

GRACE CHRISTIAN ACADEMY
STUDENT/PARENT
HANDBOOK
2024-2025



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1. ABOUT GRACE

1.1 Our History

Grace Christian Academy was founded in 2007, as an act of grace. It was the vision of our founders to offer a safe environment for students to learn and to grow within. Over the years Grace Christian has grown unprecedentedly adding new features to its facilities and its services. Grace Christian is home to a Pre-School/Daycare, a Primary, an Intermediate, and a Secondary School, which is now approved for the Career and College Promise Program with Cleveland Community College. Grace Christian Academy has oriented itself educationally to foster the development of sound logical judgment, exceptional literacy, mathematical prowess, scientific understanding, and social awareness all with a distinctly biblical worldview. We seek to equip our students for every good work and to prepare them for whatever road they take in life, be that college, work, missions, or family. It has ever been the mission of Grace Christian Academy to be a shining city on a hill in the Cleveland County community as well as the surrounding Counties and communities. Grace Christian Academy is still young and, as such, our history is still being written. We welcome you as a part of that developing history and we look forward to the mighty work God intends to do at Grace Christian Academy.

1.2 Our Core Values

- **Christ Centered Living** – At Grace Christian it is our goal to orient ourselves as a ministry, a business, administrators and faculty around the Gospel of Jesus Christ. At our core, we not only promote but also seek to influence this same “Jesus-Centered” lifestyle among our students and their families. In this way we uphold God’s Word in 1 John 2:6 when we are told, “whoever says he abides in Him ought to walk in the same way in which He walked.”
- **Truth** – Grace Christian believes without apology in the inerrancy of the Word of God. Paul tells us in 1 Timothy 3:16-17 that, “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.” Thus, it is among our core values to seek and search after the truth of God through His word.
- **Fellowship** – Also among our core values at Grace Christian is fellowship of the believers. We believe that it is integral to the development of the Christian life, the family, and our students to be active and at work in a local church as the writer of Hebrews tells us in Hebrews 10:24-25, “And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” It is also important to the development of our school community that we fellowship with one another in the many outlets throughout the school year.
- **Family** – At Grace Christian, we believe each of our members is a part of our family, and as such, we seek to empower the family. We believe that Godly Christian education and instruction begins at home. Scripture tells us in Deuteronomy 6:5-7, “You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” We seek to instill these truths through instruction, reproof, and correction, but we believe it is also the duty of the family to fully instill these truths. Thus, we empower the family to lead their children in a Godly manner.
- **Excellence** – Scripture tells us in Colossians 3:17, “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” At Grace Christian we believe very strongly in going above and beyond the call of duty. We believe

that everyone has the ability to give their all and we expect that of our students and families, knowing that we serve alongside them giving them our all because we do everything we do to the glory and honor of God.

- **Service** – At Grace Christian, we teach salvation by grace through faith in Jesus Christ alone. However, along with faith comes works. Missional service is among the things that Christ himself called the church to be active and at work in. Thus, it is among our core values to adhere to the words in James 2:18, “But someone will say, “You have faith and I have works.” Show me your faith apart from your works, and I will show you my faith by my works.” We believe to display our faith is to be actional about it, helping those in need, ministering to the believers, edifying the kingdom, and leading through service as Christ Himself did. We believe that as a school community we lead best from service to one another.
- **Responsibility** – Personal responsibility is integral to a person. On it rests integrity, honesty, and ethic. Galatians 6:5 tells us, “For each will have to bear his own load.” Christ gave us fellowship that we may help and support one another, but at the end of it all, we are responsible for our own actions or inactions. At Grace Christian Academy, personal responsibility is among those values that we ardently seek to instill in our students. It is our belief that a deep personal responsibility will serve our students endlessly in this life.

1.3 Our Mission Statement

The mission of Grace Christian Academy is to provide academic excellence within a caring, Christian environment, developing tomorrow’s leaders with a distinctly biblical worldview.

1.4 Our Vision Statement

Grace Christian is dedicated to the vision of the church, “To make a God-pleasing difference in people’s lives by boldly preaching, teaching and sharing the Good News and by establishing loving, caring and serving relationships through our maturing faith.”

1.5 Our Statement of Faith

Grace Christian Academy believes and teaches the essential doctrines of the Christian faith and adheres to these tenants without apology:

- We believe and teach that the Bible is the Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts (plenary), therefore, wholly without error (inerrant), as originally given of God. (2 Timothy 3:16, 2 Peter 1:21)
- We believe and teach that God exists eternally as three persons: the Father, the Son, and the Holy Spirit. He is the infinite, eternal, omnipotent, omniscient, omnipresent Spirit, perfect in all His attributes, one in essence and nature, worthy of all worship, trust, and obedience. (Matthew 28:19, Luke 3:22, 2 Corinthians 13:14, John 4:24)
- We believe and teach in the personality of the Holy Spirit, His deity, and His work in each believer: baptizing and indwelling at the moment of regeneration, and filling to empower for Christian life and service. (John 4:24, Acts 5:34, 1 Corinthians 12:13, Romans 8:9, Ephesians 5:18, Ephesians 3:16, Acts 1:8, Galatians 5:22-23)
- We believe and teach in the preexistence and deity of Jesus Christ, His incarnation by virgin birth, His sinless life, His substitutionary death, His bodily resurrection, His ascension into heaven and present ministry, and His coming again. (John 1:13, John 1:1-14, Matthew 1:18-23, Hebrews 4:15, 2 Corinthians 5:21, Luke 24:36-43, Hebrews 4:14-16, Acts 1:11)

- We believe and teach that man is the direct creation of God, being made in the image of God, that he subsequently fell into sin, resulting in spiritual death, and that the new birth is necessary for his salvation. (Genesis 1:26-28, Genesis 3:1-24, Romans 5:12, John 3:35)
- We believe and teach that salvation is by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work. (Ephesians 2:8-9, Titus 3:5-7, 1 Peter 1:18-19)
- We believe and teach that there is one true church, the body and the bride of Christ, composed of all true believers of the present age; and the organization of its members in local churches for worship, for edification of believers, and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work. (Ephesians 1:22-23, 5:25-32, 1 Corinthians 12:12-13, Ephesians 4:11-16)
- We believe and teach that true believers must exhibit a life of unceasing righteousness, good works and separation unto God from the evil ways of the world, manifested by speaking the truth, maintaining the sanctity of the home, settling differences between Christians in accordance with the Word of God, not engaging in carnal strife but showing a Christ-like attitude toward all men, exhibiting the fruit of the Spirit, and maintaining a life of prayer, including the privilege, when sick, of calling for the Elders of the church to pray and to anoint with oil in the name of the Lord. (Romans 12:12, James 5:12, Ephesians 5:22-6:4, 1 Corinthians 6:18, Romans 12:17-21, Galatians 5:22-23, Ephesians 6:18; Philippians 4:6, James 5:13-18)
- We believe and teach in the personal, visible, and imminent return of Christ to remove His church from the earth, before the tribulation, and afterward to descend with the Church to establish His millennial kingdom upon the earth. (1 Thessalonians 4:16-17, 1 Thessalonians 1:10, Revelation 3:10, Revelation 19:11-20:6)
- We believe and teach in the conscious existence of the dead, the resurrection of the body, the judgment and reward of believers, the judgment and condemnation of unbelievers, the eternal life of the saved, and the eternal punishment of the lost. (Philippians 1:21-23, Luke 16:19-31, John 5:28-29, Romans 14:10-12; 2 Corinthians 5:10, Revelation 20:11-15, John 3:16, Matthew 25:46, Revelation 20:15)

Statement of Beliefs regarding Gender, Sexuality and Marriage:

- Grace Christian Academy holds to the definition of "gender" and "sex" as meaning the biological condition of being male or female as determined at birth by one's physical and chromosomal makeup.
- We believe that each person is wonderfully and fearfully created by God as either male or female. These two distinct genders were created in the image of God to reflect the nature and glory of God. (Gen. 1:26-27) We believe that the rejection of one's biological sex is a rejection of the image of God in them and is contradictory to His Word. Therefore, Grace Christian Academy does not condone intentional attempts by a person to change one's biological sex, nor will we refer to students by gender-specific pronouns other than that which aligns with their biological gender at birth.
- We believe that marriage is the uniting of one man and one woman into a covenant relationship as detailed in Scripture (Gen. 2:18-25). We believe that sexual intimacy is intended by God to be shared only between one man and one woman who are married to each other, and that any sexual activity outside of marriage is immoral and a sin. (1 Cor. 6:18, 7:2-5, Heb. 13:4)

- We believe that any form of sexual immorality (including premarital sex, adultery, homosexual behavior, bestiality, incest and pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10)
- We believe, that in order to preserve the integrity of Grace Christian Academy as a Christian ministry and to provide a Biblical role model for our students, families and community, all employees and volunteers must agree and abide by this Statement of Beliefs regarding Gender, Sexuality and Marriage. Students enrolled at Grace Christian Academy are expected to comply with these beliefs.

1.6 Our Objectives

Spiritually, Grace Christian Academy seeks:

- To lead students and ultimately their families to a personal relationship with Jesus Christ.
- To teach the essential doctrines of the Christian faith, without denominational influence.
- To encourage and aid students in knowing and desiring God's will for their lives.
- To model Christ's love through service to the Kings Mountain community and beyond.
- To advocate an atmosphere of peace and unity within our school community.
- To train students to share the Gospel of Jesus Christ and their faith in it.
- To encourage students to grow in the Word of God daily through corporate worship, prayer, and devotional and academic study of the Bible.
- To guide students to evaluate all ideas and conduct within the scope of Christian biblical standard in order to make wise decisions based on God's absolute truths.

Academically, Grace Christian Academy seeks:

- To foster a positive attitude toward learning, realizing that all work is to be performed as unto God and not unto man.
- To ensure mastery of the basics in all academic areas including: Religion, Language Arts, Mathematics, Science, and Social Studies.
- To encourage full academic potential.
- To develop higher level critical thinking.
- To develop and foster creativity.
- To encourage among both students and faculty a lifelong love of learning.

Socially, Grace Christian Academy seeks:

- To teach students the value of honesty and speaking truthfully in all matters.
- To model and encourage the principals of Matthew 18:15-17 concerning conflicts between one another, and handling them in a God-pleasing manner.
- To assist students in developing and maintaining good sportsmanship.
- To establish an atmosphere of mutual respect, care and understanding in interpersonal relationships, enabling them to work effectively in a group setting as a unified whole.
- To teach students the value of listening and speaking effectively in conversation.

- To aid in helping students to practice and apply Matthew 22:37-39, teaching them to love and respect God above all else, and allowing that love and respect to be displayed in their love and respect for others.

Physically, Grace Christian Academy seeks:

- To promote active lifestyles that are concerned with good physical fitness, healthy habits, and respect for the body as God's living temple.
- To exhibit age appropriate skills pertaining to physical growth.
- To teach that God created each person uniquely and specifically in His image, for His honor and glory.
- To teach and encourage self-control in the areas of diet, exercise, hygiene, and sleep habits.
- To encourage an enjoyment of physical activity, remembering the principles found in 1 Timothy 4:8 concerning the importance foremost of Godliness to physical activity.
- To aid in fine and gross motor skills.
- To aid in the development of more able witnesses for the Gospel.

Emotionally, Grace Christian Academy seeks:

- To foster an environment that re-affirms and builds up each student's self-image and self-esteem in a positive way.
- To establish a stable and secure foundation that encourages emotional strength and sound mind.
- To develop skills necessary during the transition from home to school.
- To encourage the development of the ability to handle the stresses and unpredictability of this life in constructive ways.
- To foster self-discipline in the student based on reverence for God and respect for all authority, including home, school, and government.

2. ADMISSIONS

2.1 Admission Process

To begin the process of admission to Grace Christian Academy, parents of prospective students must complete an Enrollment Application Packet, which may be obtained in the school office or by visiting the school website. To initiate the admission process, a completed Enrollment Application Packet must be submitted along with a non-refundable \$200 application fee, **for each student**, to the school office. Once your application has been received and processed, the student's admission will be based on the following criteria:

- Students applying for entrance to grades 1st-12th will be contacted to schedule admissions testing. **For admittance to Kindergarten, children will be given a Brigance assessment to ensure readiness for school, and must turn five (5) years old on or before August 31, no exceptions.**
- Review of all application materials will be made to determine if we are willing and capable to meet the needs of the student.
- If all review criteria are met, a family interview with administration will be scheduled. This interview is merely designed to establish a relationship with your family, to learn more about what

to expect at Grace Christian Academy, and to allow for any additional questions you may have.
***Students grades 1-12 must attend the family interview. ***

Our admission process is designed in such a way that we may get to know your student, assessing their strengths and weaknesses, and that we may assess whether Grace is the best fit for your student. It is our desire that your student have the best opportunity and educational environment, as is our desire for all of our students. We desire for your family to feel connected with Grace Christian Academy as early as possible. If you have any questions during the admission process, please feel free to contact the school office.

Once admission to Grace Christian Academy has been granted to the student, the family will be notified by telephone and/or email.

Grace Christian Academy welcomes year-round submissions of applications as classroom space is available. We encourage families to begin the application process by mid-July to ensure that their student's enrollment will be finalized by the first day of school.

All returning students at Grace Christian Academy must re-enroll and are guaranteed placement provided they remain in good standing with respect to conduct, academic performance, and financial obligations. Returning students must submit a Re-Enrollment Form and will be assessed an annual, non-refundable, registration fee of \$100. Parents may apply for re-enrollment only if financial accounts are current with the school. Registration for current students and student siblings opens on February 1. Open enrollment for all others begins on March 1. All new processed applications will be wait listed until March 1, when classroom availability opens.

2.2 Statement of Non-Discrimination

Grace Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the the school. Grace Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions processes, scholarship programs, and athletic and other school-administered programs.

3. FINANCIAL MANAGEMENT

3.1 Tuition and Fees

All students will be required to pay an annual non-refundable, non-transferable Application or Registration fee. Tuition at Grace Christian Academy is designed to cover a variety of expenses and is to be considered your investment in quality Christian education. As a private, non-profit, institution of education receiving no state benefits or monies, we rely heavily on prompt tuition payments. Multiple enrolled children (must be siblings) will be given a 10% discount to be applied to tuition only. Please refer to the official Financial Information sheet in the Enrollment Packet for the current school year for information concerning pay schedules.

3.2 Lunch/Snacks

Grace Christian Academy does not offer school lunches. However, there is a predetermined menu that is catered throughout the week. Your child will be given a lunch menu order form at the beginning of each nine-week grading period to be filled out if they wish to eat any of the days that are catered. Otherwise, **parents must provide lunch for their student.** Please do not send anything that needs to be heated. Please make sure that the lunch you provide for your child is something they like and will eat. We will not provide them with a meal simply because they do not like what you have provided for them. Any fresh fruits sent for lunch must be pre-sliced.

The student must provide their own snacks, and it is preferred that they be healthy in nature to ensure academic focus. They must be put away until the designated snack time. Students are allowed a water bottle with a lid and spout.

3.3 Past Due Accounts

Tuition is due on the 10th of each month. A late fee of \$30.00 will be assessed per family for tuition payments that are not paid by the 25th of each month. If the account is not made current by the 15th of the following month, the student(s) will not be permitted to attend school and absences will be accrued. Students will not be allowed to participate in extracurricular activities, or other school programs. Once the account is brought current, the student(s) may return to school. No students will be re-enrolled until outstanding financial obligations to the school are met. Consistent failure to meet the financial obligations of the chosen payment plan may result in dismissal of the student(s).

3.4 End of School Year/Withdrawal Policy

At the end of the school year or at the time of withdrawal, all outstanding financial obligations to the school must be paid in full. Accounts must be current before final report cards, official records, transcripts, and diplomas may be released. Also, students will not be allowed to participate in any graduation activities or exercises until the account is current. **If paying by check, check must clear and final report cards, official records, transcripts, and diplomas will be mailed to you or may be held for pick up.** If withdrawing, refunds on pre-paid tuition are pro-rated. For any student withdrawing during the school year, regardless of pay schedule, tuition payment must be made for the month of withdrawal and the following month also. All fee schedules must be paid in full and are non-refundable once the school year has begun, even if the student has attended only one day of class. For North Carolina Opportunity Scholarship recipients who withdraw anytime during the school year, GCA may be required to refund a portion of the scholarship. In this case, parents will be responsible for any remaining balances after refunding the scholarship due to early withdrawal.

4. ADMINISTRATIVE MANAGEMENT

4.1 Attendance Policy

In order that your student may take full advantage of their educational career, regular, on time school attendance is required. Irregular attendance puts your student at a disadvantage, depriving them of the opportunity for effective learning. If a student is absent from school for reasons other than suspension, the following procedures must be followed:

Absences will be monitored on a nine-week basis to ensure that the student is not excessively absent. Upon returning to school after an absence, the student must provide a written note with their parent's signature and the dates and reason for the absence. If the absence is due to a dentist, orthodontist, or doctor appointment, a note from the dentist/doctor's office is required. Students will be considered absent for the entire day if they leave before or arrive after 11:30 a.m.

If a student is absent due to suspension, they will not be allowed to attend or participate in any school related extracurricular activities before, during, or after the school day. This includes off campus activities such as field trips.

Excessive absences may result in dismissal from school. No refunds on tuition will be made due to absences. The make-up work policy applies to **all** absences, **no exceptions**.

Parents of students within the compulsory attendance age are responsible for their child's regular attendance at school, as required by the state of North Carolina. In order to gain the most from school, a student must be in regular attendance. Parents are expected to inform the school of planned absences exceeding three (3) days. Since the school calendar allows for several vacation opportunities throughout the school year, parents are encouraged to schedule vacations and appointments to coincide with school breaks and teacher workdays

Any student who is absent twelve (12) days or more may not pass the school year and will not be promoted to the next grade level. After a student has missed six (6) days, the administrator will be made aware and a parent conference will be arranged to discuss potential loss of promotion.

4.2 Pick Up at Dismissal

If the parent or guardian is unable to pick up their student, and none of the listed approved persons for pickup will be picking up the student, **a phone call from the parent or guardian must be made to the office to make them aware of the pickup, along with a note to the office with the date and name of the person responsible for picking up the student. A picture I.D. will be required of the person responsible for pick up.**

4.3 Early Dismissal and Partial Day Absences

Students who must be released for early dismissal, must be signed out by a parent, guardian, or approved person for pick up as specified in their file. **Anyone picking up a student for early dismissal must be on this list and must present a picture I.D.** A parent or guardian must specify the reason for early dismissal or late arrival when signing the student out or by note, phone, or email. Students who have tests or quizzes scheduled for the day of early dismissal or late arrival will be expected to take them that day unless other arrangements have been made with their teacher.

4.4 Inclement Weather Policy

Grace Christian Academy follows Cleveland County Schools Inclement Weather Policy. Should inclement weather result in a delay or a school closing, check your local news outlet for Cleveland County School's delays and closings or the Cleveland County School website at www.clevelandcountyschools.org. The school will also notify families by email and/or text message.

4.5 Immunization and Health Examination Requirements

All children, upon being admitted into kindergarten or first grade, or prior to admission to any public, private, or parochial school in North Carolina school system, or upon first entrance to the North Carolina school system by way of transfer from another system shall present evidence of immunity according to North Carolina state vaccination requirements.

Also, in keeping with North Carolina state law, Grace Christian Academy requires a health examination from students at the time of their enrollment to Kindergarten. A second health record is to be submitted by each student entering grade seven (7) and grade twelve (12).

4.6 Accident Policy

Any accidents occurring in the school building or anywhere on the school grounds should be reported immediately to the supervising adult. Accident reports will be filed with the principal and medical assistance will be obtained if necessary. Parents are required to keep up-to-date emergency contact information on file in the school office. In case of an emergency, medical help cannot be obtained without parental consent. The school office must therefore be able to contact the parent or guardian or an emergency contact during school hours. The school will not be held legally or financially responsible for accidents. Grace Christian Academy does maintain student accident insurance for accidents that happen at school. Please note that the coverage is secondary to a family health insurance plan. Further information regarding student accident insurance is available at the beginning of each school year through the main office.

4.7 Illness/Conditions Not Permitted at School

Students are expected to remain at home or will be sent home when they exhibit the following physical conditions:

- Any communicable disease, including but not limited to chickenpox, pink eye, strep throat, or ringworm, should be treated or in remission before returning to school. This list is not exhaustive, but these are the more common diseases that require medical treatment.
- Fever: Temperature of 100° or more within the preceding 24 hours. Temperature must be below 100° for 24 hours before returning to school. Therefore, if a child is sent home from school with a fever, they may not return to school the next day.
- Vomiting and/or diarrhea occurring within the preceding 24 hours.
- Rash/open sore: Student may return to school when the rash/open sore disappears or upon a doctor's written consent.

4.8 Head Lice Policy

Head lice are a common occurrence in school age children. These tiny insects are usually found in the hair and scalp and usually cause itching. Should any sign of excessive itching occur, the student's hair and scalp will be checked for signs of lice or nits. Nits are lice eggs that look like small oval white specks that are attached to the hair. If live lice or nits are present on a student's hair and/or scalp, Grace Christian Academy will complete the following steps:

- The child with lice or nits will be sent home immediately to prevent the spread of head lice to other students. Parents should treat family immediately and thoroughly. Consult a physician if in doubt

about the findings. Students may return to school when successfully treated for head lice and **ALL** nits manually removed. The other students in the classroom will be checked for lice or nits. The school will check your student's scalp for lice or nits upon returning to school.

- The other families in the class will be notified that a case of head lice has been confirmed in the classroom, the student in question will remain anonymous. This is a precautionary measure to ensure that no spread has occurred and that each family may inspect their student for signs of head lice.
- Each family should continue to inspect their children periodically for any signs of head lice. The school will check your student's hair and scalp for lice or nits 7-10 days following discovery and treatment.

4.9 Medication Policy

No medication, including aspirin, is to be kept in a student's possession. ANY medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper form. **All such medications must be in the original prescription bottle, properly labeled with the student's name, dosage and time of administration.** Please do not send large pill containers. A Medication Request form with instructions for administering medication must be completed, signed by the parent and submitted to the main office in order for the student to receive medications. The principal will be notified of any prolonged or continuing medications and treatments. All necessary forms are available in the main office.

4.10 Personal Items at School

Grace Christian Academy **cannot and will not** assume responsibility for students' personal property. Students are expected to secure their valuables in an appropriate location such as their locker or keep them in their possession.

4.11 Lost and Found

Items left in the building will be turned into lost and found. All items left at the end of each quarter will be donated to a charitable organization.

4.12 Visitor Policy

Student visitors are limited to prospective students and Grace Christian Academy graduates. **All parents and visitors must sign in with the Grace Christian Academy main office upon arrival. If these procedures are not followed the parent or visitor will not be admitted to the building or will be asked to leave.** Visits should not disrupt instruction, testing or other activities. Student visitors are not allowed on the school campus during regular school hours unless approved in advance by administration.

4.13 DSS Investigations

In accordance with North Carolina law, Grace Christian Academy acknowledges its responsibility to require employees to immediately report cases of verified or suspected child abuse and neglect to the Department of Social Services. Upon the presentation of proper identification to the administrator or administrative staff, duly authorized representatives of law enforcement agencies shall be allowed to interview students.

4.14 Conflict Resolution

The faculty and staff at Grace Christian Academy are committed to resolving conflicts according to the principle of Matthew 18. Most problems are due to miscommunication. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17 and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent or student **MUST FIRST GO TO THE TEACHER OR INDIVIDUAL DIRECTLY INVOLVED WITH THE SITUATION**. If the problem is not resolved at that level, then an administrator may meet with the parent and teacher or individual.

4.15 Withdrawals

When withdrawing a student from Grace Christian Academy, the following procedures must be followed:

- A withdrawal form must be completed.
- All classroom materials must be returned to the teacher. All books belonging to the school must be returned.
- Current month's tuition, the following months tuition, and **ALL** fees must be paid and are non-refundable. Yearly tuition paid in advance will be refunded on a pro-rated basis.
- Grades and records will not be released until all financial obligations have been met and all books and materials belonging to the school have been returned.
- If a student is dismissed for disciplinary reasons, they may not be on campus during school hours or attend any extra-curricular activities unless permission is secured from an administrator. The student may not apply for re-admission for a period of twelve (12) months.

5. ACADEMIC MANAGEMENT

5.1 Textbooks

All textbooks for students are included in tuition. Grace Christian Academy uses the A Beka curriculum and textbooks along with other approved curriculum where needed. The textbooks are the personal property of the student. As such, they are the student's responsibility. The texts should be kept in good condition for the entire year with the exception of normal wear and tear. If the texts are found to be in extreme disrepair from obvious neglect, a new text will be ordered for the student and that student's account billed for the new text.

5.2 Make-Up Work Policy

The student will have **two school days to complete work missed while absent. It is the student's responsibility to complete any missed assignments.** The student is expected to check with their teachers for any make up work upon returning from an absence. If the student misses a test, quiz or project/assignment due date while absent, the student will be expected to complete the missed test, quiz, or project/assignment **the day they return to school**, provided the student was informed of the due date prior to their absence. If the student arrives late due to a partial day absence on the day of a pre-announced test, quiz, or project/assignment, the student is expected to complete the test, quiz, or project/assignment on the day it is

given, **no exceptions**. Once a student reaches 6 absences for the semester, they will not be allowed to make up any assignments or tests, and will receive a grade of “0” for assignment/test, unless a valid excuse from a doctor is given.

Students will be allotted ten school days to work with their teacher to change an incomplete received as a nine-week grade to a passing letter grade. Students not meeting the ten-day deadline will receive a zero for incomplete work except in cases of extreme hardship. These cases will be handled on an individual basis.

5.3 Late Work Policy

Student responsibility for turning in work is an important life skill that students must develop early. Your child’s teacher will provide their late work policy at the beginning of the school year.

5.4 Testing

Grace Christian Academy will administer standardized tests in the spring to Grades 3 through 12. These tests help to measure the academic achievement of our school and to put into perspective how well our students are learning.

5.5 Sycamore Education

Sycamore Education is an online tool that our school utilizes to communicate with parents and students, to track grades and post assignments or lessons, as well as to track student disciplinary issues. Secondary students may obtain an account to access online classroom resources and grades.

5.6 Field Trips

Classroom field trips are part of the total educational program of Grace Christian Academy. The primary function of the trips is to provide increased educational and expanded cultural experiences. Field trips are designed with the educational level of the students in mind and the subject areas they are studying at the time. Students must present a field trip form that has been signed by the parent or guardian in order to participate in the field trip. Parents may be asked to accompany their student’s field trips. **It is important to note, however, that field trips are an extension of the classroom, and as such, under the control and leadership of the teacher.** Parents in attendance may be asked to assist the teacher with supervision of the students, or to help in whatever capacity the teacher deems necessary, but should under no certain circumstances attempt to assert their authority over the student’s teacher. Respect for the governing authority is a biblical principle that we stress dutifully at Grace Christian Academy. We expect both our student’s and our parents to abide by this principle. In addition, we ask that each parent attending the field trip also observe the following rules:

- Please be aware of any special instructions from the teacher before leaving for the trip.
- Please make sure that any students you may be asked to supervise are following all directions and rules given for the trip.
- If you are a driver for the trip, please note that all speed limits and traffic laws must be followed closely. (This includes having all passengers in appropriate seat restraints.)
- Please help make each trip a positive experience for the students in making sure they are getting the most out of the trip. Remember, this is about all of the students’ learning experience, not just your student. Please respect this fact.

- Guide by example in relation to politeness, courtesy, respect, and Christian love, remembering the Parent Expectations found in section 8.3 of this handbook.
- We ask that each chaperone follow the guidelines set forth in the Parent Expectations and Behavior section listed on pages 27.
- Field trips will be only to the location listed on the permission slip. No other unauthorized stops are allowed, **no exceptions.**
- School age siblings attending GCA are not allowed to miss class to attend another siblings field trip.
- **If a student does not wish to participate in a field trip, they may opt not to attend but will be counted absent and will be required to make up any work related to the trip, no exceptions.**

6. SPIRITUAL LIFE

6.1 Chapel

All students attend chapel on a weekly basis. Parents are welcome and encouraged to attend chapel services.

6.2 Missions

In an intentional effort to instill a servant's heart within our students, Grace Christian Academy has developed age level appropriate missions experiences. These experiences are intended to gradually increase a student's understanding and involvement in missions with the ultimate goal that a graduate of Grace Christian Academy will be well equipped to live a life of servant leadership in their families, workplaces, and communities.

7. DRESS CODE

7.1 General Requirements

Grace Christian Academy wishes to develop within its students a feeling of confidence that is assured by proper hygiene and grooming and appropriate dress. If we look to the Scriptures for a dress guideline that would be appropriate we find that the underlying theme is one of cleanliness and modesty. Student dress and grooming should be God-pleasing and provide no distractions to the educational atmosphere of the school. The following guidelines for appropriate school dress have been agreed upon and set forth by the administration and the school board and should be followed at all times, **no exceptions:**

- **School uniform tops must either be purchased through French Toast or you may purchase plain polo shirts without any other logos or stitching and they must be embroidered at Kings Mountain Embroidery or other approved embroidery options. The website to order from French Toast is www.frenchtoastschoolbox.com/schools/grace-christian-academy-QS5JUHB**
- **Students must wear approved school uniform.**

- School uniform is to appear neat, clean, in good repair, properly sized and not ill fitting. Frayed, dirty or ripped uniforms are not acceptable. Clothing should not be overly close fitting or too loose. Pants/shorts/skirts that are too tight are not appropriate nor are saggy pants/shorts. **Students are not allowed to wear hoodies at anytime during the school day, except on Fridays. If a student needs a sweater or light-weight jacket during the day, it must be navy, light gray or white and have the GCA logo.**
- Students must dress in accordance with their gender at birth.
- Shoes should fit snugly enough to permit normal school activities. Tennis shoes must be worn for Physical Education.
- Hats or sunglasses are not permitted inside school buildings or on campus during school hours.
- No piercing on boys will be allowed and girls may only have pierced ears (only 2 sets). **No other piercings are permitted, no exceptions.** Any jewelry worn should be modest and simple. Necklaces should be short with no large pendants.
- Students are not allowed to write/draw on any visible part of their bodies or that of other students.
- **Hair must be clean, neatly trimmed and styled. All students must keep their hair out of their eyes and face,** and no designs should be cut into their hair. If a boy's hair falls to or below his shoulder, his hair must be worn in a ponytail on campus and at school events and field trips. Any hairstyle that causes undue attention to the person is not acceptable at school. This includes extreme coloration (all hair coloration must be a natural hair color) or eclectic styles.

Students are expected to adhere to these same guidelines at all home and away activities that Grace Christian may host or be involved in. As students of Grace Christian Academy, they are ambassadors of their school and should reflect the mission of Grace Christian Academy at all times.

Should a student violate any of these prohibitions, the parent of that student will be notified. If the student should have additional dress code violations, after the 3rd offense, the student will lose the privilege to participate in No Uniform Fridays. If the student should have any additional dress code violations after this, further punishments will be administered, including, but not limited to, suspension. **The administrator makes all final decisions on appropriate attire.**

7.2 Requirements for Boys

- Students must wear a navy blue, white or light grey collared polo shirt with the GCA logo purchased from either French Toast or embroidered at an approved embroidery service. The GCA logo may not be copied and used by any person or business in order to embroider a uniform shirt.
- Students must wear khaki, navy blue, or black twill pants or shorts. Denim is not allowed.
- Shorts are to be no shorter than 2 inches above the knees. Failure to comply with standard set forth in this section may result in the loss of this uniform option for that student.
- No cargo pants/shorts and no skinny or tight fitting pants are allowed.
- Shirts may be worn either in or out. Stomach and back must be covered at all times.
- Shoes must be black, navy, white or gray closed toe shoes. Students may wear tennis shoes (may be high tops) or slip-on style canvas shoes in the approved colors. Students may also wear Sperry style boat shoes. Students may not wear sandals, flip-flops, Crocs, or boots except on Fridays. Shoes should not have any patterns or characters on them.
- Socks should be solid navy, white, gray or black.

7.3 Requirements for Girls

- Students must wear a navy blue, white or light grey collared polo shirt with the GCA logo purchased from either French Toast or embroidered at an approved embroidery service. The GCA logo may not be copied and used by any person or business in order to embroider a uniform shirt.
- Students must wear khaki, navy blue, or black twill pants, shorts, skirts and jumpers/dresses. Denim is not allowed.
- Shorts are to be no shorter than 2 inches above the knees. Skirts should fall no shorter than below the knees. Failure to comply with standard set forth in this section may result in the loss of this uniform option for that student.
- No cargo pants/skirts, skinny or tight fitting pants/skirts or leggings are allowed. Leggings may be worn under skirts and dresses and must be SOLID black, navy blue or gray.
- Shirts may be worn in or out. Stomach and back must be covered at all times.
- Shoes must be black, navy, white or gray closed toe shoes. Students may wear tennis shoes (may be high tops)- or slip-on style canvas shoes in the approved colors. Shoes can not have any form of glitter, crystals or sparkles on them. Students may also wear Sperry style boat shoes. Students may not wear sandals, flip-flops, Crocs, or boots except on Fridays. Shoes should not have any patterns or characters on them.
- Socks should be solid navy, white, gray or black.

7.4 Student Attire for Fridays

- Students will be allowed to dress in normal clothing, including hoodies and shoes of their choice, on Fridays, with the following exceptions:
- All shorts must be no shorter than 2” above the knee. Skirts should fall no shorter than below the knee.
- Sleeveless tops and tank tops are not permitted.
- T-shirts may not have any offensive wording or pictures. Any student wearing a t-shirt deemed unacceptable by the GCA staff will be asked to call their parents to bring them another shirt.
- Denim/Jeans cannot be distressed/frayed or have any holes.
- Athletic wear will only be permitted on specific occasions when approved by administration, i.e. some field trips, field day, etc.

Athletic wear dress code for approved occasions:

- Girls:** Shorts can be no shorter than 2” above the knee.
Leggings may be worn with a t-shirt that is no shorter than mid-thigh.
Sleeveless tops and tank tops are not permitted.
Sweatpants/shorts are not permitted.
- Boys:** Sweatpants/shorts and knit pants/shorts are not permitted.
Shorts can be no shorter than 2” above the knee.
Sleeveless tops and tanks tops are not permitted.

8. DISCIPLINE

The Bible clearly indicates that parents/guardians are responsible for the discipline (that is, training or instruction) of their children. Grace Christian Academy exists to assist parents/guardians in this God-given responsibility. Grace Christian Academy does not seek to assume the task which God gives to parents, but only to serve as the parents'/guardians' appointed and authorized representatives in the training process. Grace Christian Academy's system of student discipline and educational philosophy is structured in such a way so as to mirror the Bible's guidelines for reproof and instruction.

Attendance at Grace Christian is a privilege and not a right. Grace Christian Academy reserves the right at the sole discretion of the administration and/or the School Board to remove students from their enrollment if at any time it is decided by the aforementioned entities that the school can no longer assist in the educational process of the student. Furthermore, Grace Christian Academy, the administration, and the School Board, reserve the right at their sole discretion to deny readmission to any student whose actions demonstrate that it is not in the school's best interest to allow readmission.

8.1 Disciplinary Goals

Grace Christian Academy seeks to accomplish three primary disciplinary goals. It is the belief of the administration that these goals are integral to the personal development of every individual.

1. **Respect for those in authority.** Christ Himself cautioned against rebellious attitudes towards governing officials and in the book of Romans Paul tells us to submit ourselves to those in authority over us. In chapter 13, verse 2, he tells us, "Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment." Rebellious attitudes have no place in the hearts of the children of God, and Grace Christian Academy discourages any such attitudes, beliefs, doctrines, creeds, and actions. Micah 6:8 tells us that God desires our humble submission. Therefore, those who are in authority, being put there by God, should also have our humble submission.
2. **Personal responsibility for one's own actions.** 2 Corinthians 5:10 tells us "For we must all appear before the judgment seat of Christ, so that each one may receive what is due for what he has done in the body, whether good or evil." Every person is responsible for his or her own deeds. Personal responsibility is among the most important of our core values and as such is a part of our disciplinary goals. Regardless of those involved, when we find ourselves in the place of reproof, we must accept blame where blame is due and accept the resulting consequences as well. In this way we as educators hope to develop in our students a strong work ethic and mature hearts willing to admit fault.
3. **Consideration of others.** With the development of new technologies every day, it becomes more and more apparent just how small our world is. Christ tells us in Matthew 22:37-40 "And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets." Paul reaffirms this in Galatians 5:13 "For the whole law is fulfilled in one word: 'You shall love your neighbor as yourself.'" Clearly Christ intends for us to show the love of God to all people, not just other Christians, and to be considerate of them. In Ephesians 4:25-32 Paul tells us "Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your

anger, and give no opportunity to the devil. Let the thief no longer steal, but rather let him labor, doing honest work with his own hands, so that he may have something to share with anyone in need. Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” Grace Christian Academy seeks to instill in each of its students a deep love for the world that Christ came to save. It is our primary goal to make them Micah 6:8 Christians, doing justice and loving mercy at all times with no lack of truth or grace.

8.2 Student Expectations and Behavior

- Students will respect the authority of all adults and rights and property of others. **Disrespect toward fellow students, teachers or other staff in attitude, words or actions will not be tolerated.** Blatant disrespect resulting in the student being dismissed from the classroom or a school activity will result in a parent phone call.
- Students will maintain academic and personal integrity as previously described.
- Gum chewing is strictly prohibited.
- Students will adhere to the student dress code at all times.
- **No food or drinks, with the exception of water, will be allowed in the classroom, except when approved by the Administrator.**
- Lying, cheating, or stealing will not be tolerated. This includes the taking and hiding of another student’s belongings or looking through another student’s locker without permission.
- No running except in designated play areas.
- Horseplay of any kind is prohibited.
- Students should be punctual to class, arriving with all necessary materials.
- Foul and abusive language and fighting in any form is not acceptable.
- Use of profanity, vulgarity, or obscene body language is not acceptable.
- Use of physical force or verbal intimidation will not be tolerated.
- **Leaving school property without permission is strictly prohibited.**
- Defacement of school property or the personal property of another student is not acceptable and will be at the parents’ expense.
- Misuse of school technology (i.e. lab computers, classroom televisions, teacher iPads, etc.) in a way that is unauthorized or deemed inappropriate (i.e. instant messaging, cheating, viewing sexually explicit material, bullying, etc.) is prohibited.
- Unnecessary items (toys, games, etc.) are not to be brought to class and should be left in book bags or cubbies. Items that disrupt the class may be confiscated by the teacher and returned at the end of the school day to the parent/guardian.
- Public displays of affection between students of any kind, including, but not limited to, kissing, hand holding, and embracing are not allowed.
- Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of Grace Christian Academy are not acceptable.
- Possession on their person, in their backpack, desk, or cubby any kind of weapon, fireworks, drugs, drug paraphernalia, tobacco/vaping products, alcohol, or pornography will not be tolerated.

- These same guidelines are expected of students at all Grace Christian Academy sponsored events and field trips.

8.3 Parent Expectations and Behavior

- Parents are expected to dress modestly and appropriately at all on campus and off campus school related events and field trips.
- Parents are expected to be respectful of school staff and students and display Christ-like behavior and speech that is edifying. Any school related concerns should be addressed according to the Matthew 18 principle and should be voiced only to those concerned.
- Parents are responsible to know and adhere to all school policies and procedures.

8.4 Suspension and Dismissals

Grace Christian Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the administrator. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications, who exercises poor citizenship, who fails to cooperate, or whose parents/guardians fail to cooperate, may be dismissed from enrollment (expelled). The Headmaster will administer dismissal. Appeal of a dismissal may be made in writing to the School Board within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend Grace Christian Academy is not permitted to attend school related events and will be escorted from the premises.

8.5 Harassment Policy

Grace Christian Academy does not tolerate or condone any type of harassment of or by our students, parents, or employees. Conduct, whether intentional or unintentional, that subjects another student to unwanted attention, comments or actions because of race, national origin, sex, physical characteristics or disability, robs the student at whose expense these comments or actions are made of dignity and is not permitted. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Verbal harassment is defined as derogatory comments, statements, or jokes; threatening words spoken to another student
- **Physical harassment:** Physical harassment is defined as unwanted physical touching of a non-sexual manner, assault.
- **Visual harassment:** Visual harassment is defined as derogatory drawings, writings, cartoons, or gestures and actions.
- **Sexual harassment:** Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and comments, statements, jokes, drawings, writings, cartoons, or obscene gestures or actions of a sexual nature.
- **Electronic/Cyber harassment:** Electronic or cyber harassment includes any of the above forms of harassment communicated in electronic fashion via text, email, instant message, or through social media formats.

Any student who believes he or she has been subjected to any form of harassment should report these statements, comments, or actions immediately to a teacher or administrator. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner. Should an accused party be found in violation of this policy, **that party will be subject to full disciplinary**

action up to and including dismissal from enrollment. Students or parents found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action.

8.6 Bullying Policy

In His Word, Christ has called us to love one another with the same love He has shown us (John 15:12). Grace Christian Academy's Bullying Policy exists not to create victims, but to instead foster an atmosphere among its students that emulates this principle of selfless love. Grace Christian Academy does not tolerate bullying of any kind. We seek to empower student's being bullied to be courageous and above the comments and actions of the bully and for other students to show this same Godly courage in intervening in bullying situations. The following actions in an ongoing form may be considered forms of bullying:

- Physical aggression, including hitting, punching, kicking, biting, scratching, etc.
- Teasing or verbal abuse, including putdowns, insults, name calling or racial/sexually explicit remarks.
- Intentional exclusion from activities or friend groups.
- The setting up of humiliating experiences.
- Damaging a person's property/possessions, taking them without permission, or taking and hiding them (**this will also be considered stealing**).
- Threatening gestures, actions or words.
- Written, verbal, or electronic messages that contain threats, putdowns, gossip or slandering.

From time to time, conflict and offense can occur. As part of living in a sinful world, when we don't always relate to others as we should or when we try to exert power and influence over others, bullying can result.

Grace Christian Academy recognizes that not all behaviors should be considered bullying or willful violations of this policy. Behaviors will be assessed by the teacher and administrator and addressed according to the following procedures:

1. All parties involved will be spoken to. The victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. All parties will be asked to give a verified account of what has happened in order to complete a whole picture of the incident in question.
2. All incidents will be documented and written reports will be kept on the behavior.
3. All staff will be informed about the incident so that they may be aware of any issues between students.
4. Any investigations into bullying allegations will be undertaken in a timely manner and will be carried out in such a way as to minimize escalation.
5. Parent of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
6. All incidents of bullying will be followed up in writing to parents/caregivers of the victim(s) and bully.
7. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily.

It should be noted, **any bystanders who did not act to intervene on the behalf of a student who is being bullied or failed to report instances of bullying may be considered complicit in the incident and may subject that student to disciplinary action as well. Also, any instances of retaliation will be handled with serious disciplinary action.**

First offenses to this policy will be handled according to classroom disciplinary action and a parent notification will be made. Second offenses will result in a conference between student, parent, and administrator. Further instances that have been deemed bullying will be considered a violation of the harassment policy and will subject the party to the aforementioned disciplinary actions. **Extreme incidents and instances of bullying may be initially considered harassment at the first offense and will be handled accordingly. Cyber bullying will also be considered under the parameters of this policy.**

In order to prevent bullying or to ensure that a student that is being bullied is given justice the following responsibilities have been outlined for students, parents, and staff:

Students

- Students should ask the offending student to stop their behaviors.
- Students being bullied should report it to staff, parents, or another adult.
- Students who are aware of bullying should report it to the **teacher**.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

Parents

- **Parents are to report any concerns of bullying to the teacher first.**
- **Parents must accept that the whole story may be quite complex and trust the school to resolve bullying matters.**
- **Parents not satisfied with the action may refer to administration if the need arises.**
- **At no time should a parent seek to handle instances of bullying at school themselves. Parents should be willing to allow the school to act as mediator in order that the situation may be resolved in a fair and balanced manner.**

Staff

- Non-teaching staff are instructed to refer all allegations of bullying to the teacher or administrator (in that order).
- Teaching staff are instructed to establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff are instructed to report to the administrator any allegations/incidents of bullying.
- Teaching staff are instructed to follow up on instances of bullying and to monitor students involved to ensure the incident is resolved satisfactorily.

8.7 Guns and Weapons Policy

Grace Christian Academy does not allow guns, knives, weapons or other facsimiles on campus. Violations of this policy will result in the immediate dismissal of the participating student or students with the exception of facsimile, which may result in suspension or dismissal at the discretion of the Headmaster.

8.8 Electronic Communication Devices (Cell Phone, Smart Watch) Policy

In an effort to create a distraction free learning environment, Grace Christian Academy has adopted a zero-tolerance policy for electronic communication devices during school hours. **Student devices must be turned in upon arrival to school.** If a device is brought to class or the device rings during class, disciplinary action will be taken and the device confiscated. **Forgetting to turn off the device is not an excuse for violation.**

Use of devices during a test for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken. No taking of photographs or other use of phone cameras is permitted on school property. **No devices are permitted in restrooms at any time and any violations of this prohibition will result in serious disciplinary action.**

Parents should not consider their student's device as a means of contacting their student for any reason during the school day. All student phone calls, incoming and outgoing, should be made through the school office. Parents who need to contact their student during the school day for emergency purposes should call the school office.

Students are not to use their personal cell phones as a means to communicate with their teachers.

Disciplinary consequences for violations of any part for any reason of the electronic communication devices policy shall be as follows:

- **First offense:**
 - The device will be confiscated and held in the school office for **24 hours**.
 - After the 24 hour period, the parent/guardian may retrieve the device from the school office during normal school hours until 4:00 p.m. The device will not be returned to the student for any reason.
- **Second offense:**
 - The device will be confiscated and held in the school office for **3 days**.
 - The student will receive one day of Lunch Detention.
 - After 3 days, the parent/guardian may retrieve the device from the school office during normal school hours until 4:00 p.m. The device will not be returned to the student for any reason.
- **Third offense:**
 - The device will be confiscated and held by administration for **7 days**.
 - The student will receive **3 days** of Out of School Suspension. Absences will accrue and zeros will be given for any missed work.
 - After 7 days, the parent/guardian may retrieve the device from the school office during normal school hours until 4:00 p.m. The device will not be returned to the student for any reason.
 - The student will lose the privilege to have their communication device on the school campus for the remainder of the year.
- **Fourth offense:**

Student will be dismissed from enrollment at Grace Christian Academy.

If a student is caught using another student's device, disciplinary action will be administered to both parties involved. Grace Christian Academy accepts no responsibility for use, breakage, theft or loss of communication devices or other personal items.

8.9 Electronic Communication/Social Media/Online Presence Policy

As members of the Grace Christian Academy community, students, parents, and staff are ambassadors of the school and more importantly ambassadors and witnesses of Jesus Christ. This same ambassadorship applies to online communications both at home and at school. This includes but is not limited to, email, chat, instant-messaging, video calls, texting, gaming, and social networking sites (Instagram, Facebook, Twitter, TikTok, Snapchat, etc.). In all of our online communications, whether they be with our peers, classmates, teachers, or otherwise we will treat others with love, grace, and respect as Christ commands us to. Any illegal, disrespectful, obscene, sexually explicit, inflammatory language or media, ethnic or racial slurs, bullying, harassment, defamation, or other similar content posted or sent online will result in disciplinary action up to and including dismissal from enrollment.

Social networking sites such as the ones listed above are not allowed at school, **no exceptions**. However, the school realizes that many students do have access to these sites outside of school. Students and Parents/Guardians are reminded that regardless of where their posting originates, be it home or otherwise, any text, photographs, or videos they put on these sites or similar that are obscene, sexually explicit, derogatory to the school or the school community, demean or bully students or faculty is prohibited and will be reported to the appropriate 'report abuse' section of the network site and, if needed, may be referred to local law enforcement agencies. The school will also expect that any student or parent/guardian remove such posts and comments immediately. Any further instances may result in the student losing the privilege of enrollment at Grace Christian Academy.

Students are not permitted to friend any teachers or staff on their social media accounts.

8.10 Recording Device Policy

Students may not use any recording devices on the school grounds at any time. This includes transmitting images, taking photographs with phones, camera or other recording device, or using any electronic device on an audio or video record setting. Exceptions to this policy apply only to Grace Christian Academy students that have been approved for the use of a camera or video camera to record images for curriculum or school related projects or purposes.

9. ADDITIONAL POLICIES

9.1 Areas Off Limits

The following areas are considered off limits to students:

- Restrooms designated for the opposite sex.
- Staff offices, workrooms, or work areas without permission.
- All parking lots and roadways during school hours without permission.
- Hallways before 7:30 a.m. and after 3:00 p.m. without teacher permission.
- Closets and storage areas without permission.

9.2 Search and Seizure Policy

In order to maintain an ordered and disciplined learning environment, and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student cubbies, desks or bookbags, under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search. Grace Christian Academy reserves the right to invite the Cleveland County Sheriff's Department or an appropriate narcotics search group to visit at any time during the school year to search for drugs. Any alcohol, drugs or drug paraphernalia found in backpacks, cubbies, desks or other items under student's control will be considered possession.

A student and/or personal effects (i.e. purse, back pack, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized/prohibited materials. Students may be asked to empty their pockets, purses, wallets, back packs, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student) then the parents will be called and must come to the school to perform the search. **If the parents fail to come to the school to perform the search within one (1) hour of the phone call, and/or the student refuses to empty their pockets or remove from their person what is suspected, then the student's privilege to attend Grace Christian Academy will be revoked immediately and they will be expelled from enrollment. If a phone is confiscated, Grace Christian Academy reserves the right to review the phone's content for any reason.**

Student cubbies and desks are Grace Christian Academy property, and as such remain under the control of Grace Christian Academy at all times and are subject to search, both random and initiated under suspicion, at any time. Grace Christian Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property for these reasons. Students are responsible for all items contained within cubbies and desks, and any illegal, unauthorized, or contraband items found in a student's cubby or desk will constitute possession. **Periodic general inspections of cubbies and desks are conducted by school authorities for any reason at any time without notice, student consent, parental consent, or search warrant.**

If a properly conducted search yields illegal or contraband materials, **such findings will be turned over to the proper authorities for ultimate disposition.**

10. ELEMENTARY SCHOOL SPECIFIC POLICIES

10.1 School Hours/Tardy Policy

Punctuality is key to academic success. As such, students are expected to be on time to school. The school day begins promptly at 8:15 a.m. for all elementary students and dismisses at 2:45 p.m. **For the safety of our students and staff, all entry doors will be locked after 8:15 a.m., and all late arrivals must sign in at the main office. All students must be picked up by 3:30 p.m., as there is no extended care.**

Students who arrive late to school, must have a parent or guardian sign them into the main office. The student will then be escorted to their class. Tardies are accumulative by semester and four (4) tardies are equivalent to one (1) absence.

10.2 Elementary Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Elementary School classes may be given a letter grade or S (satisfactory), N (needs improvement), or U (unsatisfactory). Grades and report cards for individual students may be viewed online at Sycamore Education.

10.3 Parent/Teacher Communication

Communication between parent and teacher is integral to a student's performance in class. Every Friday your student's teacher will send home a Parent Classroom Folder. In the folder there is a sign and return side, which contains tests taken and other important items which need to be returned to school. The other side will contain class work, classroom information and school-wide announcements.

Your student's teacher will be responsible for giving you their email at the beginning of the school year. It will also be posted on their profile through Sycamore. Email and the Pass-a-Note system on Sycamore are the best ways to correspond with your student's teacher short of meeting with them for a conference.

10.4 Grade Promotion Policy

Primary School students will be promoted based on satisfactory academic performance, Christ-like conduct, work habits, and social/emotional readiness at the discretion of the teacher and administration. If a student receives any failing final grades, that student may be subject to individual tutoring or summer school (summer school is offered at the teacher and the administrations discretion and will be at the expense of the parent) and may not be promoted.

Kindergarten students must demonstrate mastery of academic benchmarks in phonics and math, as well as social and emotional maturity to be promoted to First Grade. Parents will be kept informed as the year progresses if there are any areas of concern.

10.5 Code of Academic Integrity

At Grace Christian Academy, personal and academic integrity are of the utmost importance among its students and staff. We rigorously train our students to take an active part in maintaining their integrity as it is among the most important qualities a person can have. **That said, cheating of any kind is considered a mar on the student's personal and academic integrity and it will not be tolerated.** Any instances of cheating will result in a failing grade on the assignment, quiz, or examination in question and an academic disciplinary action will be added to the students file. Further consequences will be decided by the teacher and/or the school administrator based on the same criteria concerning non-academic disciplinary actions

outlined on page 25. The following are examples of cheating and are breaches of the Code of Academic Integrity:

- Copying another student's homework, quiz, examination or other paper without express permission from the teacher.
- Using or allowing another student to misrepresent or fabricate work as one's own, unless part of a group project when work is shared.
- Unauthorized possession, distribution or use of test or quiz materials (including official quiz and test keys from the A Beka curriculum), using or displaying notes, "cheat sheets," or any other information devices inappropriate to the prescribed test conditions (i.e. cell phones).
- Seeking to deceitfully obtain, collaborate or secure answers during a test or quiz from any outside source, whether through visual, auditory, written, electronic, or verbal means.
- Plagiarism of any form. Additionally, plagiarism carries severe academic consequences that can result in the failure of a course. Your student's teacher will take time to explain what plagiarism is, but it is up to you as the parent to ensure your student understands the concept and that none of their work is plagiarized.

10.6 Discipline Policies

Primary School students are subject to the expectations and behaviors listed above. They will be treated fair and reasonably. It is the belief of the administration and the School Board that discipline must address attitudes of the heart, teach submission to authority without challenge, excuse, or delay, and lead students toward Christ-like behavior.

The teacher will handle minor disciplinary issues in the classroom using the following consequences:

First offense:	Teacher will speak with student in the classroom.
Second offense:	Teacher will speak with the student in the hallway.
Third offense:	Student will have silent snack time.
Fourth offense:	Student will walk for the first 5 minutes of recess time.
Fifth offense:	Student will walk for the first 10 minutes of recess time.
Sixth offense:	Student will have silent lunch.
Seventh offense:	Student will be referred to the Elementary School Principal and a note will be sent home.
Eighth offense:	Elementary School Principal will make a phone call to the parent.
Ninth offense:	Student will be sent to the School Administrator.
Tenth offense:	Student will be suspended or possibly expelled from the school.

If a student is caught cheating, stealing, fighting, or bullying or possesses any weapons, drugs, etc. on their person, in their locker or book bag, they will immediately be sent to the School Administrator and possibly be suspended or expelled.

11. SECONDARY SCHOOL SPECIFIC POLICIES

11.1 School Hours/Tardy Policy

Punctuality is key to academic success. As such, students are expected to be on time to school, and Intermediate and Secondary School students are expected to be on time to each and every class. The school day begins promptly at 8:00 a.m. for secondary students and dismisses at 3 p.m. **For the safety of our students and staff, all entry doors will be locked at 8:00 a.m., and all late arrivals must sign in at the main office. All students must be picked up by 3:30 p.m., as there is no extended care.**

Students who arrive late to school, may sign themselves in at the main office. This is required as all doors will be locked and no admittance will be given unless notified by the office of late arrivals. A parent note is required upon signing in or the parent must sign the student in. If the student does not have a note from their parent, a phone call will be made to the parent with the student present. The student will be given a tardy slip which must be given to their Homeroom teacher unless arriving later in the day, in which case the tardy slip will be given to the teacher of the class period the student arrives during. Tardies are accumulative by semester and are taken for each class period. Four (4) tardies is equivalent to one (1) absence. Two (2) tardies to a class will result in lunch detention, with the exception of Homeroom, in which case four (4) tardies will result in lunch detention. Excessive detentions for tardies can result in additional penalties, including suspension.

11.2 Student Driver Policy

The ability for a student to drive a motor vehicle on school property is a privilege. This privilege is earned by a student demonstrating that they will drive responsibly, that they are mature, and that they will not endanger other students or damage school property. This privilege may be revoked if the actions of a student cast doubt on their maturity and responsibility. The following procedures must be followed if the student wishes to drive their vehicle onto school property:

- Student drivers must fill out a Student Driver Registration Form.
- Students are allowed to drive their cars to school and should park in the designated student parking area.
- Students must drive slowly and carefully on school grounds and on Branch Street in front of the school.
- Students must follow the designated flow of traffic.
- Students may not go to their cars at any time during the school day.
- Student drivers must sign out (with parent consent) when leaving school early.
- Student vehicles are subject to random searches when it is suspected that the student has transported forbidden, illicit, or illegal items onto school property.

11.3 Secondary Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

11.4 Secondary Grading Scale/Grade Point Average

Score Percentage	Letter Grade	GPA Points	Honors GPA Points
95-100	A+	4.0	5.0
93-95	A	4.0	5.0
90-92	A-	3.7	4.7
86-89	B+	3.3	4.3
83-85	B	3.0	4.0
80-82	B-	2.7	3.7
76-79	C+	2.3	3.3
73-75	C	2.0	3.0
70-72	C-	1.7	2.7
66-69	D+	1.3	2.3
63-65	D	1.0	2.0
60-62	D-	0.7	1.7
0-59	F	0	0

11.5 Transfer Grade Point Average and Transcript

If a student has transferred into Grace, the transcript and GPA from the previous school will be submitted and factored in with their Grace Christian Academy transcript.

11.6 Class Rank

Grace Christian Academy does not rank students except to determine valedictorian and salutatorian. The grade point averages used to determine the valedictorian and salutatorian will be rounded to the hundredths. For external reporting purposes, Grace Christian will only report at the highest decile (10%) level.

11.7 Honor Graduate Levels

Honor levels shall be assessed based on GPA and are divided as follows:

- Cum Laude: 3.50-3.64
- Magna Cum Laude: 3.65-3.79
- Summa Cum Laude: 3.80-4.00

11.8 Graduation Requirements

In order to graduate, students in the Secondary School must earn a minimum of 22 credits.

<u>Courses</u>	<u>Credits</u>
English	4
Math	4
Science	3
Social Studies	4
Health & Physical Education	1
Electives	6
Foreign Language*	2

*Foreign Language credits are not required for graduation. A 2 credit minimum is required for admission to a university in the UNC system

<u>Courses of Study</u>		
<u>Bible</u>	<u>English</u>	<u>Social Studies</u>
9 th Grade Bible	Themes in Literature	Cultural Geography
10 th Grade Bible	World Literature	World History
11 th Grade Bible	American Literature	United States History
12 th Grade Bible	English Literature	Government and Economics
<u>Math</u>	<u>Science</u>	<u>Foreign Languages</u>
Algebra I	Physical Science	Spanish I
Algebra II	Biology	Spanish II
Geometry	Chemistry	
Consumer Math		
<u>Electives</u>		
PE/Health		
Yearbook		
Computer Applications		
Theater		
Art		

11.9 Career and College Promise Program

In an effort to offer our students the most opportunity possible in preparing for college, Grace Christian Academy is approved for the Career and College Promise Program with Cleveland Community College. Rising Juniors and Seniors are eligible for the program. Students must have an unweighted GPA of 2.8 or higher to enroll. Students with an unweighted GPA below 2.8 must take a placement test in order to enroll in the core program. The Career and College Promise Program allows students to dual enroll for their core subjects allowing them to earn college credit and their high school credit at the same time. It also

allows them to take other college classes as electives. The College Promise Program is free to students who are eligible with the only cost being any texts or materials needed for the class. Eligible students will take the classes online through CCC and must be enrolled and present on the Grace Christian Academy campus for their core subjects. Students desiring to take classes on campus at CCC must do so after school hours. Students will not be allowed to leave school to attend CCC classes during school hours. Students who do not place into the core program may still be eligible for dual enrollment of other classes and will be decided for on a case-by-case basis. All classes taken for dual enrollment core credit will be counted as honors classes. **This only applies to core classes.** Juniors who place into the program initially may graduate from Grace Christian Academy having earned at the highest level an Associate's Degree.

Students participating in the CCP program are expected to sit quietly in their assigned classroom to complete their online classes. They should not disrupt the class going on around them or be a distraction to any students around them. The teachers at GCA are not required or expected to help with college courses. If at any time a student is caught cheating or plagiarizing during a CCP class, that student will not longer be allowed to participate in the CCP program

11.10 Dual Credit Allowances for Career & College Promise

College Course	High School Credit/Graduation Req. Satisfied
ACA 122 - College Transfer Success	1 elective credit
ART 111 - Art Appreciation	1 elective credit
BIO 111 - General Biology I	May be combined with BIO 112 to satisfy the Biology graduation requirement
BIO 112 - General Biology II	May be combined with BIO 111 to satisfy the Biology graduation requirement
CHM 151 - General Chemistry I	May be combined with CHM 152 to satisfy the Chemistry graduation requirement
CHM 152 - General Chemistry II	May be combined with CHM 151 to satisfy the Chemistry graduation requirement
ENG 111 - Writing & Inquiry	May be combined with other ENG courses to satisfy the English III and English IV graduation requirement
ENG 112 - Writing/Research in the Disciplines	May be combined with other ENG courses to satisfy the English III and English IV graduation requirement
ENG 231 - American Literature I	Combined with ENG 111 and ENG 112 satisfies the English III graduation requirement
ENG 241 - British Literature I	Combined with ENG 111 and ENG 112 satisfies the English IV graduation requirement
HIS 111 - World Civilizations I	May be combined with HIS 112 to satisfy the World History graduation requirement
HIS 112 - World Civilizations II	May be combined with HIS 111 to satisfy the World History graduation requirement
HIS 131 - American History I	Satisfies American History I graduation requirement

HIS 132 - American History II	Satisfies American History II graduation requirement
MAT 143 - Quantitative Literacy	Satisfies fourth math graduation requirement
MAT 152 - Statistical Methods I	Satisfies fourth math graduation requirement
MAT 171 - Pre-calculus Algebra	Satisfies fourth math graduation requirement
MAT 172 - Pre-calculus Trigonometry	Satisfies fourth math graduation requirement
MAT 263 - Brief Calculus	Satisfies fourth math graduation requirement
MAT 271 - Calculus I	Satisfies fourth math graduation requirement
MAT 272 - Calculus II	Satisfies fourth math graduation requirement
MUS 110 - Music Appreciation	1 elective credit
PHY 151 - College Physics I	May be combined with PHY 152 to satisfy the physical science graduation requirement
PHY 152 - College Physics II	May be combined with PHY 151 to satisfy the physical science graduation requirement
PHY 251 - General Physics I	May be combined with PHY 252 to satisfy the physical science graduation requirement
PHY 252 - General Physics II	May be combined with PHY 251 to satisfy the physical science graduation requirement
PSY 150 - General Psychology	1 elective credit
SOC 210 - Introduction to Sociology	1 elective credit

11.11 Parent/Teacher Communication

Communication between parent and teacher is integral to a student's performance in class. As students in the Intermediate School, your student will be expected to exercise a new level of personal responsibility. At this level, it is the student's responsibility to stay current with all school related information and assignments, however, it is expected that the parents also take the initiative in being up to date on student class and school-wide information. From time to time, information will be sent home by the teacher both via email and hard copy.

Your student's teacher will be responsible for giving you their email at the beginning of the school year. It will also be posted on their profile through Sycamore. Email and the Pass-a-Note system on Sycamore are the best ways to correspond with your student's teacher short of meeting with them for a conference.

11.12 Grade Promotion Policy

If a student receives any failing final grades in the four core subjects (mathematics, language arts, science, and history), that student may be subject to individual tutoring or summer school (summer school is offered at the teacher and the administrations discretion and will be at the expense of the parent) and may not be promoted. If a student receives any failing final grades in two or more core subjects, the student will be required to repeat their current grade level.

11.13 Code of Academic Integrity

At Grace Christian Academy, personal and academic integrity are of the utmost importance among its students and staff. We rigorously train our students to take an active part in maintaining their integrity as it is among the most important qualities a person can have. We strive for excellence, not for man's approval, but for the approval of our Heavenly Father. Therefore, we must work as though we work for the Lord (1 Corinthians 10:31) **That said, cheating of any kind is considered a mar on the student's personal and academic integrity and it will not be tolerated.** Any instances of cheating will result in a failing grade on the assignment, quiz, or examination in question an academic disciplinary action will be added to the students file. Further consequences will be decided by the teacher and/or the school administrator.

Below is the Code of Academic Honesty and Integrity as has been outlined and approved by the Faculty, Administration and School Board:

Concerning Cheating:

Cheating damages the evaluation process and includes the following prohibitions:

- Communication during a test or quiz by talking and or using predetermined signals or signs.
- Having any notes/answers visible during an assessment unless express consent is given by the instructor as in the case of open book tests or quizzes or take-home tests.
- Any and all unauthorized collaboration during an assessment or assignment as in reports, papers, projects etc. where independent work is required.
- Willfully damaging the academic work of others.
- Submitting, in whole or part, any work by another student, including copying of another's work during an assessment
- The use of cell phones, iPods, iPads, laptops, desktops, etc. in sending and receiving texts, instant messages, emails, or any other digital communication containing answers or for retrieving answers from the internet.

Concerning Plagiarism:

Plagiarism is defined as the taking of another person's ideas or writings and presenting them as one's own or without proper acknowledgement, thus plagiarism is stealing and a serious violation of academic honesty. Plagiarism includes the following prohibitions:

- Paraphrasing or "cut-and-paste" inserts copied from online or printed sources is considered plagiarism if not cited properly within the text or quoted properly. Therefore, hard copies of all internet sources must be presented with the paper or report for cross referencing.
- The use of any internet sources that distribute completed research papers or reports is a flagrant violation of the Code of Academic Honesty and Integrity and such violations will be dealt with severely including a failing grade and/or suspension/expulsion at the discretion of the School Board.
- Use of online foreign language translators is prohibited unless explicit permission is given by the instructor per assignment.
- Students may not use abridged copies of class texts, Spark Notes, Cliff Notes, or any other non-academic hard copy or online source of literary analysis unless explicit consent is given by the instructor per assignment.
- For Lab assignments for any science course, the student is to collect his or her own data for any experiments unless working with a lab partner. A student may only use another student's data if explicit consent is given by the instructor on occasions of missed labs that have been excused. When another student's data is used, proper documentation must be made in the lab report. All other portions of lab reports must be done individually and in the writer's own words.

- A student may not present or submit the same assignment in one or more classes unless explicit permission is given by both instructors. This is considered self-plagiarism and is prohibited unless the aforementioned parameters are met.
- Proper instruction will be given by the teacher concerning proper documentation in research papers, book reports, and lab reports of any and all source material, quotes, etc.

Any and all actions of plagiarism or cheating violation will result in a conduct documentation and a zero or failing grade on the assessment or assignment in question. Any additional penalties will be administered by the Administrator and/or School Board and may include suspension and/or dismissal from enrollment, depending on the severity of the action and the student's past indiscretions concerning academic honesty.

11.14 Spiritual Emphasis Trip

Every year, Grace Christian Secondary Students attend a spiritual emphasis trip. This trip is required for all students. It is the belief of Grace Christian Academy administration and School Board that such a trip is integral to the spiritual development of its students. As a spiritual emphasis trip, students may at times share intimate details of their lives with their peers and the chaperones. As such, parents will not be allowed to attend for any reason. This is to protect the privacy and confidentiality of the students in attendance as well as to ensure that each student feels comfortable delving into their personal spiritual growth uninhibited by a parent's presence. Secondary School teachers will chaperone the trip and are expected to respect the confidentiality of their students. More information concerning the trip will be given at orientation and as the date approaches.

11.15 Discipline Policies

Intermediate and Secondary students are subject to the expectations and behaviors listed above. They will be treated fair and reasonably. It is the belief of the administration and the School Board that discipline must address attitudes of the heart, teach submission to authority without challenge, excuse, or delay, and lead students toward Christ-like behavior.

When a violation of student expectations and behavior occurs, the teacher will use the following steps for disciplinary action:

1. Warning - a verbal warning to the student along with a written notice to the parents
2. Detention Essay - student will be given a detention essay, selected by the teacher, to copy and return the following day
3. Lunch Detention - student will sit silently apart from, nor have any interactions with their peers during their lunch period
4. Conference with Student and Parent - teacher will meet with both student, parent, and Secondary Principal to discuss a solution to their misbehavior and other consequences as a result of continued misconduct. A Discipline Notice Form will be completed and be added to the student's record.
5. After School Detention - student will stay 1 hour after school

6. 1 day of Out of School Suspension - OSS will be served on the next school day after it is issued. Student will be counted absent for that day. The student will not be allowed to make up work, quizzes or tests and will receive 0's for all missed work/quizzes/tests.

While these 6 steps are the planned steps of disciplinary action, the severity of the offense may lead to certain steps being skipped. The administration reserves the right to modify these consequences depending on the severity of the violation.

11.16 Teen Pregnancy and/or Marriage

Grace Christian Academy believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. However, no married student, pregnant student, or student responsible for a pregnancy may attend daily classes at Grace Christian Academy.