapel) (Must be no shorter than top of knee)
SHIRTS	Fashion Fit Polo; Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Fashion Fit Polo; Dark Burgundy or Light Blue, Short or Long Sleeve Knit Shirt with School Logo
SKORTS	Navy or Khaki Skort (Must be no shorter than top of knee)
SHORTS	Navy or Khaki Shorts (pleated or flat front) (Must be no shorter than top of knee)
SLACKS	Navy or Khaki Slacks
BELTS	Black, Brown or Navy (Required if slacks or shorts have belt loops)
SWEATERS	Wine or Navy Crew Neck Cardigan Sweater– with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram Required
SOCKS	Solid White, Navy, Khaki or Dark Burgundy (Must color coordinate with uniform and be at least ankle-length.)
TIGHTS	Solid White, Navy, Khaki, Dark Burgundy, and Black (Must color coordinate with uniform) (Khaki and Dark Burgundy not available at Buckhead)
SHOES	Black, Brown, Navy or Tan (K5 Students <u>ONLY</u> Must Have Toe AND Heel Enclosed) (1st–5th Grade Students Must Have Toe Enclosed)
HAIR ACCESSORIES	Matching Hair Accessories Available (Optional)

UNIFORM REQUIREMENTS

GIRLS (Grades 6th – 8th)

SKIRT	Khaki Skirt - (Required for Chapel) Navy Skirt (Must be no shorter than top of knee)
SWEATERS	Wine or Navy Crew Neck Cardigan or V-Neck Cardigan Sweater– with Embroidered School Monogram
SKORTS	Navy or Khaki Full Wrap Skort Long Navy or Khaki Skort (Must be no shorter than top of knee)
SLACKS	Navy or Khaki (pleated or plain front)
SHIRTS	Fashion Fit Polo; Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Fashion Fit Polo; Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
BELTS	Black, Brown or Navy (Required if slacks or skirt have belt loops)
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon Jacket with Embroidered School Monogram
SOCKS	Solid White, Navy, Khaki or Dark Burgundy (Must color coordinate with uniform and be at least ankle-length. Knee socks are allowed.)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)
HAIR ACCESSORIES	Matching Hair Accessories Available (Optional)

P.E. Uniform (Grades 6th – 8th)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

UNIFORM REQUIREMENTS

GIRLS (Grades 9th – 12th)

SKIRT	Khaki Skirt - (Required for Chapel) Navy Skirt MUST COME BELOW THE KNEE – SKIRT. <u>MUST BE WORN WITH KNEE SOCKS.</u>
BLOUSES	Oxford, in Blue/White Stripe, S/S or L/S, with School Logo
SLACKS	Navy or Khaki Pleated, Plain Front or Fashion Fit Slacks
SHIRTS	Fashion Fit Polo; Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Fashion Fit Polo; Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
BELTS	Black, Brown or Navy (Required if slacks or skirt have belt loops)
SWEATERS	Wine or Navy Crew Neck Cardigan or V-Neck Cardigan with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	Solid White, Navy, Khaki or Dark Burgundy Knee Socks (Must color coordinate with uniform)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)
HAIR ACCESSORIES	Matching Hair Accessories Available (Optional)

P.E. Uniform (Grades 9th - 12th)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

UNIFORM REQUIREMENTS

BOYS (Grades K5 – 5th)

SLACKS	Navy Slacks Khaki Slacks – (Required for Chapel)
SHORTS	Navy or Khaki Shorts
KNIT SHIRTS	Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
SWEATERS	Wine or Navy V-Neck Cardigan Sweater with Embroidered School Monogram
BELT	Black, Brown or Navy (Belt not required until 1st grade)
SWEATSHIRT	Navy Sweatshirt with School Logo
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	White, Navy or Khaki (Must be at least ankle-length)
SHOES	Black, Brown, Navy or Tan (K5 Students ONLY Must Have Toe AND Heel Enclosed) (1st–5th Grade Students Must Have Toe Enclosed)

BOYS (Grades 6th – 8th)

SLACKS	Navy Slacks (pleated or flat front) Khaki Slacks (pleated or flat front) (Required for Chapel)
OXFORD SHIRT	Oxford, in Blue/White Stripe, S/S or L/S, with School Logo
KNIT SHIRT	Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
SWEATERS	Wine or Navy V-Neck Cardigan Sweater with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
BELT	Black, Brown or Navy
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	White, Navy or Khaki (Must be at least ankle-length)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)

BOYS (Grades 9th - 12th)

SLACKS	Navy Slacks (pleated or flat front) Khaki Slacks (pleated or flat front) (Required for Chapel)
OXFORD SHIRT	Oxford, in Blue/White Stripe, S/S or L/S, with School Logo
KNIT SHIRT	Pique or Jersey, S/S or L/S, in Bright Navy with School Logo (Required for Chapel) Pique or Jersey, S/S or L/S in Dark Burgundy or Light Blue with School Logo
SWEATERS	Wine or Navy V-Neck Cardigan Sweater with Embroidered School Monogram Navy Sweater Vest with Embroidered School Monogram
SWEATSHIRT	Navy Sweatshirt with School Logo
BELT	Black, Brown or Navy
OUTERWEAR	Navy Full or ½ Zip Fleece or Navy Nylon (Ripstop or Survivor) Jacket with Embroidered School Monogram
SOCKS	White, Navy or Khaki (Must be at least ankle-length)
SHOES	Black, Brown, Navy or Tan (Must Have Toe Enclosed)

P.E. Uniform (Grades 6th - 12th)

SHIRTS	Ash T- Shirt with Large P.E. Logo (Required)
SHORTS	Navy Mesh Shorts with White P.E. Logo (Required) (Must be no shorter than top of knee)
SWEATPANTS	Navy Sweatpants with White P.E. Logo (Optional)
SWEATSHIRTS	Navy Sweatshirt with Large P.E. Logo (Optional)

DISCIPLINE GUIDELINES

The Grace Christian Academy Handbook provides the general conduct parameters and the discipline philosophy for our school. It is our prayer to see our students mature adequately in the areas of self-discipline and personal accountability. Respect for authority and obedience result in God's blessings in our lives. For GCA to accomplish all that is possible in the lives of its students, the students must observe certain guidelines and demonstrate the following behaviors:

1. Respect for authority, which is evident by certain actions
2. Obedience to rules/regulations
3. Clear boundaries for acceptable behavior
4. Definite consequences for violation of standards
5. Unconditional forgiveness for genuine repentance

Numbers one and two above speak to the heart of our task as parents and teachers. We are to raise our children in the "fear and admonition of the Lord." Creating and maintaining discipline in the student's life is crucial in developing his/her later submission to the Heavenly Father. Hebrews 13:17 instructs,

"Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they must give account..."

Numbers three and four above speak to the necessity of this particular document. Sadly, it is part of human nature that demands that we know our boundaries. While God handled this original task with ten positively-worded commandments, history has proven that more concise and specific parameters are essential.

Number 5 emphasizes the need for genuine forgiveness, restoration, and forgetting what is behind. This is only possible through the power of Christ in the life of a believer. As Christians, it should be our goal to be Disciples of Christ in attitude and action. This behavior is summed up in Matthew 22:37-39; "Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first commandment. And the second is like unto it, Thou shalt love thy neighbour as thyself."

While students are not always expected to tell on other students who violate any school discipline guidelines, it is important to realize that we have Scriptural accountability, the testimony of our school in the community, and the safety of our school family to consider. Therefore, students are expected to learn to use the Matthew 18 principle of confronting classmates whose actions are outside the boundaries of acceptable behavior. If no changes occur once these students are confronted, authorities (parent, teacher, principal, coach, etc.) should be notified to insure accountability. Please be reminded that willful self-discipline and deliberate obedience to school conduct expectations will prevent you from having to deal with any of the consequences on the following pages.

Attendance at Grace Christian Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of the school may forfeit this privilege. The school may, at any time, request that the parents withdraw a student, who, in the opinion of the Administration, does not fit the spirit of the school, regardless of whether or not he/she conforms to specific rules and regulations of the school.

Grace Christian Academy is not an institution to reform children, nor do we seek to take the place of the parents who have had difficulty fulfilling their God-given roles; therefore, we ask that parents not enroll their students with the idea that we will reform them. Students and parents are reminded that the Lord Jesus Christ expects us to be disciplined in every aspect of life. "Let every soul be subject unto the higher powers..." (Romans 13:1A) When parents enroll their children at GCA, they are placing their children under our authority with the expectation that we will exercise authority for the benefit of their children. Parents are therefore expected to be supportive of those they have chosen to serve in positions of authority over their children. Parents can expect their children to receive caring discipline.

Discipline Procedures

There are times when students will need to be disciplined. The Bible tells us that he who loves his children will chasten them. No student is allowed to disrupt the class with words, actions, or negative attitudes. When it becomes necessary, GCA will use one or more of the following options to show our students that we love them.

- **Verbal Discipline** – admonition, correction, warnings, and rebukes. Students will be reprimanded for their actions and asked to repent.
- **Denial of Privileges** – Students may lose privileges such as recess, seating preference, etc., appropriate to the misbehavior. Additional work assignments may be given when a student is denied recess privileges.
- **Detention** – given at the discretion of the teacher or administrator for warranted offences including, but not limited to, the following: lying, cheating, profanity, disobedience, disrespect, instigating or sowing discord, fighting, bullying, vandalism, theft and insolence. Students will be notified in advance. Detention will be held from 3:30pm – 4:30pm each Thursday afternoon in the designated room. During this teacher-supervised time, students will be required to complete work assigned by the detention teacher.
- **Saturday School** – reserved for more serious violations. Students are assigned from one to four hours of Saturday detention from 8:00am – 12:00noon. Saturday School will result in a \$25 fee. Dates will be determined by Administration.
- **In-School Suspension** – The student may be temporarily removed from the rest of the class for certain misdeeds. Work will be assigned to the student, and it is expected to be completed independently by the student while he or she is separated from the normal class routine.
- **Out-of-School Suspension** – Certain breaches of the school's standards for conduct may result in out-of-school suspension. Suspension from the classroom is usually preceded by a history of conduct problems. The Administration, in these cases, will contact parents. Work missed during any suspensions will be

completed. Upon that student's return to school the student will meet with the counselor, he or she is required to contact the teachers for any missed work, which should be completed outside of school hours. Any student who receives three suspensions in one school year will be considered for dismissal. Supportive parental discipline is expected.

- **Restitution** – This is used in cases of theft or destruction of property. It is expected that anyone found guilty of an offense of this nature will return what has wrongly been taken or replace what has been lost or damaged.
- **Expulsion** – Expulsion is used in rare instances where a child is consistently antagonistic to a school standard/authority and is unresponsive to other forms of discipline. It is also used when a child has a significant negative influence upon the school or other students. As with suspension, expulsion is usually preceded by a period of behavioral probations, which reflects a history of conduct problems.

Probation Policy – Probation gives a student the opportunity to correct a serious academic or disciplinary problem and remain enrolled at Grace Christian Academy.

REASONS FOR PROBATION

- Insufficient academic progress
- Continued, deliberate disobedience
- A continued negative attitude and bad influence upon other students
- Committing a serious infraction inside or outside of school which has an adverse effect upon the testimony of the school
- Failure of the parents to support the disciplinary standards of the school

Steps That Invoke Probation

When the administration believes that a student requires probation, a conference will be scheduled by the administrator who will request that the student and the parents are in attendance.

- The concerns of the school will be discussed. Following the conference the specific reasons for the probation and its terms will be put in writing and mailed home.
- The administration will later examine any progress made by the student. If the terms have been met, probation will be lifted. If not, the student may be asked to withdraw.

Middle and High School Guidelines

Violations fall into three categories, A, B, and C. Each category is not all-inclusive. Consequences may vary due to circumstances.

"A" Violations

Offense

- Gum, candy, food, or drink in any unauthorized place
- Running in the building/hallway
- Horseplay/disruptive behavior/passing notes
- Littering
- Public display of affection
- Being in restricted area without permission
- Failure to sign in or out of the office upon late arrival or early departure
- Parking violation

Typical Penalty

1st Offense – Detention

Excessive Detentions

It is our desire that a change in behavior and self-discipline occurs with the least amount of intervention possible. However, it is difficult to know exactly what interventions will be successful in achieving the desired behaviors in any specific situation.

Additional detentions - Administrative discretion (Multiple-day suspension, disciplinary probation, or withdrawal/expulsion)

Absence from detention will result in additional penalty. Repeated "No Shows" to assigned detentions will result in Suspension from school.

Suspensions

Each day of suspension carries an academic penalty.

- Daily work for the day of suspension must still be completed or made-up after the suspension period. The student must meet with his/her teacher(s) to get all assignments and complete these outside of school hours.
- Tests/major projects that are due during suspension must be made-up and/or given to the teacher when the student returns to class.

"B" Violations

- Cutting class (absence without specific permission)
- Copying (Cheating) homework (**zero issued plus punishment below**)
- Profanity (general, not directed at anyone)
- Indiscreet behavior or language
- Disrespect/rudeness to any faculty, staff or adult
- Lying to a teacher (intentional deception)
- Careless driving/speeding may result in suspension of campus driving privilege and/or monetary fine
- Taunting, badgering, or provoking another student (including athletic events)
- Excessive or egregious "A" Violation(s)

- Cell phones - Cell phones and other communication and listening devices must be turned off and put in their locker until dismissal or not brought to school. **Students may not have their phones in their possession, in their book bag, or inside a purse that is carried during class periods, break, or lunch.** *These devices may not be visible in any way once the school day begins.* We ask that students leaving school before 3:30 PM refrain from use of their phones until after they exit the buildings. **Students found in possession of a cell phone will have the phone taken away; it will only be returned to a parent, and the student will receive a disciplinary measure for the first violation. Subsequent violations may count as a suspension level offense.** We want to assure parents and students that an office phone is available to use when a legitimate need arises. The office personnel also will make every effort to deliver crucial messages to students when necessary during the school day. Please assist us by encouraging your child to keep his/her phone properly stored during the school day.
- Electronic devices, other than cell phones will be confiscated and given to the administrator; said devices will only be returned to the parents. Due to the continual introduction of internet capable devices such as I-pads, these devices will also be considered off-limits during the school day.

Typical Penalty

(Any excessive violations could result in suspension or withdrawal)

1st Offense – Detention (2-4 hours)

2nd Offense – Suspension (1-2 days) with academic penalty

3rd Offense – Suspension (3-5 days) with academic penalty

“C” Violations

- Cheating on test or plagiarism on a paper/project– zero and suspension
- Cheating on exam – course failure for semester
- Truancy –suspension/expulsion
- Cell phone recordings
- Illegal drug use, sale, consumption, or possession – expulsion
- Alcohol/Tobacco (includes e-cigarettes and vapes) use, sale, consumption, or possession –
 - 1st Offense – Suspension or Expulsion
 - 2nd Offense – Expulsion
- Present in the situation above but not participating in drug, alcohol, or tobacco use - Suspension or Expulsion. Tobacco use includes chewing tobacco, snuff, etc.
- Sexual Immorality/Fornication/Promiscuity/Obscenity
-Suspension/Expulsion/Withdrawal
- Sexual Harassment (verbal or physical) – Suspension or Expulsion
- Pregnancy or responsibility for – Expulsion/Withdrawal
- Abortion or responsibility for – Expulsion/Withdrawal
- Possession of deadly weapons (fire arms, knives, explosives) – Expulsion (Cobb County Sheriff’s Department will be notified.)
- Continued disrespect or profanity directed to any faculty, staff, or adult – Suspension or Expulsion

- Skipping School – Suspension with academic penalty
- Vandalism – Materials to repair damage and labor costs will be reimbursed plus 1-5 days suspension or expulsion, depending on the damage. (Cobb County Sheriff’s Department will be notified.)
- Fighting – Suspension
- Profanity (directed at someone) - Suspension
- Premeditated stealing/Theft – Suspension or Expulsion
- Threats or malicious actions either physical or verbal made to or against others or self that would be considered harmful in any way – Suspension/Expulsion
- Any other act of misconduct which, in the opinion of the administration, is found to be inexcusable, and/or brings dishonor to one’s personal testimony or Grace Christian Academy will receive discipline. This includes, but is not limited to any of the following:

The discipline policy applies to students on campus, field trips and at all school-related functions. However, when serious offenses outside of the school limits occur, become public and impact the reputation or character of the school (24/7/365), disciplinary measures may also be taken. When student behavior makes disciplinary measures necessary, such measures will be carried out firmly and consistently.

General:

Normally, classroom guidelines for behavior and work may vary slightly among teachers. Students are expected to adjust and accommodate these differences. While enrolled at GCA, students are expected to be good examples (24/7/365), both on and off campus.

Ephesians 4:22 – 24

That ye put off concerning the former conversation the old man, which is corrupt according to deceitful lusts; and be renewed in the spirit of your mind; and that ye put on the new man, which after God is created in righteousness and true holiness.

It is expected that students will respond positively to Biblical teaching regarding good behavior, and they will receive any discipline administered to them. In the classroom and in all school activities, students will be held accountable for their behavior and attitudes by the teacher or staff member who is in charge. The Discipline Policy applies to students on campus, on school buses or vans, and at all school-related functions. However, when serious offenses outside of these school limits occur, become public and impact the reputation of the school, disciplinary measures may also be taken. **See the Disciplinary Guidelines in this document.**

A Positive Approach:

In conclusion, let’s review how we can avoid conflict at home and at school and insure God’s blessing in our lives. Here are “Ten Commandments” by which to live.

Students at GCA are expected to behave in the following way:

1. Be respectful to school personnel at all times.
2. Follow school handbook guidelines.
3. Be respectful of the rights and property of others.
4. Be punctual.

5. Be attentive and responsive to your teachers.
6. Be polite, positive, caring, and gracious.
7. Cheerfully abide by the dress code.
8. Pursue morally pure conduct.
9. Expect the best from yourself.
10. Prayerfully and physically support your school.

The following is a list of characteristics that relate to this discipline policy:

1. Most discipline problems are initially taken care of by the classroom teacher.
2. Parents are notified of any problems.
3. Repeated infractions (patterns) will be dealt with by the administration, and they will work with all involved to correct the problem.
4. Consequences for the infraction will be administered swiftly and appropriately.
5. A series of steps will be taken to correct the problem; however, the seriousness of the infraction may require skipping some steps in order to arrive at the appropriate consequence.
6. The ultimate goal is to get the student to a point of "self-control and self-discipline."
7. There will always be hope of correcting the problem up until expulsion.
8. The discipline process will involve a team effort. Communication and parent/student cooperation are vital to a positive outcome.
9. Students may be required to withdraw or they may be forbidden to reenroll if it is deemed that excessively uncooperative or unsupportive attitudes have been displayed by parents, guardians or the students.

INTIMIDATION, HARASSMENT, BULLYING AND THREATS

Definition: Any unwanted and repeated written, verbal, electronic, or physical behavior; This includes any threatening, insulting, or dehumanizing act by a student that is severe and pervasive (as determined by Administration) and that creates an intimidating, hostile, or offensive educational environment; it causes discomfort or humiliation, or it unreasonably interferes with an individual's school performance or participation.

Definition of Sexual Harassment: Unwanted and repeated verbal or physical behavior with sexual connotations by a student or adult that is severe or pervasive enough (as determined by Administration) to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Each student is entitled to a safe, peaceful, and healthy educational environment. Intimidation, harassment, bullying, and/or threatening behavior of any kind will not be tolerated. Allegations of harassment should be reported to the Administration within two days. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include, but not be limited to, suspension or expulsion and referral to law enforcement authorities.

Any student who knowingly and intentionally files a false complaint of harassment against an adult or student will be subject to immediate and severe disciplinary action.

GCA FACULTY OR OTHER STAFF MEMBERS MAY NOT INVITE OR ALLOW ANY GCA STUDENT OR GROUP OF STUDENTS TO STAY OVERNIGHT AT THEIR HOMES. This includes athletic team members, individually or as a group. The only exceptions are for students and faculty/staff that are related, or if a faculty/staff member's child has a friend(s) visit their home and stay overnight.

**** Parents, the following page is a Parent/Student Handbook Signature Agreement Form. This form is to be printed, signed by a parent and each student in K5-12, and returned to the school office or teacher by the end of the first week of school.**

If your child is enrolled after the first day of school, the agreement is due within one week of enrollment.

**Parent / Student Handbook
Agreement Form**

Please sign the statement below and return this page to your child's teacher.

My child and I have read and discussed the GCA Parent & Student Handbook. We understand we are responsible for following the policies in this handbook. If you have more than one child attending GCA, please list each student and his/her teacher's name. (Please print.)

Child's Name _____

Homeroom Teacher _____

Student's Signature _____

Parent's Signature _____

Date _____

I give permission for the school to utilize my child's photo on the website and school promotional materials.

_____ **Yes**

_____ **No**

Parent 's Signature _____

Date _____