

Grace Christian Academy

Handbook



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This handbook supersedes any previous version. This handbook serves as policy and procedures for parents and students of Grace Christian Academy. Revised August 2018

TABLE OF CONTENTS

HISTORY AND PRIORITIES OF GRACE CHRISTIAN ACADEMY.....	3
1. School Background and History	
2. Our Mission	
3. Statement of Faith	
4. Changes to Policies	
5. Accreditation	
6. Parent Support	
7. Visitors and Guest Speakers	
8. Teacher Meeting/Phone Calls	
ADMISSION POLICY	4
1. Admission Requirements	
2. Office Hours	
3. Health and Medical Records	
4. Lost and Found	
5. Lunch/Lockers	
6. Cellular Phone	
7. Bible/Chapel Services	
8. Change of Information	
ACADEMIC POLICY	6
1. Graduation Requirements	
2. Plagiarism and Cheating	
3. Extracurricular Participation	
4. Homework	
5. Promotion/Retention	
6. Honor Roll	
7. Sport Eligibility	
ATTENDANCE POLICY	8
8. Bell Schedule	
9. Truancy Law	
10. Excused Absences/Unexcused Absences	
11. Make up Work	
12. Tardy Penalty	
13. Check in/Check out Procedures	
CODE OF CONDUCT POLICY	9
14. Philosophy of Discipline	
15. Probation	
16. Code of Conduct Policy and Standards	
17. Campus Policy	
18. Disciplinary Action	
19. Detention	
20. Bullying	
21. Conflict Resolution	
DRESS CODE POLICY	12
GENERAL POLICIES	14
1. Fund Raisers	
2. Financial Information	
3. Insurance	
4. Field Trips	
5. Ball Games	
HANDBOOK AGREEMENT SIGNATURE PAGE	15

THE HISTORY AND PRIORITIES OF GRACE CHRISTIAN ACADEMY

School Background

1. Founded: August 1999.
2. School Colors: Red, White, and Royal Blue. Red symbolizes redemption and the shedding of Jesus' blood for the new covenant (Matthew 26:28). Royal Blue symbolizes leadership and royalty.
3. Mascot: The Patriot.

School History

Grace Christian Academy was founded in 1999. It was started by several families who saw the need for a sound, separated, and solid education for their children. The school was originally founded to give the children who attend church a solid, sound, and separated education. Our doors remain open to those who share our vision.

We use a traditional classroom approach with personal instruction from dedicated teachers. Our system of clustering classes (combining two grades to a classroom) promotes interaction between grades which are closely related. This permits those children with different levels of proficiency greater flexibility in mastering each subject. This approach, coupled with a low teacher to student ratio, makes it less likely for a student to "fall between the cracks."

Our Mission

Grace Christian Academy's mission is to equip, challenge, and inspire each student spiritually and academically for the next stage of their life, for the glory of God.

Statement of Faith

1. We believe in the plenary, verbal inspiration of the Holy Scriptures. They are inerrant in their original writings, and that they are of supreme and final authority in faith and life.
2. We believe there is one God. He exists as The Father, the Son, and the Holy Spirit.
3. We believe in the virgin birth, absolute deity, sinless life, and atoning death of Jesus Christ as a representative and substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood.
4. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven where He ever liveth as our High Priest and Advocate.
5. We believe in the personal, physical, visible, and return of our Lord and Savior Jesus Christ. The statement of faith of Grace Christian Academy is identical to that of the Church.

Grace Christian Academy's statement of faith defines its educational ministry, upon which the school builds the unity between home and school. While there will always be diversity within the framework of these foundational beliefs, the Administration may choose to not enroll or to withdraw a student should their family hold contradictory beliefs and/or support a lifestyle at home that fundamentally contradicts the established interpretation of the biblical scriptures and values.

Changes to Policies

The administration of Grace Christian Academy reserves the right, in its sole discretion, to alter, amend, or repeal any rule, objectives, procedures, fees, policies, course offering, or to adopt new policies when it determines it to be in the best interest of Grace Christian Academy after reasonable notice to stakeholders. Parents/Guardians agree to abide by the current policies and any changes or modifications made pursuant to this provision. This handbook is neither a contract nor an offer to a contract.

Accreditation

Grace Christian Academy is currently non-accredited. However, the current administration is reviewing several options for accreditation. Grace Christian Academy currently utilizes the self-evaluation process to ensure a school's adherence to its stated responsibilities, purposes, and standards.

Parent Support

Parents are asked to support the school:

1. In discipline, dress code, and educational policies.
2. In recognizing the authority of the teacher in the classroom. If a question arises concerning this authority, the parents should direct any question to the teacher first, then to the administration.
3. In regular attendance at Parent/Teacher conferences to interact and converse with teachers concerning student progress.
4. In prayer for your student/s and the administration.
5. In behavior at sporting events. Please remember that students look to adults for an example. It is not Christ-like to “boo” a player or to yell at the referee. It hurts the testimony of the parent, student, and GCA.

Visitors and Guest Speakers

Visitors and Guest Speakers may only speak or perform in any school event or classroom with secured permission from the administration in advance.

Teacher Meetings/Phone calls

Teachers are available for conferences by appointment *until 30 minutes after school* officially ends. Appointments should be made with the teacher. Only parents should call school personnel at home in case of an emergency. Please do not disturb staff at home for assignment purposes due to negligence.

ADMISSIONS POLICY

ADMISSIONS

Grace Christian Academy admits students of any race, color, nationality, or ethnicity. Proper Christian conduct is expected of students, faculty, volunteers, chaperones, and parents.

Grace Christian Academy welcomes those who are interested in a sound, biblical, godly education for their children. Students from Grace Christian Academy should be aware that upon re-enrolling in a public or private school, the student may be subject to that institution's policies and/ or state standards.

Grace Christian Academy will not admit any student who has been expelled or dismissed from another school, public or private, or one who is on probation with juvenile authorities. We also reserve the right to deny entrance to any student if it is in the best interest of the school.

ADMISSION REQUIREMENTS

Kindergarten

Each applicant and his/her parents/guardian must accomplish the following:

1. Student and parent interview with the administrator.
2. Submit birth certificate (must be 5 years of age by September 1st).
3. Submit immunization record, physical exam, and medical authorization form.

Elementary and Secondary Students

Each applicant and his/her parents/guardian must accomplish the following:

1. Arrange/ attend an interview with the administrator.
2. Submit student's birth certificate.
3. Submit immunization record, physical exam, and medical authorization form.
4. Submit records from the previous year: report card and Standardized test score.
5. Take an entrance exam (if necessary).
6. Teacher Recommendation (if applicable).

To enroll at Grace Christian Academy or request a school tour, please call the administration office at 407-617-8833. Prospective students are welcome to shadow a class for all or part of a school day.

Office Hours

The GCA office hours are Monday thru Friday from 8:00 a.m. to 3:30 p.m.

Health and Medical Record

Students will not be admitted without an up-to date immunization record, copy of physical, and birth certificate on file in the school office.

Lost and Found

Lost and found items are the responsibilities of Grace Christian Academy's students. Lost items will be kept in the main office of the school. To avoid lost items, parents should clearly label all items their student brings to school including clothing. This will assist administration with locating the owner of lost items.

Lunch/Lockers

Students have a choice of bringing their own lunch. We encourage our students to eat healthy and balanced lunches. Please also provide your student with a healthy snack for mid-morning. Water is available from the drinking fountains. Lunch boxes should be as compact as possible and labeled clearly with the student's name. We encourage students to use a thermos to keep their meal warm. The lunchtime procedure will be decided by the class teacher and be posted in the classroom.

Students' lunch box covers or lockers cannot display anything dealing with rock music stars or TV stars. These are not the type of characters we want our students to emulate. The administration reserves the right to make judgments in any of these areas.

Cellular Phone

Students are not permitted to have cell phones during school hours unless the administrator or teacher gives special permission. Prior to morning devotion, students are to turn in their electronic devices. The device will be returned at the end of the school day. Any student with their cell phone during school hours and has not obtained permission will have the device taken away at which time the parent will have to pick it up. If there is a second offense, the student will no longer be able to bring their device to school at which time the student may receive a form of detention or suspension. If the problem persists, the student may be expelled from GCA. During after school hours, phones are to be used for communication purposes only. **Although the phones are kept in a lock box, GCA is not liable for loss or damage to the device. Students bring cell phones or other technology devices to school at their own risk.** Any cell phone with pictures, videos, and other media content that violates the Student Code of Conduct, the handbook, or other school policies, will be addressed according to discipline policy.

Bible/Chapel Services

Prior to class, every morning students will participate in daily devotion and receive morning announcements. In addition, Chapel is conducted every Thursday. Parents are welcome and encouraged to attend chapel services. Our objective is to promote spiritual growth in the young people and to draw them to a closer walk with the Lord. These are vitally important daily activities. Some of the topics covered in Chapel are eternity, ministry and spiritual gifts, separation, the Holy Scriptures, etc.

Change of Information

Students and parents should promptly inform the school if they have made any changes to their personal information. This applies but not limited to address, phone number, emails, name changes, pick-up authorization, etc. A prompt note or call will help the school maintain correct information and provide effective communication. Current information is vital during a case of an emergency and safety. For compliance to be met in legal situations, it is the parent's responsibility to provide any legal documents to GCA that pertain to their student such as custody, restraining orders, etc.

ACADEMIC POLICY

ACADEMIC

Bible is the foundational subject taught at Grace Christian Academy. Therefore, each student must be enrolled in a Bible course each year he/she is in attendance. All students are required to have a standard King James Version of the Bible for classes.

GRADUATION REQUIREMENTS

To receive a Basic Diploma a student must complete the following:	To receive a College Prep Diploma, a student must have completed the preceding requirements with the specific courses of:
4 Bible credits 4 English credits 3 History credits 3 Science credits 4 Mathematics credits 1 Credit in Physical Education 1 Online Course 1 Credit in Practical Arts 1 Credit in Fine Arts 1 Credit in Christian Life Management 8 Electives	Algebra 1 and 2 Plane Geometry Foreign language (two years) Chemistry Admission test scores 16 credits of approved college preparatory academic courses

The Grace Christian Academy uses the following alphabetic system with a plus/minus grading system to identify student grades. Required attendance to school events will count as a participation grade. In the event of an absence, a note should be provided to the teacher, and the student will be assigned a makeup assignment.

Letter	Number	Grading Points
A+	100	4.0
A	94-99	
A-	90-93	3.75
B+	87-89	3.25
B	84-86	3.0
B-	80-83	2.75
C+	77-79	2.25
C	74-76	2.0
C-	70-73	1.75
D+	67-69	1.25
D	64-66	1.0
D-	60-63	.75
F	<60	0
I	Incomplete	

Any incomplete work not made up within the time assigned by the teacher will automatically become an “F” and is averaged as 0%. Extenuating circumstances may be considered by the administration but must be communicated immediately.

Plagiarism and Cheating

Plagiarism and cheating are unacceptable behaviors. The intent to take another person’s ideas or hard work without giving proper credit is a serious offense of academic dishonesty and affects the school’s integrity.

Extracurricular Participation

Any position of leadership at GCA is considered an honored position. With this honor comes the responsibility of the student to be a good example both academically and spiritually at school and outside of school. A student must maintain an overall C average per grading period to be eligible to participate in any sport's program and extracurricular activities.

Homework

Homework is an integral part of the school program. Homework is necessary to reinforce lessons learned at school to enhance learning and to help each child develop skills to work independently. All students are required to have their homework ready to turn in at the designated time. Any credit for late homework will be determined by the individual teacher. If you have any concerns regarding your child's homework, please schedule an appointment with your child's teacher.

Promotion/Retention

1. **GRADES K-8** Students must have passing or satisfactory grades and be recommended by their teacher for promotion. If subjects are failed or adequate progress is not made, a conference will be scheduled with the parents, teachers, and administration to determine the best placement and support resources for the student. If a student receives an "F" in reading or math he/she will not be promoted. However, conditional promotion may be granted based on documented tutoring or attendance and completion of approved summer school.
2. **GRADES 9-12** High school students earn credits based on their semester average in each subject. The number of credits earned will determine the grade level. Any senior high student who fails either semester of any required course must retake the same course to obtain credit. Credits earned outside of school must be pre-approved.

Honor Rolls

A student must maintain an overall A average in school at the end of the semester with no grade below an A- in any course to be eligible for the President's award. At least an overall B average must be maintained to be eligible for A/B honor roll (Silver Award).

High School

Salutatorian: For a recipient to qualify for this honor the requirements are as follows:

- ☐ Make a profession of faith as demonstrated by your time at GCA
- ☐ 3.0 Cumulative unweighted
- ☐ 15 Volunteer hours (teacher assistant is considered volunteer hours)
- ☐ Physically attend GCA for a minimum of 2 years in High School

The salutatorian will wear a blue or white cord depending on the color of the graduation gown.

Valedictorian: The highest most prestigious award given at GCA is Valedictorian. For a recipient to qualify for this award the requirements are as follows:

- ☐ Make a profession of faith as demonstrated by your time at GCA
- ☐ 4.0 Cumulative unweighted
- ☐ 40 Volunteer hours (a teacher's assistant is considered volunteer hours)
- ☐ Physically attend GCA for four years

Sport Eligibility

A student must maintain 2.3 grade point average per semester to be eligible to participate in Grace Christian Academy's sport's program.

ATTENDANCE POLICY

ATTENDANCE

Students must be dropped off no more than 30 minutes before school and picked up no later than 15 minutes after dismissal. Late fees will be issued for those any later than the allotted time.

We do not provide transportation. To alleviate the burden of driving, many of the parents participate in car pools.

If any problems should arise, please do not hesitate to call the school office and arrange a conference with the teacher or principal. We will seek a solution to the problem as soon as possible. We want to be accessible to you as the parent.

GCA operates on the “closed campus” principle. This simply means attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Any early departure must be approved through the administration.

BELL SCHEDULE FOR ALL GRADES

Monday, Tuesday, Thursday, Friday:	School hours are 8:30 a.m. to 3:00 p.m.
Wednesday:	School hours are 8:30 a.m. to 2:15 p.m.
Chapel supervision begins at 8:00 a.m.; therefore, students may not arrive at school before that time.	

Regular attendance is required at GCA. Parents are encouraged to call the school office when their child is absent. They must also send a written excuse with the student upon the day of his/her return to school. The note must contain the date(s) of absence, the reason for the absence, and the parent’s signature. The note should be submitted to the homeroom teacher. If a written excuse is not submitted, the absence will be recorded as unexcused.

Truancy Law

Due to truancy laws for the State of Florida, if a student’s absences exceed ten in any quarter (nine-week period) that student cannot pass that quarter. If your child’s absences approach this number, a conference will be scheduled with the parents, teachers, and administration to determine outcomes, solutions, and best support resources for the student.

Excused Absences

A student shall be excused from school for reasons of personal illness or injury, serious illness, death in immediate family, medical or dental appointments, legal requirements, and emergencies or other pre-arranged absences approved by the administrator.

Unexcused Absences

Absences for reasons other than those listed shall be considered unexcused. **The student will receive a zero for the work missed. A suspension is considered unexcused.** Any student who is absent from school may not attend or participate in a sport activity or any other special program or trip that day. Per the Florida Statute, “If a student has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a ninety-calendar-day period, the student’s primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school’s child study team to determine if early patterns of truancy are developing. If the study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.” For information go to the following website:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.26.html

Make Up Work

If a student is absent for any excused reason, the student shall make arrangements with the teacher the day he/she returns to school to make up missed work. Work should be made up within a reasonable number of days; therefore, the teacher shall determine the timeline. **It is the responsibility of the student to complete all work required within the deadline.**

Tardy Penalty

Students in K-12th grade who are not in the sanctuary by the time the doors are closed, shall remain outside with their parents until announcements are over and the doors are then opened. Such students are considered tardy. If five tardies are accumulated in one quarter, it shall be counted as an unexcused absence; and the student will be given detention. If ten are accumulated in one quarter, the student will be brought before the board to discuss future enrollment in GCA.

Check in/Check Out Procedures

If a student must leave early during the day, a written note including the date, reason, time of departure, and parent's signature is to be turned in to the office before morning classes begin. A parent or legal guardian must come in and sign the checkout register before the student is dismissed. Students are not permitted to leave the school grounds during the day without permission from the office. When students are given permission to leave, they must sign out, and upon returning they must report to the office to sign in. No student may leave unless the school receives word from the parent or guardian by note or by phone.

CODE OF CONDUCT POLICY

PHILOSOPHY of DISCIPLINE

GCA believes in positive training in the right direction as Proverbs 22:6 points out, "Train up a child in the way he should go and when he is old, he will not depart from it." Therefore, GCA adheres by the following rules for unacceptable behavior:

1. Positive preventive measures will be taken to prevent inappropriate student behavior by the student.
2. Specific behavior problems are dealt with through careful discussions and explanation of making good choices and the right actions.
3. School personnel carefully helps children maintain and develop proper self-esteem.
4. Forms of correction include extra assignments, revoking of privileges, detention, corporal punishment, suspension, probation, and expulsion.
5. Each discipline situation will be promptly addressed and in a prescribed manner.

PROBATION

Grace Christian Academy strives to give every opportunity for students to conform to the rules and requirements. However, probation may occur in two areas:

1. **Behavior Probation:** If a student receives five or more detentions, the student will automatically be placed on a yearly probation. Each behavior probation will be reviewed by the administration at the end of the quarter to determine future enrollment.
2. **Academic Probation:** A student is placed on academic probation when his/her grades consist of at least 1 F and/or 2 D's during any quarter. A parent-teacher conference will be required to discuss solutions and expectations. Failure to meet probation requirements may result in dismissal from Grace Christian Academy. During the probation, the student may not participate in any extracurricular activities including but not limited to sports, lunch outings, senior trips, high school trips, and non-educational field trips.

CODE OF CONDUCT: STANDARDS ON OR OFF CAMPUS FOR ALL GCA STUDENTS

GCA expects a student to be respectful toward God, country, family, faculty, and fellow students. Attendance at GCA is a privilege and not a right. Constructive suggestions are always welcome, but griping is not tolerated. If it is found that a GCA student regularly violates the student code of conduct, the student will be brought before the School Board for possible expulsion.

GCA may request the withdrawal of any student if the parents of that student become excessively disruptive, slanderous, abusive, or disorderly including and not limited to sports activities, school events, etc.

GCA has adopted the following standards to ensure each student spiritual growth observed on or off campus.

1. Students are expected to maintain high standards of proper attitude, respect, courtesy, kindness, morality, and honesty.
2. Students are expected to dress modestly and be groomed appropriately.
3. Students are not to use indecent language or gamble.
4. Students are expected to exhibit good sportsmanship. Any type of jeering, taunting, or provocation are not appropriate actions during an athletic event.
5. Students should participate in Christian activities off campus.
6. Students must avoid inappropriate movies, lewd shows, degrading performances, and secular rock concerts.
7. ANY use or possession of illegal drugs, non-prescribed drugs, regularly uses profanity, is in trouble with the law, disrupts with loud music, tobacco products, alcohol or possession of a firearm or weapon (on or off school campus) may result in immediate expulsion.
8. Assigned lockers must be kept clean always. Students should use the locker assigned to them. The repair of any willful damage by a student will be charged to that student's account. Lockers are owned by the school and subject to search at any time.
9. The school reserves the right to search a student or student's property while on campus or involved in a school sponsored activity even if off campus.
10. The administration may question a student regarding the student's own conduct or the conduct of other students. Failure to cooperate with the administration can be grounds for dismissal.
11. Students will be held responsible for the kind of communication they choose to post on social media. Internet interactions that violate the student Code of Conduct and the discipline policies of the school may be grounds for disciplinary action by the administration of the school.
12. During devotions, prayer, Bible class, or chapel, students are expected to maintain an attitude of reverence.
13. On-time arrival to class is expected always.
14. Public Display of Affection (PDA) is not permitted. Please keep hands to yourself.
15. Fighting or horseplay, under any circumstances, is unacceptable and may result in suspension or expulsion from school.
16. Always show respect for property belonging to others.
17. Students must adhere to GCA's attendance policy while on campus.
18. Cheating is completely unacceptable in any form.
19. To prevent damage to the church and prevent an insect problem, students are not to eat or drink in chapel or sanctuary. Gum is not allowed on campus.
20. The behavior and dress regulations of GCA apply to all students while on school premises at any time.
21. Students should refrain from inappropriate music (rock/rap) played by students on listening devices or in cars.

Off Campus

At any GCA function such as games, banquets, day trips, field trips, etc., which may be held off campus, students are subject to the regulations upon arriving at the off-campus facility until leaving the premises.

Disciplinary Action

K-5th grade teachers use the “Card System” behavior management plan. The card system serves as a visual cue for students to monitor their own behavior and progress throughout the day.

1st time	The teacher gives verbal reminder.
2nd time	The teacher gives a verbal warning and the student must flip their card to the yellow card (This is a reminder to the student that he or she must make a change in their behavior.)
3rd time	A Note sent home to parent – the student flips to the orange card.
4th time	The student loses a privilege – the student flips to the red card.
5th time	The student is sent to Principal and parents are phoned immediately – there are no cards left.

For Severe Cause a student may be sent immediately to the Principal and parents will be contacted.

The teacher does have the discretion on how many verbal warnings the class or student receives per day. Also, students who stay on green all week may be rewarded.

Detention

6th-12th grade students will be given an academic or physical activity detention at the discretion of the principal.

1. An academic detention will consist of a writing assignment on a godly principle and how a student can apply it to their life or how it is applied to their life. The teacher or principal may choose the topic, the length, the number of revisions, and the deadline for the essay. This assignment will be graded. To successfully complete academic detention, a grade of “C” or better must be earned on the writing assignment.
2. Physical activity detention will consist of a rigorous PE activity. PE activities can consist of but are not limited to push-ups, running exercises, sit-ups, jump rope, etc. Water breaks will be provided.

After five academic detentions or failing to complete an academic detention in one quarter, the student will be suspended.

Suspension is considered an unexcused absent. If five more detentions are accumulated, the student will be brought before the School Board to decide future enrollment at GCA.

The following behavior is unacceptable and may be dealt with by the issuance of a strike or detention depending on the grade level of the student. These lists are not meant to be all-inclusive.	This list of infractions could result in automatic suspension, expulsion depending on the circumstance and grade level.
<ul style="list-style-type: none"> ○ Communicating without permission (including nonverbal signs) ○ Out of seat without permission ○ Attending class unprepared (no paper, pens, books, folders, etc.) ○ Working on unrelated materials in class ○ Non-participation in class ○ Being tardy to class ○ Being sent out of the classroom ○ Passing and/or reading notes ○ Misconduct in chapel (misbehavior, no Bible, leaning on corner of pew, sleeping) ○ Violation of hair /dress code ○ Eating or drinking in school building/classroom without permission ○ Chewing gum ○ Running in building/Throwing objects ○ Damage to school property 	<ul style="list-style-type: none"> ○ Disrespect for authority or school policies ○ Direct disobedience (refusal to obey) ○ Sarcasm/Gripping/Negativism ○ Suggestive language ○ Assisting in cheating or cheating ○ Misbehavior with a substitute teacher ○ Displaying a bad attitude during any school event ○ Fighting on school property or at school functions ○ Leaving school without permissions from administrator or teacher ○ Defacing school property (cost of repair or cleanup covered by the student) ○ Skipping school/class for the day ○ Misconduct on school related trips ○ Deception to faculty/staff/sponsor ○ Non-compliance to dress code/hair code this includes sporting events ○ Unexcused absence/tardy the day following a game by a participant

“Thou therefore, endure hardness, as a good soldier of Jesus Christ.” II Timothy 2:3

<ul style="list-style-type: none"> ○ Failure to clean up after yourself ○ Improper materials in/on lockers ○ Tampering with any teacher's or school property ○ Bothering other students' lockers or possessions without permission ○ Adjusting A/C or heat units without permission ○ Sitting on top of student desks, sitting at /on the teacher's desk ○ Leaning back in desk/chair ○ Being in unauthorized portion of the building ○ Littering ○ Possession of unauthorized items on campus ○ Misconduct on school related trips. 	<ul style="list-style-type: none"> ○ Improper physical contact: hand holding, inappropriate touching while standing or sitting, kissing, making out etc. ○ Bullying of any form, whether physically, mentally, spiritually, or socially. This includes social media outlets as well.
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These are standard rules for the whole student body. The method of administering the discipline depends on the grade level. GCA reserves the right to alter the discipline prescribed if the situation warrants.

Reporting Bullying

Any student who has witness or have knowledge of any incidents involving bullying of a student is encouraged to report the incident to a teacher or the administrator.

Conflict Resolution

If a concern arises regarding a teacher, staff member, volunteer, or a student related issue, parents are encourage to have the first meeting with the teacher to discuss the concern. If a consensus is not reached, the parent should contact the principal to discuss the concern further. Any concerns that are not satisfactorily resolved by the school faculty and administration may be addressed in writing the school board. The school board ask that all administrators, parents, teachers, staff, and volunteers to keep matters confidential.

DRESS CODE POLICY

Dress Code Regulations

Personal appearance is an important part of one's Christian testimony. The appearance of our students, faculty, staff, volunteers, and chaperones will honor modest Christian values. Dress for all school events is standard classroom dress unless the administration gives permission. This includes ball games, trips, or any school sponsored function.

HAIR	
Any extreme style for boys and girls is not tolerated. (i.e. bleaching, coloring, spiking, etc.) Hoods and hats are not permitted inside the building.	
Boys Hair	Girls Hair
<ol style="list-style-type: none"> 1. Hair should be neat, trim, and maintained. No hair buns or braids. 2. Hair may not go below the top of the ear. Hair must be off the shirt collar. 3. Facial hair must be neatly trimmed and maintained (High School boys only). 4. Boys should present a clean-shaven appearance. Jewelry is not permitted for all boys. 	<ol style="list-style-type: none"> 5. Hair should be neat and maintained; hair color must be conservative and natural. 6. A close-cut hair style must maintain a feminine appearance. 7. Jewelry can be very modest/simple.

Tops for all students:

1. ALL students are required to wear any color or print collared shirt, polos, collared dress shirts, or Oxford style

"Thou therefore, endure hardness, as a good soldier of Jesus Christ." II Timothy 2:3

- shirts. *To check the shirt length, raise your hands to ensure the body is covered.
2. Tops may NOT have any words or sayings (small brand logos in the top corner are acceptable).
 3. Sleeveless, spaghetti straps, tank tops, or halter tops are NOT permitted.
 4. Shirts must NOT be low cut, revealing, or form fitting.
 5. Patriot shirts and knee-length gym shorts may be worn on dress down Fridays.
 6. Jackets/sweatshirts are permitted (brand names and sports names are acceptable).
 7. Major holiday shirts with appropriate text and art/image are permitted with teacher's permission.

Uniform	
When in doubt, please purchase a slightly larger size if the item is questionable.	
Boys Uniform	Girls Uniform
<ol style="list-style-type: none"> 1. The boys may wear clean uniform bottoms or cargo style shorts of any color. 2. Clean dress pants, dress shorts, casual pants, and loose-fitting jeans pants are permitted. 3. Boys must wear shorts or pants at the waist line with a belt with shorts or pants. 	<ol style="list-style-type: none"> 4. Clean uniform bottoms such as shorts, skorts, or jumpers must meet the <i>top of the knee</i>. 5. Clean uniform skirts must meet the <i>top of the knee</i> for elementary students. 6. Clean uniform skirts must be <i>mid-calf in length</i> for middle school and high school students. 7. Cami must be worn underneath collared Oxford style shirts for middle school and high school students. 8. Hemmed capri pants must have a slight flair at the calf. 9. Long skirts or dresses with slits must NOT come above the top of the knee. 10. Leggings/tights can be worn under uniform attire as long as bottoms meet the standard uniform length. 11. Denim (jeans) bottoms or long pants are NOT permitted.
Bottoms in the color white/cream/off white, too tight, holes, transparent, sheer, spandex, or t-shirt/jersey, frayed edges, worn, denim shorts (jean), sweat pants, soffeas, sweat shorts, form-fitting , and skinny jeans material is NOT permitted for ALL students.	

Shoes

8. ALL student must wear closed end shoes.
9. Flip-flops, crocs, or slippers are not permitted.

Piercing/Tattoos for ALL students.

Display of tattoos, body markings, body piercing and accompanying rings are not permitted at any time for all students.

Middle and High School students P.E. Attire: Students must wear a Patriot-shirt with knee-length basketball shorts.

Field Trip Attire: All students in all grades must wear a Patriot-shirt with uniform bottoms or knee-length basketball shorts.

Dress Code Discipline Policy:

1. 1st Step- Review of dress code regulations. Student will receive a written warning reminder that will be sent home. Parents will be required to sign and return the warning to the teacher the following day.
2. 2nd Step- Review of dress code regulations. A second warning will be sent to the parents for required signature and returned to the teacher the following day.
3. 3rd Step- The student will be sent home.
4. Repeated dress code violations may result in further disciplinary action.

GENERAL POLICIES

Fund Raisers

From time to time, the parents will be expected to get involved in the fund raisers the children undertake. These fund raisers are for the betterment of the school and to make possible large purchases of needed "tools" for the education process. The Lord has been faithful to keep the school in operation for almost two decades, and we have no doubt He will continue to be faithful. We must do our part to ensure the continuance of the school. Any student who does not participate in a fund-raising function specifically set up to offset expense, must pay the related cost himself/herself. In the case of group projects, non-participants will also be disqualified from any disbursement of proceeds.

Financial Information

Grace Christian Academy operates as a "not for profit" school. Families must realize it takes more than the cost of the tuition to give their children the education we offer. Most of the teachers volunteer their time for the benefit of these young people. The tuition, book fees, registration are the only set expenses. Sometimes other costs arise (pictures, field trips, lunches etc.), and parents are expected to give their share. Any balance left on your account (including late fees) will result in the offices refusal to issue grades (report cards) at the end of each marking period.

Insurance

The school is covered with an insurance policy provided and paid for by the school. The only exception is any sports-related injury.

Field Trips

During the year, the students will take educational, recreational field trips. Parents will be contacted in advance of these trips for chaperon opportunities and permission slips. All pertinent information will be made available at that time. It is important parents study the notes sent home for their benefit.

Ball Games

On trips to games, all team members must ride to the game together on the designated school vehicle. On the return trip, students may ride with their parents. However, any other students who wish to ride with friends on the return trip must have a written permission note from their parents. Students who attend the games separately are still responsible for school dress and behavior regulations.

"Thou therefore, endure hardness, as a good soldier of Jesus Christ." II Timothy 2:3



Handbook Agreement Signature Page

Student Code of Conduct and Guidelines

After reading the information contained in the handbook, complete the section below. Print the entire page and return it to your homeroom teacher on or before September 1.

My child and I have read and reviewed the **handbook in its entirety** and **Grace Christian Academy's the Student Code of Conduct** and the **Discipline Procedures**. We understand the contents of both documents and agree to abide by them.

Student's Name/Signature _____ / _____

Parent's Name/Signature _____ / _____

Photograph

Your child may be photographed (video or still image) at school activities/functions. This image may be used in school publications, the Grace Christian Academy website or local newspapers.

_____ I DO NOT give my consent to have my child photographed for the uses stated above.

Parent's Name/Signature _____ / _____

Plagiarism Pledge

I have read the **Plagiarism Guidelines** and I promise that when I am writing a report, I will follow the listed expectations and cited my sources.

Student's Name/Signature _____ / _____