

Grace Christian Academy

Student/Parent

Education For Today, Tomorrow & Eternity

*"Let this be written for a future generation, that a people
not yet created may praise the Lord."*

Psalm 102:18

MISSION AND PHILOSOPHY

VISION STATEMENT

Grace Christian Academy seeks to lead students to become fully devoted followers of Christ.

MISSION STATEMENT

The mission of Grace Christian Academy is to first serve God in every thought and deed. Second, to serve families and children by providing a Biblically based education centered on a growing relationship with Jesus Christ, imparting a Christian worldview and emphasizing godly character and academic excellence.

PHILOSOPHY OF EDUCATION

Grace Christian Academy exists as an extension of the Christian home. We serve to educate, equip and encourage the total child — spirit, mind and body, which can only be done in a loving atmosphere where God's Word is given preeminence and is seen as the basis for all wisdom, all understanding and all knowledge. Our educational plan is to determine the students' level of development, analyze their abilities, begin identifying God given gifts and advance their education to their highest potential. **We hold to the highest spiritual, academic and social standards specified in the Bible**, both for ourselves and for the future leaders and citizens we are educating.

EDUCATIONAL OBJECTIVES

Spiritual

- Students will gain greater knowledge of God through a personal relationship with Jesus Christ and will develop an awareness of the wonder of His creation.
- Students will develop a sense of self-worth because of who they are in Jesus Christ.
- Students will begin to discover the unique gifts God has given them and the best ways to use those gifts to serve others.
- Students will begin and continue to develop a Christian worldview based upon the teachings found in Scripture and use this view to make their decisions for today and eternity.

Academic

- Students will develop their full academic potential through a desire for knowledge, understanding and wisdom.
- Students will begin to understand that striving for excellence brings glory to God and His Son Jesus Christ.
- Students will gain useful skills to make them outstanding citizens and contributing members to their churches, communities, and country.
- Students will then begin to use this knowledge and understanding as well as gained wisdom to further God's will in a fallen world.

Social

- Students will grow in self-discipline and responsibility for themselves and others.
- Students will develop respect for other people and the property of others.
- Students will learn to appreciate the guidance, support, training and love given by those in authority at home and school.

BELIEFS

We believe it's important to stress the essentials of Christian truth rather than get sidetracked over unimportant issues. The following statements reflect the foundational truths that we emphasize.

- **The Bible** - The 66 Old and New Testament books of the Bible originated with God, so the Bible is the inspired and unfailing Word of God. It is the full and final authority on all matters of faith and practice. There are no other writings similarly inspired by God.
- **Jesus Christ** - is truly God and man, being united forever with a human nature by a miraculous conception and virgin birth. He lived a sinless life of perfect obedience to the Father and died on the cross as a sacrifice for the sins of all people. He rose from the dead, returned to heaven and will come to earth again to complete God's plan for the human race.
- **Salvation** – The salvation of mankind is the unifying theme of Scripture. Originally created to know and love God, man chose to go his own way and his nature became corrupted with sin. Baptism, good works, communion and prayer are all valuable parts of the Christian life, but only faith in the death and resurrection of Jesus Christ can bring forgiveness of sin and relationship with God.
- **God** - is the Creator of all things, eternally existing in three persons: Father, Son and Holy Spirit, each of whom possesses equally all the attributes of deity and characteristics of personality.
- **The Holy Spirit** - enlightens the minds of sinners, bringing an awareness of their need of a Savior. He lives in, guides, instructs and enables every believer for godly living and service.
- **The Church** - is composed of all believers and meets locally for worship, Bible teaching, prayer, fellowship, service through use of talents and gifts and outreach to the world. Every local church has the responsibility to govern its affairs with integrity and accountability.

STATEMENT OF COOPERATION

Parents are required to have read and to be able to support all the school's policies and the school's rules and regulations as expressed in this handbook. Parents are expected to make a genuine, sincere commitment to the work of Godly parenting once they have chosen to enroll their children at Grace Christian Academy. The School Board and all staff members will make a determined commitment in their ministry to each child and in turn we expect that all parents will make at least an equal commitment to that ministry. This should be evidenced in their support of the school and staff, in their attendance at school functions, and in their pursuit of their financial obligations to the school. ***Failure to support the school in one or more of these areas will lead to student dismissal.***

- I support the beliefs of Grace Christian Academy and will not refute them in my home or in the presence of my child.
- I will support my child's teacher and understand that he or she has full discretion in the classroom discipline of my child.
- I will support and take the side of the teacher in front of my child. If I have a problem with a particular teacher, I will follow the Biblical principle of going directly to that teacher. (Matthew 18:15-17) If still not resolved, I will then approach the administration, but I will refrain from discussing it with others.
- I agree to be responsible for payment of all tuition and fees. I understand that all tuition must be paid in full through Single Payment, Two payments or FACTS tuition management monthly payment plans. I understand that if a FACTS tuition payment is missed by insufficient funds or incorrect banking information, that payment is due in full by cash or money order ONE WEEK after the initial attempt by FACTS. Failure to comply will result in the student(s) not being admitted to class until the account is current.
- I understand that Extended Care payments are **DUE THE FIRST MONDAY OF THE MONTH.** If the account goes longer than 4 weeks without a payment, a \$10 late fee will be assessed. If the account goes longer than 6 weeks without a payment being made, another \$10 late fee will be assessed and student(s) may be denied service until account is made current. If the balance remains unpaid for more than 8 weeks, service **WILL BE SUSPENDED.**
- I understand that if the account is not current at the time report cards are distributed, the student will not receive his/her report card. I understand that if we withdraw the student(s) and have a delinquent account at that time, school records will not be released until the balance is paid in full. **I understand that this applies to all financial obligations.**
- I agree to be financially responsible for any loss of/or damage to school property (or other property used for school functions) that my child may incur during the school year.
- I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school, teacher or driver from liability to me or to my child because of any injury to my child at school or during any school activity, unless willful negligence is proven.
- I agree with the school's right to dismiss any student when the student or their parents or guardians do not respect its standards, agree with its methods or cooperate in the educational process. I understand if students and/or parents or guardians are found to be out of harmony with Grace Christian Academy's ideals of work and life, they may be requested to withdraw whenever the general welfare demands it. ***I also understand that students must make academic progress yearly to continue attending GCA.***
- I agree to provide Grace Christian Academy with **all** school records, test results, educational and psychological evaluations that have been completed on my child up to this time. This includes clearing all accounts with former schools. ***I also understand that full admittance or attendance will not be granted until these items are submitted.***
- I give permission to the administration of Grace Christian Academy to take whatever steps are necessary to obtain emergency medical care. I understand that an attempt will be made to contact me or the persons listed on the health form. I understand that my child may be taken to a physician or the Emergency Room at DePaul Hospital and that I am solely responsible for any expenses incurred.
- I understand that it is a requirement and agree that my child and I/we will attend church on a regular basis (at least weekly), and that failure to attend services regularly hinders the student's spiritual growth and could be viewed as nonsupport of GCA requirements and possible student dismissal. (see "Statement of Cooperation")
- I understand that any use of my child's picture in GCA promotional and communication materials, i.e. newsletters, websites, videos, flyers, etc. is subject to parent permission.

GENERAL INFORMATION

GOVERNANCE

As of July 1, 2019, Grace Christian Academy STL is an independent non-profit organization governed by a board of directors.

CHANGE OF ADDRESS, PHONE NUMBERS OR BANKING INFO

Please keep the school office personnel updated on any changes in your address, home telephone number, work telephone number, emergency telephone numbers or email address. If you are paying using FACTs, please let the office know of any banking informational changes.

FACULTY

Our teaching staff is composed of committed Christian individuals who lead godly lives. Each teacher views their teaching ability as a gift from God to be used in serving the Lord.

PARENT/TEACHER RELATIONSHIPS

Regarding school matters, we have asked our staff to maintain professional but friendly partnerships with parents.

If you have a problem with a particular teacher, before contacting the administration, **please follow the Biblical principle (Matthew 18:15–17) of going directly to that person.** If the issue still has not been resolved, then approach the administration, but refrain from discussing it with others. Strife has no place in our school, so we want to guard ourselves against gossip or tale bearing.

Parents and teachers should respect one another and not speak against each other in the students' presence. It can be extremely harmful if the student senses a dislike or dissatisfaction on the parent's part with any staff member. We don't want students playing parents and teachers against each other; nor do we want them involved in situations that are filled with strife.

When you find it necessary to speak with a teacher, call the school office to set up an appointment. We ask that you not visit classrooms unexpectedly as this is often disruptive to instructional time and makes it difficult for students to concentrate on schoolwork. In addition, all teachers have email addresses where they can be contacted. Contact the school office for the teacher's email address.

Please pray for the students, staff, teachers and administration on a daily basis, as this is an essential element in the partnership between home and school. Parents must strive to work cooperatively with their child's teachers to help their child become the success that God has planned for them.

Please attend all requested conferences and respond to any progress or praise reports as necessary. When letters are received from the school, please read them and mark your calendar with information and events that are included. Parents are not to enter the school halls or classrooms without first checking in at the school office. Items brought for students (lunches, books, etc.) must be left with the school office.

RELEASE OF STUDENTS

Upon enrollment, parents must give the school a list of adults authorized to pick up their child; including their driver's license number, which is used for identification. There is a place on the enrollment forms for you to provide this information. The teacher in charge is required to ask the driver for their driver's license if they do not recognize them to verify that they are authorized to pick up the child. If they are not listed, the teacher is required to contact the parent or guardian before they can release the child.

Parents are asked to update their child's file, in writing, as changes in authorization occur. Students in Preschool, Pre-Kindergarten, and Extended Care must be signed in when they arrive and signed out when they are picked up. Parents are asked to be understanding when the school questions someone picking up their child, as it is very hard to know all family members by face and name. Our goal is to keep students safe.

SCHOOL HOURS

Preschool & Pre-Kindergarten

Full Program	8:20 a.m.–3:10 p.m.
Extended Program	7:00 a.m.–5:30 p.m.

Grades KG–8 8:20 a.m.–3:10 p.m.

TELEPHONE CALLS AND MESSAGES

Messages from parents to students may only be dispatched from the office for emergencies or if there has been a change in the student's transportation home that day. **Calls of a social nature are not permitted.**

Cells phones, iPods, iPads, and other such items brought by a student are required to be kept on silent or turned off and completely out of sight during the school day. Smartwatches may be used as a watch but must not be used for messaging purposes during the school day. If a student is caught using a device or the device making noise, it will be turned into the office and must be retrieved by a guardian. The school will not be responsible for phones or other electronics going missing during the school day.

WITHDRAWALS

All students are enrolled with a commitment to the full school year. Students withdrawing prior to the beginning of school or during the first 30 days of school forfeit all tuition paid to date. Students withdrawing after the first 30 days will be responsible for tuition through the last month of attendance. Application fees, book fees, and all additional fees are non-refundable. Withdrawals must be submitted in writing including the reason for withdrawal and the date it will become effective. Students who withdraw from GCA during the school year must pay all tuition and fees owed; return all school textbooks, library books, and other school property. If a student withdraws after the first of the month, the parent or guardian remains responsible for the complete month's tuition. All obligations, including financial, must be cleared before final withdrawal. Student records and transcripts **cannot** be released until the student's account has been settled, all checks have cleared, and the office has received a written statement of reasons for withdrawing with the date it will become effective. No refund will be given on registration fees or book fees.

ADMISSIONS AND REGISTRATION

NOTICE OF NONDISCRIMINATION

Grace Christian Academy is committed to providing an academic environment that is free from unlawful discrimination. Grace Christian Academy does not unlawfully discriminate on the basis of race, color, national or ethnic origin, sex or disability in the administration of any of its educational programs, admissions policies, scholarship programs, athletic and other school-administered programs. Students are entitled to a learning environment free from unlawful discrimination. Any student who unlawfully discriminates against a student on the basis of race, color, sex, national origin, age, or disability may be subject to sanction and disciplinary action.

ADMISSIONS POLICIES

All families **must** be in agreement with Christian principles. All students entering grades 5–8 must submit their personal testimony in writing and personal recommendations from their pastor, youth pastor or teacher who can verify that their life reflects a committed walk with the Lord. All parents must agree to and sign the Statement of Cooperation included with the student application.

Kindergarten will be open to children who will be five by the first day of the school year. Pre-kindergarten is open to children who will be four by August 15 and Preschool is open to children who will be three by August 15 and are **completely** toilet trained. (Occasional accidents are understandable, but an ongoing problem may require withdrawal of the student until the child is fully trained. The student's place will be held for 30 days.) If a parent wishes to enroll a student in preschool after the Aug. 15 deadline, he or she may do so once the child turns three and is fully potty-trained with the understanding that the child will remain in preschool the following year. Parents will be asked to sign a waiver agreeing to this policy.

School-age students must have a "C" average in their schoolwork for the previous semester before making application at Grace. Students with less than a "C" average may be admitted on probation with the approval of the GCA administration.

Before a student is accepted at GCA, they are required to submit **all** of the following documentation:

- Completed application with appropriate fees
- A record of up-to-date immunizations
- Completed Physical Examination Form
- Complete transcripts from previous school(s)
- Entrance/Placement Tests (K–8th)
- Written personal testimony (5th–8th)
- Birth Certificate (Required for all new students)
- Personal recommendations
 - K–2 : One recommendation
 - 3rd–4th: Two recommendations
 - 5th–8th: Three recommendations
- One Parent recommendation

All incoming kindergarten as well as all other new students will enter Grace Christian Academy on Academic/Behavioral Probation. Students will be closely monitored daily for the first academic quarter. If problems arise, parents will be notified with proper recommendations to assist the teachers with either academic or behavior issues. If there is not noticeable improvement by the end of the first quarter, stronger recommendations will be given, which may include tutoring for academic issues, or counseling for help with behavior issues. If parents are uncooperative and the student makes no noticeable improvement parents will be asked to make other arrangements for their student at semester.

RE-ENROLLMENT

Registration is an annual requirement. **Every student's application is reviewed each year for re-enrollment.** Re-enrollment is conditional on acceptable progress and conduct. Students who have not made acceptable academic progress or who have had undo negative influence upon another student or the classroom climate may be denied re-enrollment at GCA. An interview with the administration may be required. ***(All the previous year's accounts must be cleared in order for a student to be fully reenrolled.)***

ACADEMIC POLICIES AND PROGRAMS

ACADEMIC PROBATION

Students at GCA are expected to maintain strong academic standards. Any student with less than a 2.0 GPA or a 2.0 GPA with an F or a "1" in any subject for the mid-quarter or quarter will be placed on academic probation. The probationary period will be for a minimum of two weeks and the student's progress will be reevaluated. If satisfactory progress has not been made, the probation will continue. **Students who do not gain satisfactory progress during the school year for unjustified reasons will jeopardize their continued enrollment at GCA.**

STUDENT PLANNER

Students in K–8th grades will receive a Student Planner to record all homework, special projects, and upcoming tests and quizzes. In addition, students can keep track of their personal calendar and appointments. Parents are asked to check the student's agenda daily, and sign their initials. This is required as an aid to organization to help foster student planning as well as parent/teacher communication. Lost Planners must be replaced at the student's cost. (\$5.00)

CHRISTIAN CHARACTER ASSESSMENTS (PS–8th)

The spiritual growth of students is an integral part of the GCA mission and philosophy. To measure our effectiveness, teachers complete Christian character assessments on every student during the school year. These assessments are intended to provide teachers and parents with a picture of their child's character and spiritual growth at school. Insight from parents and older students (5–8th) is encouraged.

CHRISTIAN CHARACTER TRAIT PROGRAM (CCT)

Each year the students will focus upon Christian character traits during our Chapel time. Students should study to apply what they have learned and strive to live them out. (ex. honesty, integrity, generosity, responsibility, etc.) Study of each trait will last at least one month. Parents are asked to take an active role at home as each trait is covered.

CONDUCT AND EFFORT MARKS

GCA believes that attitude has everything to do with achievement in school and success in life. Every student is expected to practice rules of good citizenship. "Let Christ Shine Through Me" should be every student's motto. Students are evaluated in conduct and effort. The scale and criteria are as follows:

The **Conduct** grading scale for 5th–8th grade is:

- 5 Outstanding — Consistently courteous, respectful and displays excellent behavior.
- 4 Very Good — Exceeds expectations, frequently courteous and exhibits above-average behavior.
- 3 Satisfactory (Expected Behavior) — Cooperative and demonstrates mutual respect.
- 2 Improvement Needed — Occasional negative influence in the class.
- 1 Unsatisfactory — Repeatedly disrespectful and disruptive to classroom setting.

The **Effort** grading scale for 5th–8th grade is:

- 5 Outstanding — Demonstrates initiative and significantly exceeds all academic expectations.
- 4 Very Good — Exceeds academic expectations, consistently prepared and attentive.
- 3 Satisfactory (Expected Behavior) — Prepared, attentive, actively involved and uses class time effectively.
- 2 Improvement Needed — Occasionally unprepared, inattentive and inappropriate use of class time.
- 1 Unsatisfactory — Repeatedly unprepared for class and apathetic.

The conduct and effort grading scale for 1st–4th grade is:

- + **E** — Exceeds expectations, frequently courteous and exhibits above-average behavior. Exceeds academic expectations, consistently prepared and attentive.
- ✓ **M (Meets Expectations)** (Expected Behavior) — Cooperative and demonstrates mutual respect; Prepared, attentive, actively involved and uses class time effectively.
- **N (Needs Improvement)** — Occasional negative influence in the class; occasionally unprepared, inattentive and inappropriate use of class time.

CURRICULUM

GCA uses a combination of carefully selected educational programs, including Abeka, Bob Jones, and Positive Action.

GRADE POINT AVERAGE (GPA)

Grace Christian Academy operates on a 4.0 scale. An A is worth 4.0 points; a B is 3.0 points; a C is 2.0 points; a D is 1.0 point and an F is 0 points.

Full points are taken to calculate a GPA for a class that meets every day. If the class meets every other day, only half the listed points are used. GPA is calculated each quarter. Two quarters are then averaged for the semester, and semesters are averaged for a cumulative GPA.

GRADING

GCA teachers use a similar formula for grading. Homework and daily work grades are worth 50% of the student's grade. Test and quiz grades, along with special projects will make up the other 50%.

GRADING SCALES

The academic grading scale for 1st–8th grade is:

A+	100	C	72-78
A	92–99	C-	70–71
A-	90-91	D+	69
B+	89	D	62–68
B	82–88	D-	60–61
B-	80–81	F	0–59
C+	79		

Miscellaneous Grades/Marks

- P Passing with credit, but no application to GPA
- I Incomplete work – Must be completed within two weeks after the close of the grading period.

HOMEWORK

Homework is an essential part of the GCA program. It is an extension of class-time effort required to accomplish the goals of the educational program. Homework is a learning activity, which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. Students receive homework at their teacher’s discretion. Homework will be assigned for the following reasons:

- **For Drill and Practice** — Students require solid academic drilling to master material essential to their educational progress. Following classroom explanation extra drill and practice are needed on the routine fundamentals.
- **For Reinforcement** — As instruction progresses, various challenge points in a student’s grasp of a subject become evident. Homework following instruction is given to help overcome such challenges.
- **For Special Projects** — Book reports, compositions, special research assignments and projects are some of the activities that will be assigned to do at home.

The length of homework assignments will be kept within reasonable limits, ordinarily about ten minutes per night in Kindergarten to a maximum of two hours per night in the middle school. Parents should communicate with the teacher when their child is having challenges with homework. If students make good use of class time, as well as, the time in Academic Lab/Study Hall, they should be able to keep homework time to a minimum.

HONOR ROLL

Students who are eligible for Honor Roll must also have Satisfactory to Outstanding ratings in citizenship, conduct and effort. Students who do outstanding work are recognized at GCA in the following way.

High Honor Roll	4.0 GPA
Honor Roll	3.5 GPA and above

LATE WORK - 7TH & 8TH GRADE

All missing assignments will be counted as zeros. Turning in assignments late will result in a 50% reduction on the assignment. Yet it is understood that work can be forgotten or misplaced on rare occasions. To allow for those out-of-ordinary circumstances, 7th and 8th grades students will have the two lowest grades dropped each quarter. The only late work accepted without penalty will be for illness or an excused absence.

PARENT/TEACHER CONFERENCE DAYS

Parents and teachers must work closely together to enable their children to succeed and grow in every educational area. Conferences are scheduled at the end of the 1st and 3rd quarters. Report Cards will be distributed at these conferences, allowing parents and teachers to discuss the child's current progress. Conferences are viewed as a very important meeting to talk about the student's progress. Failure to attend these conferences could be viewed as a lack of Parental Cooperation.

MEET THE TEACHER NIGHT

The Parent/Teacher meeting takes place before each school year begins for the purpose of relaying important information from the classroom teacher to the parents.

PARENTS RIGHT TO REVIEW STUDENT RECORDS

GCA parents and legal guardians may inspect and review their child's records. Parents wishing to do so must submit a request in writing to the administrator. Records will be made available within thirty days of the received request. If parents believe the records to be inaccurate, they may request any changes or corrections in writing to the administration, which will make a decision within thirty to sixty days of that request. If the parent's request is denied, the parent will be offered an opportunity for a hearing with the administration. If the disagreement with the record continues after the hearing, the parent may insert an explanation of the objection in the record.

REPORT CARDS

There are eight reporting periods during the school year. Report cards are issued at the end of each quarter. Mid-quarter reports are issued at the mid-point of each quarter. Students are evaluated in academic achievement, conduct and effort. Preschool, Pre-kindergarten, and Kindergarten students do not receive formal mid-quarter reports but may receive a written brief summary of student progress from the teacher.

RETENTION

Any student who fails two full year subjects with one being Math and Language Arts, will be retained unless the class(es) is made up through an approved tutoring or summer school program. **Excessive absenteeism, more than twelve days in a semester, is also a cause for retention or dismissal.** Preschool through lower elementary students may also be retained due to social or developmental immaturity as recommended by the classroom teacher.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL TIMES

School officially begins at 8:20 am.

Preschool and Pre-Kindergarten — Students may only arrive at the designated starting time of the program for which they registered. Students may not arrive early, as staff may not be scheduled to provide sufficient coverage.

Arrival times are as follows:

Basic and Full Programs	7:45 a.m.
Extended Program	7:00 a.m.

Kindergarten– 8th Grades — Students should arrive between 7:45 and 8:15 a.m. The Elementary Teacher Aide will provide supervision. All students arriving before 7:45 a.m. will be required to go to Extended Care, which opens at 7:00 a.m. There is an additional fee for this service.

All students in morning Extended Care should enter through the main doors but the adult bringing the child must sign them in with the drop off time and their initials.

ARRIVAL PROCEDURES

Preschool and Pre-kindergarten — Students must be “signed in” by their parent/guardian by walking the child to the school entrance doors.

Kindergarten and Grades 1-8 — Students should be dropped off in the drop off lane. Parents are asked to pull their cars into the lane next to the sidewalk and **pull as far forward as possible** so other cars can pull up behind them.

Students that arrive between 7:45-8:10am will gather in the gymnasium. At promptly 8:10am all students and staff will be expected to participate in the recitation of three pledges as a school body. First, students pledge to the Christian Flag. Second, students pledge to the Bible. Third, students pledge to the American Flag. After the pledges are completed, all students are dismissed to their homerooms to unpack and begin the day promptly at 8:20am.

DISMISSAL TIMES

Preschool–8th Grades — Dismissal begins at 3:10 p.m. Students not picked up or involved in a supervised extracurricular activity by 3:30 p.m. will be taken to Extended Care. Additional fees are charged for this service.

DISMISSAL PROCEDURES

Dismissal begins at 3:10 pm.

Preschool and Pre-Kindergarten — Students should will be escorted to the vehicle of the parent or guardian. We then ask for the parents to putt forward out of carline and park to fully buckle their students into their careseat. ***Parents MUST NOT park in the drop-off carline lane while picking up their child.***

Kindergarten–8th Grades — Students should be picked up in the carline. Parents need to form one line, staying in the lane next to the sidewalk and pulling as far forward as possible to allow as many cars as possible to pull in behind them.

At 3:10 p.m., a staff member will begin calling the names of the cars that are in the through lane by way of an intercom system. Students will be dismissed from their classrooms when their name is called; students should report directly to their car. Once students are safely loaded into their car, parents are asked to leave promptly and very carefully. As cars exit, the Aide will direct the parents remaining to pull forward.

Parents MUST NOT leave cars unattended in the drop-off lane at ANY TIME. Parents who need to enter the school, for any reason, must park in the visitor parking.

Students are not allowed to be unsupervised at any time. Students may not loiter after school on school property. Parents are responsible to make transportation arrangements; students who are not picked up by 3:30 p.m. will be taken to Extended Care. An additional fee is charged for this service.

Please notify the school office **in writing via email, note, or REMIND** if you are going to be late picking up your child or if someone other than their regular carpool is picking them up.

Dismissal from Extended Care – Students are released from the cafeteria. Students must be signed out by the adult picking up the child. The teacher must write down the time they are picking up the child, and will write the parent’s

initials on the sign-out sheet.

ATTENDANCE POLICIES

Considerable emphasis is placed on attendance and promptness. Part of our task in educating children is to teach responsibility. A basic responsibility of a student is to be in class and on time. It is considered counterproductive to both the individual student and to the class as a whole when a student is not in class on time.

ABSENCES—EXCUSED, UNEXCUSED, AND PLANNED

- **Excused** — An excused absence is any absence which both the school and the parents find acceptable. Examples include: illness, hospitalization, death in family and occasional medical appointments. It is the student's responsibility to make up work missed due to excused absences. Students will have one makeup day for homework for each day absent. Excessive absences will have an effect on a student's performance and consequent academic grade. **More than 12 absences per semester is considered excessive and could result in retention.**

Parents may request the day's assignments from the office by telephone or in person, as long as the request is received before 9 a.m. Assignments will be available for pick-up in the office after 2:30 p.m. or the assignments can be sent home with a sibling or neighbor as requested.

- **Unexcused** — An unexcused absence is any absence, which is a whole or part-day skip, truancy or the result of poor judgment by the student. Parental knowledge and approval of the whereabouts of a student does not guarantee that an absence will be excused. A student with an unexcused absence will may lose test makeup privileges and may be subject to a late penalty on assignments. Judgment regarding the status of an absence is a function of the administration.
- **Planned** — Students who plan to be absent because of family outings, trips, vacations, visits, etc. need to request a "Planned Absence Form" from the office. The form needs to be completed and returned to the office one week before the planned absence. Assignments will be given to the students to complete during their absences. Parents will be asked on the Planned Absence Form to assume responsibility for their child's assignment completion. **All assignments must be turned in on the day the student returns to school.** Students who do not request a Planned Absence Form for planned absences and those who are absent for reasons other than illness may lose makeup privileges. Emergency situations will be considered.

EARLY DISMISSAL

If a student must leave school before the designated dismissal time, the parent must come to the school office to sign their child out. The office will call the student from class via the intercom. **All teachers are instructed not to release students from class without an announcement from the office.** Written notification of early dismissal via REMIND will also enable the teacher to have the student ready to leave when the parents arrive. **STUDENTS CANNOT BE RELEASED TO PERSONS OTHER THAN THEIR PARENT OR GUARDIAN (If they are not on the Authorized Pick-up List) WITHOUT WRITTEN PERMISSION FROM THAT PARENT/GUARDIAN.**

REPORTING AN ABSENCE

When students are absent, parents are asked to call the school office by 9 a.m. on the day of the absence. Failure to confirm absences could result in students losing credit for missed work. A student who is absent more than 12 days is subject to retention.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE DUE TO ILLNESS

Students must be FEVER-FREE FOR 24 HOURS before they return to school. The 24 hours begins after the fever has broken and he/she remains FEVER FREE without the assistance of over-the-counter medicines. Students also must be FREE OF VOMITING OR DIARRHEA FOR A FULL 24 HOURS before they return to school. Students with strep throat may return to school when they have been on an antibiotic for at least 24 hours. Students with symptoms such as sore throat, loss of taste or smell, trouble breathing, frequent cough, runny nose with green discharge, or diarrhea should remain at home until those symptoms have cleared.

SNOW DAYS/SNOW SCHEDULE

During extreme weather, GCA will cancel classes in as the Administrator deems fit. Announcements will also be made on Facebook, REMIND, & KSDK.

Note: GCA makes every effort to be aware of changing conditions and to close the school when roads are not safe. If, however, school is open and conditions in your area are unsafe for travel, please call the school. It is expected that if conditions clear up during the day that the children would be brought to school.

TARDIES

Students are expected to be in class on time. Tardies disturb the rest of the class and take away valuable class time for everyone. Students who are not in their seats when the second bell rings are considered tardy and will need to go to the office for a tardy pass.

Students in 1st through 8th grade arriving after the 8:20 a.m. bell should report directly to the office to get a pass.

Tardies are excused when unusually bad traffic occurs due to weather, unusual road conditions or accidents.

*Refer to the Demerit System page for excessive tardies.

FINANCIAL INFORMATION

FACTS TUITION MANAGEMENT PLAN

All families using the monthly tuition payment options are required to make those payments through FACTS. Payments are made automatically from either a checking or savings account. The payment is made by bank transfer, authorized by the payee, on a specific date each month. A yearly fee is charged by FACTS for this service.

****Note: FACTS fees are nonrefundable.**

REFUND POLICY

All students are enrolled with a commitment to the full school year. Students withdrawing before the beginning of school or during the first thirty days of school may forfeit all tuition paid to date. Students withdrawing after the first 30 days of school will be responsible for tuition through the last month of attendance. Withdrawals must be submitted in writing and include the reason for the withdrawal and the date it will become effective.

****Note: Registration fees, application fees, book fees, and any additional fees are non refundable.**

REGISTRATION FEES

Registration fees are published annually with the student application. These fees cover the processing of new and

returning student applications and must accompany a completed student application when it is submitted. ****Note Registration fees are not refundable.**

SERVICE FEES

There will be a \$20 fee for all checks returned to GCA from the bank for non-sufficient funds. This includes checks written for fund-raisers, field trips, snack bar, Extended Care, Athletics, etc.

Missed FACTS payments are assessed a \$30 missed payment fee (from FACTS) for each missed payment attempt. This is a nonnegotiable fee collected directly from FACTS.

Preschool and Pre-Kindergarten program changes in scheduling can be made at the beginning of the school year and at semester without a processing fee. Any other changes will result in a **\$10 change of schedule fee**. All changes must be submitted in writing, include the date the change will become effective and accompany a signed FACTS change form (available in the school office) and will be adjusted on your existing FACTS payment plan.

TUITION AND FEES

Tuition costs and fees are published annually in the registration packet. Tuition payment options are:

- Single Payment - Total tuition due on or before July 1 (5% discount)
- Dual Payment Plan
- FACTS 11 Month Plan
- FACTS 10 Month Plan
- An annual fee of \$50 will be charged by FACTS on all FACTS accounts.
This fee must be paid before FACTS will set up the account.

Students registering after the July 1st deadline will be required to pay by check or money order for any missed FACTS payments at registration.

NONACADEMIC PROGRAMS AND SERVICES

EXTENDED CARE

GCA has a program for students K-8th who require supervision before or after regular school hours. The program hours are 7-7:45 a.m. & 3:30-6 p.m. @ \$5.00/hour per child and will be billed in half hour increments. Statements are issued weekly and are emailed. **All bills must be paid weekly or late fees will be assessed and the use of this service will be denied until account is current.** Bills are generated every Monday morning and payment is due by the first Monday of the following month. Payments can be cash or check and must be made out to GCA and placed in a clearly labeled envelope with your students name and given to a staff member or made online through the digital payment link.

*If the account goes longer than 4 weeks without a payment, a \$10 late fee will be assessed. If the account goes longer than 6 weeks without a payment being made, another \$10 late fee will be assessed and student(s) may be denied service until account is made current. If the balance remains unpaid for more than 8 weeks, service **WILL BE SUSPENDED**. (Extended Care accounts must be paid in full before enrolling in the next school year.)

Students must be picked up by 6 p.m. There is a late fee of \$1.00/minute for every minute past 6:00 p.m. If a child is picked up late more than 5 times in a school year, they risk being suspended from using the extended care program.

FIELD TRIPS AND PUBLIC EVENTS

GCA believes that educational field trips enhance the program of instruction and add much to the education of the child. Students who attend field trips or public events (athletic games, concerts, theater, competitions, etc.) are expected to abide by the rules and policies of the school. (This includes Dress Code.) Students are responsible to make up any missed school work.

Parents of students who are eligible to participate in trips or events will be notified by their student's teacher of the activity and shall approve the student's attendance, in writing. If written parental permission is not received, the student will remain at school. **Verbal permission cannot be accepted at any time.**

GCA SCHOOL BOARD

The School Board of Grace Christian Academy is independent from any other outside organizational structure. Working in partnership with the school administration, the GCA School Board plans and monitors the overall direction of the school, as well as adopting policies and procedures governing the various aspects of school operations.

The board is composed of appointed members, who are passionate about Christian education.

HEALTH ROOM SERVICES

Nursing duties are handled by the GCA Office staff. While all full-time staff are formally trained in First Aid, CPR, and AED machines they are not nurses or doctors, so please don't ask them to fill that role. If your child needs to see a doctor, please take them.

Illness — Students should be kept home and will be sent home from school if they have vomited, have diarrhea, or have a temperature of 100 degrees or more. Students who have a fever should be kept at home until they have been FEVER-FREE for at least 24 hours without the use of over-the-counter medications. Students with vomiting or diarrhea may return to school when they have had no vomiting or diarrhea for at least 24 hours. Students who have strep throat may return to school after they have been on an antibiotic for 24 hours. Students with symptoms such as sore throat, frequent cough, runny nose with green discharge, or diarrhea should remain at home until those symptoms have cleared.

Medicines — The school will administer prescription medications if they are in their original packaging, which includes the following information:

- Name of Child
- Dosage and schedule of administration
- Date bought
- Physician's name
- Name of medication

The school will administer over-the-counter (OTC) medications listed on the GCA "Permission to Dispense Medicine" form. If there is an OTC medication your child must receive at school, a Request for Medication Form must be completed and turned in.

If a student with asthma needs to carry an inhaler on their person, a dated note from the child's doctor must be kept on file in the office along with their prescribed Action Plan.

An adult must deliver all medication to the school staff directly. Students are not allowed to carry or

transport medicines of any kind in their backpacks.

LENDING CLOTHES

There are extra uniforms in the office for children who may spill or have an accident that warrants a change of clothing. Borrowed clothing should be washed and returned as soon as possible.

LOST AND FOUND

Lost and found containers are located in the hallway outside the cafeteria. If your child has lost something, please check there first. Be sure to mark all of your child's personal items with their first and last name using a permanent ink marker. Items not claimed by the end of each quarter are donated to GCA.

LUNCHES

Students must bring their own lunch to school. Lunches should be kept in containers clearly marked with the student's first and last name. Please do not send food that requires refrigeration, as we do not have the necessary facilities. A microwave is available for students to heat small items for their lunches (**not more than one to two minutes**).

PHYSICAL EDUCATION

Instruction in a variety of developmental physical education activities is provided for all students. Students are required to participate in physical education classes unless excused upon the written recommendation of a physician. Elementary students are asked to wear appropriate clothing on their scheduled P.E. days, rubber soled shoes are necessary. 7th–8th grade students are **required to dress out** in standard P.E. uniform. Failure to dress out or participate in P.E. will lower the student's P.E. grade. Uniform Dress Code also applies to all PE Testing/Field Days.

K–8th grade students are required to participate in Physical Fitness Testing held in the fall and spring of each school year and are asked to give it their best effort as if they were doing it for the Lord. Preschool and Pre-Kindergarten student fitness is also evaluated twice per year by their classroom teachers.

RECESS (PS–6TH GRADES)

Outdoor recesses are scheduled each day of school. Parents are responsible for making sure that their child leaves home with clothing that is suitable for outside play activities, including warm coat, hat and gloves for winter weather. When temperature and/or wind chills dictate, students may spend part of their recess outside and part inside. Indoor activities are planned during inclement weather when children cannot play outside.

Rest and Quiet Times (PS and PreK)

Preschool and PreK Students will have a rest/nap time every afternoon. They will need to bring a small crib-sized blanket and pillow from home. Parents are asked to wash these items as they are sent home weekly. Normally soft music is played during rest time.

VOLUNTEERS

If parents wish to volunteer at school, we would be happy to find just the right place for them. Volunteers may help in the lunchroom, playground, or the classroom. If the parent chooses to help with an after school or before school program that parent must complete a background check and volunteer application. These applications are available

on the parent resource wall. These opportunities are on a regular basis or on a short-term basis. There are also projects that parents can help with at home. Please contact the school office for more information.

For safety reasons, when volunteering during the school day, all volunteers **must** sign in at the school office. Volunteers will be provided with a visitor badge that indicates to staff that they have checked in with the office.

UNIFORM DRESS CODE

School uniforms are required dress code at GCA. You are free to purchase uniforms from the vendor of your choice. **All uniforms need to be clean and tidy free from holes and excessive wear.**

GRACE CHRISTIAN ACADEMY—UNIFORM DRESS CODE

PS - 5TH GRADE COLORS: White, Light Blue, Forest Green, Navy Blue, Black Watch Plaid

Girls

- Plain White, Light Blue Collared Polo, or Forrest Green Polo or Blouse; Short or Long Sleeve; Turtlenecks
- Uniform Plaid Jumper - Style #174-77, (Shorts should be worn underneath), Navy also
- Uniform Plaid Skirt Style #134-77 or Skort/Culottes Style #140-77, Navy Also #134-4 or #140-4 Plain
- Uniform Style Pants, Capris or Shorts - Navy Blue only (No corduroy)
- Leggings or “kick” shorts can be worn under skirts or dresses but they must be gray, black, or navy without pattern, design, or holes
- Plain Sweatshirts – Solid Navy Blue, Forrest Green or Gray or any GCA Spirit Wear sweatshirt worn over uniform shirt
- Sweaters – Solid Dark Green, Navy Blue, Light Blue, Gray or White with no piping, lace etc. and must be worn over a uniform shirt
- Plain Socks – Solid Navy Blue, Dark Green, Black, Brown, Gray or White – NO PATTERNED TIGHTS
- Shoes - Enclosed shoes worn with socks that are non-marking; athletic shoes are okay
- Accessories – Belts – Black, Brown or Navy
- Simple jewelry and hair accessories

Boys

- Plain White, Forrest Green Polo, Light Blue Collared Polo or Oxford; Short or Long Sleeve; Turtlenecks
- Plain Uniform Style Pants or Shorts - Navy Blue only (No corduroy)
- Plain Sweatshirts - Solid Navy Blue, Forrest Green, or Gray; or any GCA Spirit Wear sweatshirt worn over uniform shirt
- Plain Sweaters – Solid Dark Green or Navy Blue with no piping, etc. and must be worn over a uniform shirt
- Plain Socks – Solid Navy Blue, Dark Green, Black, Brown, Gray or White Shoes –
- Shoes - Enclosed shoes worn with socks that are non-marking; athletic shoes are okay
- Accessories – Belts –Black, Brown or Navy

GRACE CHRISTIAN ACADEMY—UNIFORM DRESS CODE

6TH - 8TH GRADE COLORS: White, Light Blue, Navy Blue, Forrest Green, Khaki, Black Watch Plaid

Girls

- Plain White, Navy, Forrest Green or Light Blue Collared Polo or Blouse; Short or Long Sleeve; Turtlenecks

- Uniform Plaid Skirt Style #134-77 or Skort/Culottes Style #140-77, Navy or Khaki Also #134-4/#140-4 Uniform Style Pants, Capris or Shorts - Navy Blue or Khaki (No corduroy)
- Plain Sweatshirts - Solid Navy Blue, Green or Gray or any GCA Spirit Wear sweatshirt worn over uniform shirt.
- Plain Sweaters – Solid Dark Green, Navy Blue, Light Blue, Gray, or White with no piping, lace etc. Socks – Solid Navy Blue, Dark Green, Gray, Black, Brown, or White
- Shoes - Enclosed shoes worn with socks; Athletic shoes, must bring non-marking soled shoes for PE
- Accessories– Belts – Black, Brown or Navy Simple jewelry, hair accessories & make-up

Boys

- Plain White, Navy, Forrest Green, or Light Blue Collared Polo or Oxford, Short or Long Sleeve; Turtlenecks
- Plain Uniform Style Pants or Shorts - Navy Blue or Khaki (No corduroy or cargo pockets)
- Plain Sweatshirts - Solid Navy Blue, Green or Gray; or GCA Spirit Wear Sweatshirt worn over uniform shirt.
- Plain Sweaters – Solid Dark Green or Navy Blue with no piping, etc.
- Plain Socks – Solid Navy Blue, Dark Green, Gray, Black, Brown, or White Shoes –
- Shoes - Enclosed shoes worn with socks; Athletic shoes, must bring non-marking soled shoes for PE
- Accessories – Belts – Black, Brown or Navy

Field Trip Uniform

Students must wear an official light blue GCA Polo for all field trip outings to be worn with navy shorts or slacks—this can be purchased from the school office for \$15

Exceptions to Uniform Dress Code Spirit Days –the 15th of the month and the last school day of the month students are allowed to wear blue jeans, khakis or other appropriate pants/slacks/shorts (according to weather conditions) and any color GCA Spirit Wear or GCA special event shirt, sweater or sweatshirt. Other exceptions require prior approval from the administration.

Spirit Wear

“Spirit Wear” is official GCA t-shirts, sweatshirts, etc. that are sold to students parents and staff as a spirit building tool and are not considered part of the GCA uniform

STUDENT CONDUCT, DISCIPLINE POLICIES, AND PROGRAMS

AWARDS AND PRIVILEGES FOR GOOD BEHAVIOR/CITIZENSHIP

- **American Citizenship Awards** — Sponsored by the National Association of Elementary and Secondary Principals, this award recognizes students for outstanding citizenship behavior. These students participate in school and/or community service, they show a positive attitude toward their classmates, school and community. They possess strength of character and the courage to do what is right, exhibiting the potential to be the leaders of tomorrow.
- **Dove Awards (PS–3rd)** — A reward for outstanding individual or class behavior. If a staff member observes a

student/students behaving in an exemplary manner, they are rewarded with a dove. After attaining their goal number of doves (varies by age group) they will have a party to celebrate their achievements.

- **Notices of Praise (all students)** — Sent to inform and encourage parents and students of achievements or improvements in schoolwork or citizenship.

CLASSROOM RULES

All classroom rules have been founded on Biblical principles and are generally the same for every class (Elementary classes may vary slightly.) Student behavior is based on respect and consideration for the rights of others. Every classroom has the same expectations for behavior. Students are responsible to know and respect the rules of the classroom. They are reviewed at the beginning of every school year. Those rules and the verses that they are based on are:

- Respect the rights and property of others
“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also the interests of others.” Philip. 2:3–4
- Use positive and productive communication only
“Let no unwholesome word come from your mouth, but only such a word as is good for instruction according to the need of the moment, that it may give grace to those who hear it.” Ephesians 4:29
- Follow directions the first time you are asked
“Obey your leaders and submit to them, for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.” Hebrews 13:17

CODE OF CONDUCT

Students should have as their goal, to put God first in all things. They must be willing to submit themselves to the leaders placed in authority over them. Students who show no interest in the spiritual life of the school or who are disruptive to the overall Christian philosophy of the school will be asked to withdraw.

GCA Students are expected to behave in the following manner:

- Maintain high standards of courtesy, kindness, morality, and honesty
- Display reverent and respectful attitudes toward God, His Word, Chapels and Bible classes
- Show respect for those in authority
- Keep the school clean, respecting the building and grounds
- Keep themselves and their clothing as clean as possible, maintaining good personal hygiene.
- Keep their hands to themselves
- Display respect for teachers, staff, and fellow students
- Respect the property of students and teachers/staff
- Be responsible for their belongings, books, etc.
- Be in their assigned seat when the bell rings
- Complete and turn in all assigned work **on time**
- Be responsible to take home all books needed for homework

(Failure to follow this code of conduct, will lead to probation or dismissal)

GCA Students must NOT exhibit the following behaviors:

- Talk or whisper without permission, interrupt class or instructional times
- Move or act to impede or endanger the progress of others
- Litter or leave their belongings in the hallways or restrooms
- Be loud or disruptive in the classroom or hallways
- Disobey those in authority over them
- Display a disrespectful attitude toward teachers or fellow students, including mocking, talking back to teachers or unsportsmanlike conduct
- Showing any form of PDA (public display of affection) including but not limited to holding hands, hugging, or discussing student to student attraction or relationships
- Fight, provoke, or harass a fellow student (physically or verbally), avoiding horseplay, picking at another student and any type of public display of affection.
- Chew Gum without permission
- Violate GCA computer and internet use
- Possess inappropriate, indecent, or questionable items or literature
- Bring cell phones, radios, any type of CD/MP3/iPod players or video games to school without permission of administration. If one of these items is brought to school by accident, it must be turned into the office immediately after discovery. The item will be returned by the end of the day.
- Bring water guns, balloons, or fireworks
- Plagiarize or cheat, which includes copying other student's homework, receiving or giving out any information during a test, and looking at any book or notes during a test period or failure to report a true grade on an assignment
- Swear or use demeaning, foul or lewd language or gestures.
- Smoke, use or possess alcohol, tobacco products, or illegal drugs, (This includes prescription medications taken without a prescription) at any time ON or OFF the GCA campus.
- Have possession or use of a weapon on school property. A weapon is defined as any object used or displayed with the intent to harm or intimidate persons or damage property. This includes, but is not limited to: knives, guns, ammunition, martial arts weapons, etc.

(These conduct infractions have a range of consequences; from lost recesses and demerits to suspensions and expulsion.)

DAMAGE TO SCHOOL PROPERTY

When a student damages or destroys school or church property, he/she will be held financially responsible and may be subject to additional disciplinary action if the action was intentional.

DEMERIT SYSTEM

1st – 8th Grades – This system allows GCA to keep track of various conduct violations within the school throughout the year. Violations include conduct and behavior. (Missing assignments for 5th-8th grades will be handled by a reduction in the assignments grade.) The demerits will accumulate as follows:

Demerit System

*Every 3 unexcused tardies will result in 1 demerit.

5 demerits = lunch detention. Student will need to bring their lunch to detention room. No soda or candy. If lunch is forgotten, student will receive a snack.

15 demerits = ISS (in school suspension) Parents will need to meet with the administration and the student's teacher to devise a plan for preventing more demerits.

25 demerits = OSS (out of school suspension), No credit for work assigned that day. Placement upon a Behavior Contract. Possibility of removal from extracurricular activities.

30 demerits = Dismissal from school - Student and parents will need to attend a Dismissal hearing. (*See "Due Process"*)

Parents will be notified of demerits through Sycamore (our web based student information software). Parents are responsible for checking this often.

DISCIPLINARY ACTION

The policies of the school are designed to help students and teachers work with each other in a controlled and pleasant atmosphere. GCA students are expected to know and follow the rules and policies of our school. We believe that discipline is necessary for the welfare of the student as well as the entire school.

Teachers are responsible to maintain control in their classrooms and to enforce rules and policies whenever they come across students violating them. Students who choose not to conform to the expected behavior of GCA students are in violation of school policy and become subject to the disciplinary action of the school.

The various forms of discipline exercised at GCA are:

- Counsel and warning
- Time out
- Parent Notification by way of telephone, notice, or REMIND.
- Detention (Recess, Lunch, Before-school, After-school)
- Lunch Detention for behavioral issues served the following day (no soda, sweets or candy)
- Parent/Teacher/Administrator Conference
- Probation
- I.S.S. — In School Suspension: student is expected to attend school, but is deprived of attending classes or extracurricular activities. All schoolwork will be completed in the office during suspension.
- O.S.S. — Out of School Suspension: student is deprived of all the privileges of attending school, participating or attending classes or extracurricular activities. Will receive zeros in all classes missed during suspension.
- Expulsion: the permanent removal of a student from GCA.

DISCIPLINARY NOTICES

Several types of infractions or repeated patterns of any infractions will result in a disciplinary notice or telephone call from a teacher or administrator. This notification is to inform the parent of the situation and is asking for the parent's involvement in helping to correct behaviors. Written notices are taken home by the student for a parent's signature and should be returned to the teacher the following day. If notices are not signed and returned by the

next school day, the student is assigned an additional demerit for each day that they are not returned.

Conduct Referral — Given when the student’s classroom behavior has become frequently disruptive. Students that repeatedly violate the assertive discipline system that is set up in each classroom would receive this referral resulting in the assignment of 3 demerits; an automatic lunch detention.

Example: Elementary Grades: Pulling too many cards.

Behavior examples that are considered an infraction:

- Frequent talking out of turn or regular disruptive behavior permission
- Continually getting out of their seat without permission

Notice of Misconduct (N.O.M.) — Given when the student’s behavior outside of the classroom is inappropriate. Infractions are weighted for one to three points with a total of three points resulting in a detention. Examples: Disruptive behavior in the halls, no-show for lunch detention, throwing food, littering or leaving belongings in halls or restrooms, eating in areas other than the cafeteria, etc.

Behavior Action Report (B.A.R.) — This notice is given in extreme misconduct and classroom situations that require immediate attention from the Administrator. **Examples would be: Lying, cheating or plagiarism, stealing, fighting or provoking a fight, rude language or gestures, inappropriate possessions, inappropriate computer usage, forgery of parents or guardians signature, flagrant disrespect or disobedience.** These behaviors may result in long-term detention, I.S.S., O.S.S. or Dismissal. These infractions may be noted on the student’s permanent record.

DUE PROCESS

Students subject to disciplinary action have the right to due process including the opportunity to describe an incident from their own perception.

ZERO TOLERANCE POLICY

Any student possessing a firearm (defined as any weapon which can expel a projectile by means of an explosive) on school property, at any time, will be permanently expelled from GCA. The police will be notified and a report filed. It is essential that every student and every parent understand that anyone who violates the weapon policy should expect the severest consequence.

***Note: The policies outlined in this handbook remain in effect until a revised handbook is issued (including from one school year to the next).**