

**Family Handbook**  
For  
***Grace Christian Academy***



*for our boasting is this: the testimony of our conscience that we conducted  
Ourselves in the world in simplicity and godly sincerity, not with fleshly  
wisdom but by the grace of God, and more abundantly toward you. 2cor 1:12*

## Welcome!

We, the staff of Grace Christian Academy, welcome you to our school. Christian Education is one of the most important decisions in training up a child in the way of the Lord. The investment of your time and money into the life of your child will surely reap eternal results. We feel honored that you have chosen to partner with us in this endeavor. We believe that God is pleased when we put our children's need to develop a relationship with Him as a top priority.

Students, it is our desire that you will grow spiritually, academically, socially, and physically while you are under our care. You are beginning an exciting adventure which can influence the rest of your life. This handbook has been provided to better acquaint you with our school. We ask that you give us your full support so that Grace Christian Academy is not only an educational facility but an educational family.

Grace Christian Academy Is an educational ministry!

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## **MISSION STATEMENT**

Grace Christian Academy is a non denominational, Biblically-based school which partners with Christian families to develop a Christian worldview, promote academic excellence, and prepare children for a lifetime of service to Jesus Christ.

## **STATEMENT OF PURPOSE**

It has always been a part of God's plan for parents to be ultimately responsible for the education and training of their children. (Deuteronomy 6:6-9; Ephesians 6:4) The general purpose of Grace Christian Academy is to serve as an extension of the home by assisting parents with the moral and spiritual training of children and by providing technical assistance to the parents and child in mastering academic skills and concepts. Grace Christian Academy will guide and establish learning experiences that will assist each student in becoming a mature Christian person, as well as a responsible and productive member of society.

Attending Grace Christian Academy is a privilege—not a right. The purpose of our school is not to reform but to train Christian youth of every ability in the highest principle of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

## **PHILOSOPHY OF EDUCATION**

Grace Christian Academy began with the premise that true education comes from God. This premise is based on the fact that only Christian education deals with all the dimensions of life viewed from a Biblical perspective. True education does not just present data, but relates everything to God's plan for mankind.

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths: Man does possess a spiritual dimension (Genesis 1:27), Education involves the total being spiritually, intellectually, physically, and socially (Proverbs 9:9) & Each person possesses unique, individual potential, traits and needs (Romans 12:3-8).

The educational experience must involve the development of Christian beliefs, attitudes, and skills leading toward zealous application.

Our philosophy of education is based on God's Word, and all truth will be taught from these perspectives:

**A. Reality.**

God is the personal and purposeful Creator, and He represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

**B. Truth**

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has revealed Himself through His Scriptures, through nature, and through His Son. Man's understanding of truth comes through a study of the inspired Word of God, an understanding of His Creation, and having a personal relationship with Jesus Christ.

**C. Knowledge**

All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be measured against the standard of truth as revealed in God's inspired Word.

**D. Man**

Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be, what he will think, become, and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus, the divine Son of God.

**E. Christian Education**

An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.

Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, therefore, it will serve as a final authority for determining our guiding principles on all questions.

## **STATEMENT OF FAITH**

We believe that both Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son and Holy Spirit.

We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.

We believe that people were created in the image of God, but became separated from God by sin.

We believe that people are redeemed by grace through faith in Christ's vicarious atonement for sin, by the shedding of his blood on the cross.

We believe that the gift of eternal life is available to all people, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of Christ, his imminent return, and the resurrection of his people.

## **ENROLLMENT**

Following are guidelines established by Grace Christian Academy in order to maintain its standards of excellence.

## **ADMISSION POLICY**

In light of our mission and purpose as a school, it is imperative that at least one parent is a professing, born-again Christian, living in right relationship with the Lord Jesus Christ and a local church family.

Students must be living in right relationship with Jesus Christ, their parents, and their church family.

Students must have a desire to attend Grace Christian Academy. They must also agree to adhere to the guidelines and standards set forth by the administration, as outlined in this handbook.

Parents and students who may have unresolved conflicts in their previous school experience must have a desire for resolution, followed by a Biblical plan of action prior to enrollment.

Should a conflict arise between home and school which can not be resolved between parties, parents shall agree to mediate conflict through Christian mediation.

Students with handicaps, (mental, academic, emotional, or physical) will be admitted only if, in the opinion of the administration, their needs can be adequately met by the school.

Grace Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its admission and educational policies, scholarship and loan programs, athletic, and other school-administered programs.

## **ADMISSION PROCEDURES**

Parents will schedule a formal interview with the school Administrator. The student(s) shall also attend the interview.

An application and all enrollment forms must be completed in full and returned to the school office along with initial fees.

The prospective student and both parents (if two-parent family) will be interviewed by the Administrator.

Parents will be notified of acceptance or denial of admission.

Parent will sign a Financial Agreement and make financial arrangements to fulfill their obligation.

Parents will schedule with the school Administrator a time for testing and placement of their student.

## **IMMUNIZATIONS**

Parents or guardians are required by state law to provide written evidence of immunizations for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles), and Mumps. The law provides that pupils be immunized or be in the process of receiving this protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attended school or lived in a 'high risk' country in the preceding school year.

No student shall be permitted to remain in school for longer than 15 days if written evidence of immunization has not been presented. State laws require that a record of the exact dates of immunization of each student is on file in the school folder. A summary of all initial entry pupil immunization records must be reported to the Director of the Department of Health annually by October 15<sup>th</sup>.

Immunization requirements are as follows:

**DIPHTHERIA, TETANUS, WHOOPING COUGH (DPT)**: A minimum of four (4) doses. A fifth dose of vaccine is required if the fourth dose was administered prior to the fourth birthday.

**HAEMOPHILUS B (HIB)**: 4 doses are required.

**HEPATITIS B**: 3 doses are required before entry to kindergarten. The second dose must be administered at least 20 days after the first dose. The third dose must be administered at least two months after the second dose and at least four months after the first dose and at least six months of age.

POLIO: A minimum of 3 doses of polio vaccine. If the third dose was received prior to the fourth birthday, a fourth dose is required.

MEASLES, MUMPS, AND RUBELLA (MMR): 2 doses of live virus measles vaccine are required before entry into kindergarten; the first dose must have been administered on or after the first birthday and the second at least 28 days later. 2 doses of live virus measles vaccine are required for students in grades 7-12.

VARICELLA: 1 dose is recommended before kindergarten.

Students whose immunization records have been misplaced or are not available are required to have a booster of each of the following:

DPT, POLIO, and MMR. An exception would be allowed in the case that a written statement is submitted by a physician indicating that immunization is medically contraindicated for an individual. An exception would also be allowed in the case of a good cause/religious objection. A statement signed by a parent/guardian, stating the objection must be on file with the immunization records.

### **RE-ENROLLMENT**

All families wishing to return to Grace Christian Academy must complete and return the re-enrollment forms prior to the beginning of the new school year. No student has an absolute right to re-enroll. Applications for re-enrollment will be approved at the sole discretion of the school. Grace Christian Academy reserves the right to deny re-enrollment to any student who is in violation of the Standard of Conduct. If parents or students are not in harmony with school standards or policies, students will not be allowed to re-enroll.

### **WITHDRAWAL PROCEDURES**

The Administrator will communicate with parents regarding the withdrawal procedure. An Exit Interview is requested.

A Student Withdrawal Form must be submitted to the school office.

The student must undergo a check-out procedure in which all books and any other school property are returned to the school.

All financial obligations must be paid in full, including tuition for the last month and any additional days attended. Parents who have prepaid tuition will be reimbursed for the months not attended, after completion of the withdrawal procedure. Curriculum and registration fees are non-refundable.

### **FINANCIAL INFORMATION**

Grace Christian Academy operates as a nondenominational ministry. Private education in a Christian environment will always require commitment and sacrifice on the part of the parents. The primary support comes from tuition payments paid by parents whose children attend the school; however, tuition

payments will not support the entire school program. Therefore, the school is additionally considered a "faith ministry." As such, additional financial support for the school must come from tithes, offerings, and gifts or donations from members and friends of Grace Christian Academy in addition to fund-raising projects conducted by students, staff, and parents.

The tuition-based financial policies shall be described as follows:

#### **A. Fees**

Nonrefundable registration fee due at the time of enrollment.

Miscellaneous fees for various school projects and activities (collected as needed).

#### **B. Tuition Payments**

Tuition payments paid in total at the beginning of the academic year will receive a 10% discount.

Tuition payments may be paid monthly in 10 equal installments which are due on or before the fifth of the month, beginning September 5 and continuing through June 1<sup>st</sup>.

All the tuition payments and school-related fees are to be paid as specified on the Financial Form.

If tuition payments cannot be made by the fifth of each month, then the established policy is to allow a 10- day (10) grace period before any penalty is assessed.

If payment is not made on or before the 15<sup>th</sup> of each month, a \$25.00 late charge will be assessed.

Postdated checks will not be accepted unless the date on the check allows the check to be cashed before the 5<sup>th</sup> of the month in which the payment is due.

If the bank returns a check for "insufficient funds" then the parent's account will be charged \$35.00 for each returned check. A person designated by the Administrator will contact the parent by telephone or mail for permission to redeposit the check or secure a replacement. Payment must be honored within 5 days.

Families whose accounts are past due beyond the 20<sup>th</sup> of the month may be denied services.

If a family is expelled during the school year, unused book fees and tuition payments will be refunded on a prorated basis.

If a family withdraws voluntarily, parents are responsible for full payment of any fees and tuition payments for all services rendered, regardless of academic progress, for the full month in which their student(s) attended.

## **DONATIONS**

Fund-raising is a vital part of our "faith-based" ministry. Periodically Grace Christian Academy will announce a fundraising activity which will require either financial support or an investment of time. Your participation helps in providing the highest level of academic and social support for your children, and tuition assistance for those who are not able to afford a Christian education. We also encourage you to consider mentioning our ministry to any friends and relatives who may feel led to partner with us.

## **ANNUAL AUDIT**

Our Christian School is financially accountable to God, the Board and you for sound financial principles and practices. The school desires to operate with integrity and full disclosure in the handling of its finances, so that all transactions and parties involved are treated fairly.

## **PARENTAL INVOLVEMENT**

The active participation of each parent is essential to the education of each child, and must not be delegated to others. Grace Christian Academy seeks to aid and supplement, not to replace, the parents in the sober responsibility of training and teaching their children. Together, the parent-school team works to develop each child toward physical, mental, emotional, and spiritual maturity.

## **OUR EXPECTATIONS OF PARENTS**

Our purpose as Christian educators and Christian parents is to fulfill our God-given responsibility in training our children. Grace Christian Academy is best able to serve parents who:

Desire a Christ-centered education for their children which will prepare them for Christian service in whatever area the Lord directs them.

Desire a sound academic education in a healthy school atmosphere, which promotes growth in godly wisdom and righteous character.

Are in agreement with and support the implementation of our mission, policies and practices.

Families are striving to provide a spiritual home environment by demonstrating Biblical attitudes, values, and conduct. (Ephesians 4:29)

Lovingly provide training, instruction, correction, and discipline in the home for their children, according to Biblical principles. (Proverbs 22:6)

Guard and protect the hearts and minds of their children from immoral and

impure influences, such as unedifying friendships, occult persuasions, and compromising music, video, and TV programs. (Philippians 4:8)

Are actively involved with their local church, and who are loyal to their church family and pastors.

Are willing to support the school wholeheartedly by:

- a) regularly praying for staff, students, and parents.
- b) promptly paying tuition and other related fees.
- c) communicating regularly with staff about issues of concern.

Deal with conflict in school relationships according to Biblical principles and will not consider filing or bringing litigation against our school. Parents will agree, and we pledge, to resolve any disputes through Christian mediation.

"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established."

(Matthew 18:15-16)

Seek to strengthen the school by speaking well of staff, students, and other families. "Be kindly affectionate one to another with brotherly love; in honor preferring one another." (Romans 12:10)

## PRACTICAL PARENT RESPONSIBILITIES

Here are some practical ways you can help strengthen our partnership:

Be sure your child arrives at school on time and regularly.

Help your child develop a positive attitude toward school and teacher.

Make a schedule for your child — playtime, study time, TV, and bedtime — and follow it.

Get your child up in the morning, allowing time to get dressed and eat breakfast in a calm atmosphere before going to school.

Go to school and meet your child's teacher to show support and concern for your child's education and his/her behavior.

Know the teacher's objectives, and the formats in which they are implemented in order to more fully understand his/her teaching method.

Make yourself visible around the school. It will make your child happy and proud. Plus, you can help the school, which can be very rewarding to you.

Teach your child to learn at home. Remember, you are also a teacher.

Provide a quiet, private place for your child's study time at home.

DON'T do your child's homework for him — he may someday fail because of dependence on you.

Instill values in your child such as respect, honesty, and dependability.

Teach your child the importance of getting along with others.

See that your child eats well-balanced meals every day.

Instill clean health habits at an early age.

Review your child's progress at the end of the day. Give assurance that he or

she is doing well.

## PARENT VOLUNTEERS

Parent volunteers are a vital part of the success of Grace Christian Academy. Assistance is always needed in areas such as fundraising, construction, teaching, mentoring, field trip chaperones, transportation, and social functions. An opportunity will be presented at the beginning of the school year for each family to sign up in their area(s) of interest.

## PARENT-TEACHER CONFERENCES

At the end of the first and third quarters, all parents will be scheduled for a parent-teacher conference to discuss the academic and social development of their child. Both parents are required to attend. Additional conferences are welcomed at any time.

## LEGAL CUSTODY POLICY

A single parent, grandparent, or a foster parent must provide written documentation of the legal custody of the child enrolled, such as a court decree or private settlement agreement.

Only the person who has legal custody of the child has the authority to make decisions regarding the child's education.

If divorced parents share legal custody of a child and release written documentation to the school, both parents must agree on decisions relating to matters of education and medical care. Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational decisions for the child enrolled.

If a grandparent who is the caregiver does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparent.

Enrollment will not be complete until permission to enroll the child is given, in writing, by the parent named in the official custody papers as having authority to make decisions regarding the child's education. All legal custodians must sign the school enrollment contract.

## STUDENT CONDUCT

Every institution has standards of conduct. These can be stated as rules, do's and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In so doing, he misses the spirit of love implied in the rule. However, a principle says: "Love your fellow students and treat

them the way you would treat the Lord."

This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us (II Peter 1:3,4). Therefore, the following are examples of principles set forth as a standard for student behavior: Faithfulness, Honor, Harmony, Honesty, Purity, Order and Stewardship.

At Grace Christian Academy the staff's goal with God's help is to maintain its standards of behavior through kindness, love, and a genuine regard for the student. Any disciplinary action that is taken is designed to be firm and consistent. It will be tempered with love, grace, and understanding.

If a child complains to his parents about a certain discipline, policy, or other situation at school, parents should remember that their child's reporting may be emotionally biased; please give the staff the benefit of the doubt. If you would like clarification about an incident, please contact the school without delay.

## **STANDARD OF CONDUCT**

Every student of Grace Christian Academy is expected at all times, both on and off campus, to refrain from talking about, writing about, or engaging in the following non-Biblical, immoral activities: lying, cheating, stealing, swearing, gambling, dressing indecently, drinking alcoholic beverages, using narcotics or illegal drugs, using tobacco, any pornographic activity, using vulgar language, any occult activity, or any sexual involvement with like or opposite gender.

Other types of behavior which are not permissible by any student are: incompatible attitude, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord, and unexcused absences or tardiness.

Every student of Grace Christian Academy is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, language, morality, honesty, and modest dress. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves at all times, both on and off campus.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with their teacher. This is NOT tattling! It has been said, "All it takes for evil to triumph is for good men to do nothing." "to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

## **CLASSROOM CONDUCT**

Students are to show honor to others at all times. "May I....," "please," "thank you," and "Yes, sir" are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Brown, Mrs. Smith). Boys are encouraged to practice being courteous by such acts as opening doors for girls and adults.

## **BOOKS AND MAGAZINES**

Any books or magazines brought to school by a student must be approved by the student's parents, as well as by the teacher.

## **BOY/GIRL RELATIONSHIPS**

Grace Christian Academy is an educational ministry, with an emphasis on the development of Godly character. There will be opportunity for boys and girls to cultivate friendships, however anything more than passing friendships will be discouraged for the protection of our entire student body. Students will not be permitted to display a public show of affection during the school day, on school grounds, or while attending any school-related function. All students should give no occasion to have evil spoken against them. "...give none occasion to the adversary to speak reproachfully." (I Timothy 5:14)

## **SEARCH POLICY**

Grace Christian Academy reserves the right to search a student's person and belongings if the school suspects the student has illegal or unauthorized items. The student may be searched without the student's parents' permission. Registration of the student in Grace Christian Academy constitutes parental permission for such searches. The following items may be searched:

- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.

## **ILLEGAL DRUGS/ALCOHOL/TOBACCO POLICY**

Grace Christian Academy is a zero tolerance school in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products. Grace Christian Academy reserves the right, according to our "Student Search Policy", to search students if they are suspected of possessing illegal

drugs, alcohol, or tobacco products. Any student who violates this policy will be turned over to the appropriate law enforcement agency, when applicable to illegal drugs, and immediately expelled from school. There will be no exceptions to this policy.

### **VIOLENCE PREVENTION POLICY**

Grace Christian Academy is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

Students are not to intentionally engage in physical contact with other students except when appropriate as determined by the school. (e.g., Sports)

Includes boy/girl, boy/boy, girl/girl contact Includes siblings

Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.

Fighting between students while in the classroom or on the school premises will result in immediate suspension.

### **WEAPONS POLICY**

Grace Christian Academy is a zero tolerance school in relation to firearms, knives, explosives, etc. They are expressly prohibited on campus with the exception of educational activities sanctioned by GCA, such as firearm safety. Any student who violates this policy will be turned over to the appropriate law enforcement agency and immediately expelled from school.

### **ATTENDANCE**

Regular attendance develops dependability and is essential for students to gain the maximum benefits from their education.

### **ABSENCES**

If a student stays home from school for any reason, the parent is requested to phone or e-mail as soon as possible and relate the reason for the absence. Students who have been absent must present a signed and dated note from their parents the day they return to class, or the absence will be considered unexcused. Absences are excused in case of illness, death in the family, and emergency situations. Absences for trips or medical appointments will be excused if prearranged with the administration. If an extended absence is anticipated, the student may be assigned work to maintain his academic progress.

Any unexcused absence is considered an unauthorized absence and may

result in suspension. Every attempt will be made to notify a parent whenever there is an unauthorized absence.

## **TARDINESS**

Students are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate written excuse from an authorized individual is submitted to the teacher upon the student's arrival. (A legitimate excuse is one that entails an emergency or an unforeseeable circumstance,. Running out of gas, failure to set an alarm clock, etc., are not considered legitimate excuses.) Any three unexcused tardies will be considered an unauthorized absence.

## **CONTAGIOUS ILLNESSES**

Please do not send your child to school if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies, or other parasitic infestations, redness, itching or discharge from the eye. Note that our Christian School has a nit-free policy for readmission after being out of school with lice. This requires a Health Department check showing the child to be nit free.

Students should miss school for the number of days indicated if they have:  
1) Measles—four days from onset of rash, 2) Chicken Pox—six days from the last eruption of new vesicles. 3) Mumps -- nine days from onset or until subsidence of swelling, 4) German Measles (Rubella) -- four days from onset of rash, 5) Respiratory Streptococcal Infections, including Scarlet Fever -- not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

## **ILLNESS AT SCHOOL**

Students developing minor illnesses (e.g., cough, headache) may rest in a designated area. If the student does not feel better in a short time, his parents will be contacted to pick him up.

## **EARLY DISMISSAL**

Should an early dismissal be necessary, a written note must be presented to the teacher upon arrival that day. The person picking up the child must come to the main office to sign out the student. Upon re-entering the school the same day of an early dismissal, parents are to report with the student to the main school office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Said permission must be given before each occurrence.

## **SCHOOL CLOSURES**

From time to time, inclement weather will necessitate a school closure. In some cases, the school may call families to notify them of a school closure.

## **ACCREDITATION**

Accreditation was initially established as a government means for determining whether secular, tax-supported schools were providing a uniform education for all children, and also meeting minimum academic and faculty standards.

Today, accreditation signals a voluntary submittal of all aspects of an educational program to an outside team of professional educators. The school will undergo an extensive self-study, which will lead the School Board into deep discussion concerning mission, philosophy, and practices. After the on-site visit from a team appointed by the accrediting organization, the approved accreditation status will mean that all educational programs, services, staff, and facilities meet or exceed essential standards of education quality.

It is the goal of Grace Christian Academy to provide the highest quality in Christian education, and we shall welcome evaluation with the following conditions: Grace Christian Academy is not interested in using textbooks or curriculum adopted or approved by the state which contains humanistic principles contrary to our Christian philosophy.

Grace Christian Academy will choose not to be bound by state curriculum or teacher certification requirements that are often inferior and/or contrary to those of Christian education standards.

Grace Christian Academy is a Washington state approved school. We have certified teachers looking over learning plans and assisting in class instruction weekly. We do offer an accredited program choice with ACE.

Accreditation of a Christian school is not necessary for a graduate who wishes to enroll in a college or university. The basic criteria for college admissions are student aptitude and achievement as determined through

college entrance exams. The instructional program of Grace Christian Academy is designed and implemented to allow its graduates to stand on their own academic achievements and merits.

## CURRICULUM AND INSTRUCTION

The Curriculum was prayerfully researched and voted on by a parent committee. They have chosen what we believe to be the best curriculum in every subject. We offer My Fathers World for History, Social Studies and some science. We use Saxon math as well as ACE. All core curricula is available in the ACE program. Ace stands for Accelerated Christian Education. A student who is gifted or ambitious may progress at a faster rate. One who is slower is usually capable of making a normal amount of progress after being assigned work at his current proficiency level as a result of placement testing. A student then, may be working farther ahead in some subjects than in others, according to his achievement in each subject and according to the results of the placement testing completed upon enrollment.

## HOMEWORK

Work assigned and not completed by the end of the day becomes homework. Other assignments, such as research projects, may also be assigned as homework from time to time. Should the student have homework, the student will present a Homework Slip to the parent, which must be signed by the parent and returned the next day.

## DISCIPLINE

If we are to maintain the proper discipline in our Christian school, then the discipline we use must be based on Scripture. We believe Christian love is at the heart of all discipline and the responsibility and authority to discipline comes from God.

- The purpose of the discipline policies at Grace Christian Academy is:
  - To assist students in developing a lifestyle that is pleasing to the Lord,
  - To apply Biblical principles in handling daily problems.
  - To provide a consistent pattern of expectations to which students can respond positively.
  - To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
  - To protect and build respect for the personal rights of fellow students and adults.
  - To protect and build respect for the personal property of persons and organizations.
  - To encourage students to accept responsibility for their words and their actions.

To establish standards that would support the Biblical instruction that is provided in the Christian home of which our school is an extension.

To encourage honesty in all matters.

To avoid behavior which may tempt a weaker brother.

To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

**Matthew 18 Principle:** The discipline at our Christian school is based on the four steps indicated in Matthew 18:15-17:

**Step One:** "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."(vs 15) **Step Two:** "But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'" (16) **Step Three:** "If he refuses to listen to them, tell it to the church; (17a);

(17)**Step Four:** "and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector". (17b).

**General Procedures:** The three-tiered level of discipline adopted by the Board of Grace Christian Academy has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the school's mission and activities are not hindered. While the primary goal of all discipline is to bring the offender to a place of restoration, the secondary purpose must be to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the offense.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of our school, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Family Handbook, judgment will rest upon the Administrator and School Board.

## LEVEL I

This level of offense includes areas usually addressed by the teacher in the classroom or by aides in the cafeteria or on the playground. This low level violation usually does not involve the Administrator.

**Offenses:** Repeated Incomplete homework, Excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; bringing radios, CD players, tape recorders, pagers, phones, electronic games, or other toys that could be broken, without teacher approval; tardy to class; public display of affection of minor nature; dress code violations; and other such offenses.

**Consequences:** Assignments given by teacher, fine of school dollars, written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, or any combination of these consequences as warranted.

## **LEVEL II**

This level of offense goes beyond Level I in regards to severity or repetition of some offense. It is at this level that the Administrator becomes involved and records begin to be kept in the school office. Teachers must report Level II offenses immediately to the Administrator for discipline.

**Offenses:** Repeated Level I offense, classroom disruption of more than a minor nature, class removal, disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative/uncooperative attitude, profanity of any kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1<sup>st</sup> offense), slander or gossip, minor shoving or pushing incidents, cheating, not being where student is supposed to be, or accumulation of five or more tallies or demerits (if these systems are used).

**Consequences:** In-school suspension(s) with community service type project, Fine of school dollars, written and/or oral apologies, written assignments, loss of a privilege, a phone call and/or a letter will be sent home for every level II offense committed, and a combination of consequences may be warranted.

## **LEVEL III**

This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the Administrator.

**Offenses:** Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), stealing or forgery, repeated deceit of any kind, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds), false alarms being called or set off, fighting, any possession of weapons, sexual immorality, any criminal offense not including traffic violations, and threatening remarks made to others.

**Consequences:** Meeting required between parent and Administrator, student immediately placed on probation (if allowed to stay), out-of-school suspension, multiple in-school suspension days, written and/or oral apologies, suspension from extracurricular activities, required professional counseling, permanent removal from a class with a failing grade (if behavior took place in classroom) or any combination of consequences may be warranted. Any level

III offense may result in immediate expulsion, even without a previous record.

## CORRECTIVE COUNSELING

"Every Scripture is God-breathed, and profitable for instruction, for reproof, and conviction of sin; for correction of error and discipline in obedience, so that the man of God may be complete; thoroughly equipped for every good work." II Timothy 3:16-17

If a child misbehaves, parents and/or staff should ask themselves the following questions:

"Have I clearly stated what I expect?" (**instruction**)

"Does the child understand what he has done wrong?"

"Does he want to make it right?" (**reproof and conviction of sin**)

"Is counseling the best approach in this situation?" (**correction of error and discipline in obedience**)

"Am I setting a Godly example for this child?" (**training in righteousness**)

Corrective counseling will be given for all Level II and Level III offenses.

If corrective counseling by the principal is ineffective, a conference will be scheduled with the parents to discuss further corrective measures. In some cases, a student may be placed on probation or suspended from school. If the situation does not improve, the parents may be asked to withdraw the child.

## GROUNDS FOR SUSPENSION AND DISMISSAL

Grace Christian Academy **reserves** the right to suspend or dismiss any student who participates in any activities listed in the Standard of Conduct who commits any Level III offense, or for any other reason the administration deems necessary.

## SEXUAL HARASSMENT POLICY

It is the policy of our Christian School to practice equal employment opportunity without regard to an individual's race, color, national origin, marital status, sex, disability, or age in application of any policy, practice, rule, or regulation. Functioning as an integral part of the church, we can and do make some decisions on the basis of religion.

Any form of harassment between employees based upon any of the characteristics described above, including sexual harassment is absolutely prohibited. Sexual harassment between employees and students or between students themselves is also prohibited. Our school has adopted formal harassment policies. A copy of our Christian School's harassment policy may be obtained from our Secretary.

## **SPECIAL INCENTIVES**

Grace Christian Academy will have a student store open weekly. Academy dollars will be earned by memorizing bible verses, doing good deeds, showing extra kindness or respect, getting 100% on tests etc. Staff will use this to aid in the teaching of using money. Students will be encouraged to save, tithe and spend wisely.

## **DRESS CODE**

Grace Christian Academy's dress code is an important tool in fulfilling and communicating its vision and purpose. A dress code provides opportunity to teach principles of Godly living, and to build character in students. It helps create a sense of school identity and community, and encourages academic excellence. It also communicates the character of the school to the public. The School Board is responsible for creating a student dress code for clothing, hairstyles and other areas of personal appearance affecting school life and personal and academic growth. The Board supports the administration and staff in the interpretation and enforcement of the dress code.

Christian parents are responsible for teaching Biblical principles of how our dress and personal appearance express our heart and affect our community life. It is understood that there is no one dress code that will please all parents. However, by enrolling their children, parents obligate themselves to support the dress code the school has adopted. The attitude of parents is the primary factor in the attitude of students toward the dress code. The dress code will be successful if parents support the spirit of what it is intended to achieve.

## **STANDARDS FOR DRESS AND APPEARANCE**

Functional, attractive, modest, and neat clothing is our standard. Faddish, sensual, or unduly attention-getting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing are not acceptable, . \*See attached dress code guide

## **UNIFORM GUIDELINES**

Grace Christian Academy requires that all students wear the prescribed polo every Wednesday and for field trips or community service projects. The purpose of the school uniform policy is to promote and develop a group identity in the community.

## **PRINCIPLES FOR DRESS AND APPEARANCE**

In a day of constantly deteriorating cultural values, it is important that a school such as ours establish standards that support its vision and purpose. The principles behind our dress code include:

- 1. Our dress should help develop our Christian character and reflect our separation from the world.** (2 Cor 6:14-7:1, 1 Tim. 2:9,10, 1 Peter 3:3,4) Is it modest, promoting moral purity? Does it overemphasize the "outer person" versus the "inner person"? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
- 2. Our dress should support our witness of the world.** We are ambassadors of Christ. (II Cor. 5:14-20, I Peter 2:12) Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him. Is it attractive and neat?
- 3. Our dress should maintain the distinction between the sexes,** recognizing that masculinity and femininity are beautiful, God-given gifts. Dress is a tool in helping our students develop a healthy sexual identity. (Gen. 1:27, 1 Cor. 6:9,10)
- 4. Our dress should strengthen the sense of community among us.** (1 Cor. 8:9, Phil. 2:1-4) These questions might be asked as parents consider clothing for their children: Does it strengthen or weaken our sense of distinctiveness as a Christian school? Does it promote undue individualism, or does it help create a sense of community? Does it unduly cause one to stand out from the rest?

## **FACILITY POLICIES**

### **CARE OF PROPERTY**

Students are expected to take pride in and appreciate the appearance of the school building. Writing on desks, walls, textbooks, etc., is prohibited. Chewing gum will not be permitted on the school grounds if found under desks or other inappropriate places in order to protect the school furniture and carpet. Students will be required to restore, replace, or pay for damaged property or equipment at the Administrator's discretion.

## **EMERGENCY PREPAREDNESS**

Grace Christian Academy has established the following building disaster plan, which shall be implemented as protective measures are taken before, during, and following any natural disaster. Each individual in any building must be aware of emergency situation procedures. At a minimum, all must be familiar with the location of emergency exits, fire alarms, fire stairwells, fire extinguishers, and emergency phone numbers.

### **Earthquake Procedures:**

Expect drills at least quarterly.

Stay calm. Move away from windows, storage racks, bookcases, and shelves.

Take cover under tables, student offices, desks, or in doorways.

Use stairways if directed to evacuate your floor. Assist injured persons.

Expect drills at least monthly.

Sound the fire alarm

Follow evacuation procedures practiced in drills.

Do not open hot doors. Check the top of the door for heat before opening it.

Do not break windows.

### **Fire Drill Procedures:**

Students follow these rules:

Stop all activity at the sound of the alarm.

Walk immediately toward the exits. (There are both normal and alternate evacuation routes.)

The first person to a door holds it open for the rest.

Students walk silently, in single file.

Leader of the line walks to the edge of the grounds.

Students stand quietly while teacher calls roll.

**Teachers** do the following:

Check restrooms and privilege areas for stragglers.

Take the daily attendance sheet.

Follow the students outdoors.

Call roll to verify everyone is out.

Bring students back inside following the all-clear signal.

### **Tornado Drill Procedures:**

At the sound of the bell, students should proceed in single file to the designated location (see posted map at classroom exit) and get in a crouched position. Sitting with knees up, head between knees, and arms over head, students should remain quiet and in this position until an authorized person gives permission to return to class.

## **GENERAL POLICIES AND PROCEDURES**

### **SCHOOL YEAR**

The school year consists of two semesters, each being roughly 18 weeks long, divided into two nine-week periods. Report cards will be issued the week following the conclusion of each grading period.

### **SCHOOL HOURS**

School hours are Monday through Thursday 7:45 a.m. to 2:30 p.m. Friday school is at home with an assigned packet. Students are asked to arrive no earlier than 7:30 a.m. and leave no later than 2:45p.m. It is imperative that parents be prompt in picking up their children after school. If students are at school beyond these times, it requires the teachers to use valuable planning and preparation time to supervise them. Therefore Extended Day Care will be charged to your school account.

### **SCHOOL VISITORS**

Visits to our Christian school are encouraged and always welcome; however, we do request that you contact the office at least 24 hours in advance so that we might provide a staff member to give you a tour of our facilities. All parents and visitors must register in the school office whenever they are in the building. Items to be delivered to a student should be taken to the school office. Younger children should be accompanied by an adult at all times. Students may not bring friends or relatives with them to school. We provide a variety of programs throughout the school year that are open to the public. We encourage parents and family to support these activities and invite other potential prospective parents to see our school.

### **END-OF-DAY PICKUP**

Parents may pick up their children in the upper part of the YD building. Please call if unusual circumstances change your daily routine, or if you must pick up your child before the end of the day. We will notify your child and give assurance of your arrival. If students have not departed the school by 2:45 p.m., Extended Day Care will be charged.

## **TELEPHONE USAGE**

The office telephone should be used by students for emergency calls only. The school office will deliver emergency messages to students immediately upon request. Emergencies are generally considered circumstances which involve the health or safety of an individual. The office will not call students to the telephone unless it is an emergency.

Parents/guardians are requested to contact their children's teachers through the school phone or website. E-mails are checked often throughout the day and will be promptly responded to. Please try to limit the at home disturbances for all staff.

## **LUNCH AND SNACKS**

Snacks and lunches are to be provided by the parents daily. We have a closed noon hour. Students are not permitted to leave the building at the lunch hour unless permission is given by their parent or guardian. Microwaves are available.

All students will be allowed a morning break for a fruit, vegetable, or cheese and cracker snack. The school does not provide snack at this times. Please do not send sweets or junk food.

## **RECESS**

Parents should send their children to school with outer garments appropriate for recess time. Students who do not have the appropriate garments at school will not be permitted to go outside. All children are expected to go outside for recess (weather permitting) unless a note is sent excusing them for health reasons. Excuses from outdoor recess for extended periods of time may require a physician's statement. Once a student is outside, he should stay out unless permission is received from the playground supervisor. Children will be supervised by a school staff member or appointed substitute and are subject to their rules at all times.

## **PHYSICAL EDUCATION**

Physical Education is a regular instructional time and therefore will involve all students. If for some reason a child is unable to participate in PE class, a note from the parent is required. For periods longer than two weeks, a note from the family physician is required. Students who do not possess a note will have an adapted PE program assigned to them. This will consist of modified participation or appropriate book work or writing related to the PE

class, assigned at the discretion of the teacher.

### **LOST AND FOUND**

All "found" items are to be turned in to your teacher. Students are given regular opportunity to claim "lost" items from the Lost and Found. Approximately once a month, all items which have not been claimed will become the property of the school, at which time the items will be disposed of in whatever way the school chooses. Identifying your child's belongings will help keep the Lost and Found to a minimum!

### **TRANSPORTATION**

Parents are responsible for providing transportation to and from school. Parents may arrange car pools; however the parent/guardian must provide written consent for carpool transportation. Parents are asked to refrain from honking their horn to announce their arrival.

### **MEDICAL POLICY**

A Certificate of Immunization Status must be completed for each student and submitted to the school upon enrollment. (See Enrollment Section.) All children must be vaccinated against smallpox, diphtheria, and mumps. State law prohibits the school from dispensing any type of medication, including aspirin and Tylenol. If a student needs to take any medication brought from home, it must be turned in to the school office, and a Medication Release Form must be completed by the parent. The medication will be kept in a secure place and will be administered by an authorized staff member. In rare cases, a student's medical condition may require the student to possess a medication. This will be allowed only with a written authorization from the parent and physician.

### **LEAVING CAMPUS DURING SCHOOL HOURS**

At times parents may need to pick up their children during school hours for an appointment or because of illness. In such cases, parents should send a note to school in the morning, notifying their teacher of the time the student will be leaving and when he will return. Parents are required to sign their children out and in at the school office. High School students who drive themselves and need to leave during school hours are also required to sign out at the school office. In those cases, the students must present written parental permission to their teacher and the school secretary when they arrive at school.

## **OFF-LIMITS**

Examples of areas/items that are off-limits to students are:

Another student's workstation, desk, or belongings

Principal's/secretary's office, desk, files, and cabinets

Staff's belongings

Supply room and cleaning closet

## **SPORTS ELIGIBILITY**

All students are eligible for sports and extracurricular activities during the first month of school. After that time, students must be current in their assignments with no past due notices and must maintain a 72% average in all subjects and be current in weekly goals. Eligibility will be determined on a weekly basis and calculated on the last school day of each week.

## **FIELD TRIPS**

Throughout the year there will be scheduled field trips, library visits, and special class activities. These are carefully designed to be an important extension of classroom learning. Parents will be notified in advance of these activities. Parents will have given blanket permission for their child to attend the field trips by completing the **Authorization to Attend Off-Campus Activities** form.

Students must cooperate with and obey their teacher or appointed leader at all times and must remain with their assigned group. Any student in violation of this principle may be denied participation in upcoming field trips for a period of time determined by the Administrator.

## **PICTURES**

Each year, a school photographer takes individual and group pictures of the students. Notices will be sent home regarding the time. You are under no obligation to purchase these pictures. Retakes are available.