



GRACE CHRISTIAN  
ACADEMY



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## **Student Handbook**

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**Dear Parents and Students:**

We are pleased that you have chosen Grace Christian Academy as your school. We consider it a great privilege to share in the responsibility of training your child.

The foundation of all that is done at Grace Christian Academy is the Word of God. The Bible is the guidebook that serves as our standard and shows us how to live the Christian life. It is our desire to see children and families live in the joy of knowing and being like Christ.

The Bible states that Christian parents are commanded to bring their children up in the nurture and admonition of the Lord (Eph. 6:4) so that when they are old they will not depart from the things they have been taught (Prov. 22:6). Therefore, in relation to the family our goal is to assist you in the rearing of your child to become a responsible, Christ-honoring citizen.

In addition, we desire to know that each family not only professes Christ, but is also growing in fellowship with Him. The Bible teaches that the body God established to accomplish His purpose for the Christian family is the local church. It is through the assembly of believers that we encourage and support one another. The New Testament believers understood this and were challenged to not forsake coming together for worship and fellowship (Heb. 10:24-25).

With these things in mind, it is imperative that we all understand that the church, family, and school work together in a partnership to train the hearts and minds of our young people.

Finally, if you have never accepted Christ as your personal Savior, I urge you to consider doing so. On the following page are some Scripture passages that will assist you in securing this relationship.

## God's Simple Plan of Salvation

Salvation is the supernatural act of God whereby we are born again (spiritually) into the Body of Christ. Salvation is not acquired through good deeds as so many believe, but rather through faith in the finished work of Jesus Christ on the cross.

In John 3, a very religious leader of the Jews came to Jesus to inquire. Jesus told this man in John 3:3, "Most assuredly, I say to you, unless one is born again, he cannot see the kingdom of God." There, Jesus described the process one must undergo to acquire eternal life as being "born again." So, salvation is not acquired through being good or going to church—or even giving to the church. Salvation (eternal life) is all about being "born again."

With that overview, let's fill in some details. Before one can be "born again," it is necessary for that person to recognize the need for salvation. That need is defined in Scripture—Romans 3. There, in verse 10, we are told, "There is none righteous, no, not one." Down in verse 23 we read, "For all have sinned and fall short of the glory of God." Here it is in a nutshell: We are all sinners in need of salvation.

Having established that we are all sinners, what's the big deal? The big deal is found in Romans 6:23 where we are told, "For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord." Now you might say, "Well, everyone dies!" Yes, but this is talking about spiritual death, not merely physical death. We know that to be the case because of the reference to "eternal life" (spiritual life) in the remainder of that verse. So, because of our sin, we deserve eternal spiritual death.

"What's the remedy?" you might ask. It's found in Romans 5:8, "But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us." II Corinthians 5:21 says it like this, "For He made Him who knew no sin to be sin for us, that we might become the righteousness of God in Him." In other words, Jesus Christ was born and lived as the perfect man—a man who had no sin—a man who had no need to pay the penalty of sin...spiritual death. Yet, Jesus died a sacrificial death on the cross on our behalf. Because of this sacrificial death on the cross, we can be exempted from the penalty of sin—spiritual death.

That brings us to the action item: How does one appropriate this eternal life for oneself? Jesus said in John 6:44, "No one can come to Me unless the Father who sent Me draws him; and I will raise him up at the last day." The Holy Spirit of God draws people to Jesus Christ upon hearing a presentation of God's Word regarding salvation. Romans 10:17 says, "So then faith comes by hearing, and hearing by the word of God."

So, if you understand that you are a sinner and have no ability to save yourself from eternal death, and if you understand that Jesus Christ paid your penalty for sin, then you are a candidate for salvation. If the Holy Spirit is convicting you of your need to be saved as you read this, here's the action item in Romans 10:13. "For whoever calls on the name of the LORD shall be saved." In prayer, receive Jesus Christ as your personal savior—your only means to eternal life. By doing so, you are "born again" by the Holy Spirit and become part of God's family. We often refer to that as being "saved" or "becoming a Christian."

From time to time I meet someone who tells me that they get saved frequently. Well, that's missing the point. Once a person has been born again, they become part of God's family. It's a one-time induction into God's family—no need to continually rejoin God's family. Jesus explained it this way in John 5:24, "Most assuredly, I say to you, he who hears My word and believes in Him who sent Me has everlasting life, and shall not come into judgment, but has passed from death into life." Eternal life is eternal. Having been "born again," you have eternally become part of God's family.

...and that's what the Bible defines as the means to eternal life.

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# **General Information**

## **PURPOSE OF HANDBOOK**

It is the purpose of this handbook to explain to the parents and students of Grace Christian Academy policies that will direct our relationship together throughout the year. If any situations or questions arise which are not discussed in this handbook, the administration will determine the proper course of action to take.

## **HISTORY OF THE SCHOOL**

- 1983: On Sunday November 6<sup>th</sup>, Fayette Bible Church gathers for the first time. The common desire among the church body is to reach out to the community with the good news of the gospel of Christ, to worship, fellowship and grow together spiritually, and to build their lives solidly upon the clear teachings of Scripture.
- 1985: Fayette Bible Church is blessed with an 11.3-acre tract of land on McDonough Rd., which is used to build a new church facility.
- 1988: Sensing a need to fulfill their mission to minister to the community, Fayette Bible Church begins construction of classrooms and a gymnasium with the hopes of beginning a Christian school.
- 1990: Grace Christian Academy begins with 90 students in grades K4-5. Mr. Mark DeBee becomes the first principal of the school. A sixth grade class is added a year later.
- 1994: Construction begins on an addition to the existing school building. It will provide an additional 10 classrooms for future student growth. A 7<sup>th</sup> grade class is added in the fall school year.
- 1995: An 8<sup>th</sup> grade class is added giving GRACE a complete middle school. Mr. Mike Redman becomes the second principal of GRACE. Mr. Redman develops a youth athletic program and a computer lab is started to give the students access to technology.
- 2001: At the beginning of the 2001 school year, Mr. Brian Fourman becomes the third principal of GRACE. Mr. Fourman had previously taught Bible, History, and PE at the middle school level for three years while completing his Master's Degree in Education.
- 2003-05: Feeling a deep conviction to expand the ministry of GRACE, the school board decides to begin a high school program. Construction begins on a new addition to Fayette Bible Church. The new facility provides GRACE with a new lunchroom, kitchen, and potential classrooms for future growth. A 9<sup>th</sup> grade class is added at the start of the 2003 school year followed by a 10<sup>th</sup> Grade class in 2004, an 11<sup>th</sup> grade class in 2005, and a 12<sup>th</sup> grade class in 2006.
- 2006: GRACE receives its formal accreditation through the GACS.
- 2007: On Saturday, May 26<sup>th</sup>, 2007, 10 students comprise the first graduating class of GRACE.
- 2008: The admissions department is reworked, and the public relations and fundraising departments are formed by Mr. Bearden who is hired as the Assistant Principal: Director of Strategic Planning.
- 2009: A 3-year old kindergarten program is added.
- 2011: Mr. Bearden is appointed Headmaster to lead our new school vision to become an academy.
- 2013: Mrs. Sanders is appointed Principal.

## VISION STATEMENT

GRACE is the place to change students' lives so they can be a transforming influence on their world for Jesus Christ.

## CORE VALUES

Everything we do at GRACE is guided by a set of core values. The BIBLE is our handbook for living and for serving God in ministry at GRACE. Our core values define what we believe in -- in other words -- what's important to us. At GRACE, We believe the values listed below are foundational in training students who will serve God forever.

- **B - Biblically Centered**  
GRACE is an organization where people rely on God's principles for their actions
- **I - Integrity**  
GRACE is an organization where people do the right things for the right reasons
- **B - Be the Best**  
GRACE is an organization that requires people to put forth their best efforts
- **L - Leadership Development**  
GRACE is an organization that expects people to develop leadership skills
- **E - Engaged in Ministry**  
GRACE is an organization driven by people doing ministry at work and church

## OUR CODE

Our code inspires our actions and choices at GRACE. It helps us create a ministry-driven culture where we can support each other and achieve God's plan for our school. When we act according to the standards listed below, we can better lead others and influence them for Jesus Christ.

- **L – Lead**  
I choose to be a positive influence and serve those around me
- **E – Encourage**  
I choose to build others up and lift up the organization with my words
- **A – Answer**  
I choose to be responsible and held accountable for my attitude, actions and results
- **D – Disciple**  
I choose to grow in God's Word on a daily basis and help others do the same

## OUR BELIEFS

Here at GRACE, we believe strongly in the Word of God. Everything we do centers around our beliefs in what God's Word, the Bible, teaches us about the Christian life. We believe our Statement of Faith outlined below accurately reflects our positions on what the Scripture teaches. We will follow this Statement of Faith as the framework by which Bible doctrine will be taught at GRACE.

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons- Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).

## **YOUR COMMITMENT**

When we enter into a relationship with a family, we view it as a long-term commitment. There are certain expectations that we have for our families, just as you have certain expectations of our school. Our relationship will function most effectively if we view it as a partnership that exists among you, your church and GRACE.

I commit to...

1. Accept the Scriptural directive of Proverbs 22:6 which says "Train up a child in the way he should go and when he is old, he will not depart from it." We attest that godly principles are being taught and reinforced in the home, and that our family is actively involved in a church where God's Word is preached.
2. The unique relationship between the home, the church, and the school. I understand that the Christian school is an extension of the home and the church in supporting and helping parents raise godly children.
3. Uphold and support the high academic standards of Grace Christian Academy by encouraging and working with my child on their daily homework assignments.
4. Allow my child to be disciplined by the teachers and administration in accordance with the guidelines established in the GCA handbook. I will assist the school in producing the peaceable fruit of righteousness in my child (Hebrews 12:11) as together we seek to develop in them a biblical standard of conduct.
5. Grant GCA sole discretion to suspend or dismiss any student who does not adhere to the standards in the handbook. In addition, I understand that disciplinary action may be taken if my child becomes involved in any activities outside of school that violate biblical principles, dishonors God, or that might damage the reputation of Grace Christian Academy.
6. Not involve another parent or third party should I have any questions or criticisms that need to be addressed. Instead, I will bring all necessary complaints to the proper school personnel and work with them to resolve the differences. In all our discussions, I will maintain a proper Christian testimony, as I am an example for all children to see.
7. Honor my financial obligations to Grace Christian Academy. I will adhere to the policies set forth in the admissions literature concerning the timeliness of payments and the accumulation of late fees.

## **OUR VIEW OF EDUCATION**

We believe that all wisdom, knowledge, and truth come from God. Because of this, a child's education is complete only when God and His Word are at the center of all learning. The needs of the total person (spiritual, academic, physical, and social) can only be met when approached from a Christian or Biblical worldview.

As we strive to equip students for excellence in all areas of their life, we believe it is important that GRACE develops programs, strategies, and methodologies that are consistent with biblical principles, and will produce graduates with a Biblical worldview, who:

### **Spiritually:**

1. ...Understand and commit to a personal relationship with Jesus Christ (John 1:12; 3:16).
2. ...Know how to apply God's Word and carry out His will in their daily life (I Timothy 4:12).
3. ...Are empowered by the Holy Spirit to pursue a life of godliness (Galatians 5:22-23).
4. ...Are actively involved in a church community, serving God and others (Hebrews 10:25).
5. ...Respond to carrying out the Great Commission locally and around the world (Matthew. 18:18-20).
6. ...Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews (I Peter 3:15-16).

### **Academically:**

1. ...Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking (James 1:19; Romans 12:3).
2. ...Are proficient in mathematics and science (Isaiah 40:12-13; Proverbs 4:7).
3. ...Appreciate literature and the arts and understand how they express and shape their beliefs and values (Acts 17:28; Colossians 2:8).
4. ...Know how to utilize resources, including technology, to find, analyze, and evaluate information (Proverbs 8:12, KJV).
5. ...Have the skills to question, solve problems, and make wise decisions (Proverbs 3:13).
6. ...Are committed to life-long learning (Luke 2:52).

**Physically:**

1. ...Treat their bodies as the temple of the Holy Spirit (I Corinthians 6:19-20).
2. ...Realize the physical, intellectual, and spiritual benefits of physical activity (I Timothy 4:7-8).
3. ...Can distinguish between the Scriptural and worldly concepts of health, beauty, and physical fitness (Romans 12:1; Proverbs 31:30; I John 2:15-17).
4. ...Will use their talents and abilities in service for God (Matthew 25:14-30).
5. ...Respect and relate appropriately to the people with whom they work, play, and live (Romans 12:10-11).
6. ...Understand that work has dignity as an expression of the nature of God (Ecclesiastes 9:10).

**Socially:**

1. ...Understand the worth of every human being as created in the image of God (Genesis 1:26-27).
2. ...Have a knowledge and understanding of people, events, and movements in history and the cultures of other peoples and places while dispelling prejudice and promoting harmony (James 2:1-9).
3. ...Embrace and practice justice, mercy, and peacemaking in family and society (Romans 12:18).
4. ...Value and engage in appropriate social and civic activities (Romans 12:3-10; Proverbs 21:25-26).
5. ...Are good stewards of their finances, time, and all other resources (I Corinthians 4:1-2).
6. ...Have an appreciation for the natural environment and practice responsible stewardship of God's creation (Genesis 1:27-30; Romans 1:20).

# Admissions

## STATEMENT OF NONDISCRIMINATION

Grace Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Grace Christian Academy. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, athletics, and other administered programs.

## RE-ENROLLMENT

Re-enrollment for returning students will occur in the main school office through the Admissions Department. Before re-enrollment can be completed, all the necessary information must be obtained. The re-enrollment process will be complete upon receipt of all necessary forms and fees.

Re-enrollment will begin in January. Completion of the required forms and payment of the necessary fees will ensure a place for the child during the next school year. Classes can fill quickly so parents should re-enroll before new student testing begins in early February.

Currently enrolled students will be asked to submit an updated Pastoral Recommendation each year when they enter the 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grades. However, exceptions will be given for first year students who have just turned in a Pastoral Recommendation the previous year. No student will have to turn in a recommendation in two successive years.

**Please note: The records of students presently enrolled at Grace Christian Academy will be reviewed on an annual basis to determine their status. Students will only be re-admitted based on a satisfactory record in academic subjects, conduct, and spiritual growth.**

## WITHDRAWALS FROM SCHOOL

Withdrawals from school must be made through the Business Department. Once a withdrawal request has been received, the Business Department will begin to process the student's paperwork. Families will be required to meet all financial responsibilities before records are released.

***Please note:*** Students attending any part of the month will be responsible for the full month's tuition. No records will be transferred while there still is an outstanding balance on the student's account.

# General School Policies and Information

## ACCREDITATION

GRACE is fully accredited (K5-12<sup>th</sup>) by the Georgia Association of Christian Schools (GACS). GACS accredited schools are recognized and accepted by colleges and schools across the state and nation. Students who have done well in our own academic programs will be able to move easily into other private and public schools and have access to the **Hope Scholarship**.

## ACTIVITIES

Our school is involved in many student activities. These take place through our program or through the GACS (Georgia Association of Christian Schools). Students will be given opportunities to participate in the following areas: Athletics (Cross Country, Soccer, Volleyball, Basketball, Cheerleading), Fine Arts (Including Art, and Music (Vocal and Instrumental)), Clubs, Elementary intramural sports, and various community service projects.

## ATTENDANCE/TARDINESS POLICY

### **\*The following guidelines apply to all students at GRACE\***

There is probably no factor more important to successful school progress than regular school attendance. GRACE is required by state law to ensure our students are daily attending school and are receiving the required amount of instructional hours to receive credit. We reserve the right to retain a student who accumulates too many absences at the same grade level. A normal school year consists of 180 school days. Any student who is absent 27 (15%) or more days during the school year may be subject to repeating that grade level.

| <b>Students Arriving to School</b>                  | <b>Students Leaving School</b>                       |
|---|--|
|   |  |
| From 8:01/8:31-10:30 AM will be counted tardy       | From 8:01/8:31-10:30 AM will be counted 1 day absent |
| From 10:31-12:00 PM will be counted 1/2 day absent  | From 10:31-12:00 PM will be counted ½ day absent     |
| From 12:00 PM or later will be counted 1 day absent |  |



## **Absences**

Compulsory Education Law (O.C.G.A. 20-2-690.1) requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send such child to school. All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. State Board of Education policy defines the school year as 177 attendance days.

### **• Full Day Attendance**

Students are expected to be in attendance for the full school day. Students who check-in late or check out early should submit a written note from their parent/guardian explaining their absence. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused.

### **• Student Absences**

Whenever students are absent, for any reason, their parent/guardian must send a signed and dated written explanation of the absence to their child's teacher no later than the **Third Day** following the students return to school after their absence. After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.

### **• Excused Absences**

As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons: illness, death in immediate family, religious holiday, and instances in which attendance could be hazardous as determined by Fayette County Public School System, services as page in legislature, a court order, absence to vote in an election, and up to five (5) days excused absences per year to students where parents are in the military and are being deployed or are on leave.

### **• Unexcused Absences**

Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by the Compulsory Education Law (O.C.G.A. 20-2-690.1) and Student Attendance Protocol Committee Law (O.C.G.A. 20-2-690.2).

- A. GRACE Christian Academy will notify by first class mail parents/guardians of students ages 6-16 who have accumulated five (5) unexcused absences per semester and will include a copy of the summary of consequences.
- B. GRACE Christian Academy will notify by letter parents/guardians of students ages 14-17 who have accumulated seven (7) unexcused absences per school

year and will include a copy of (O.C.G.A. 40-4-22) the attendance-drivers license law and a summary of consequences.

- C. GRACE Christian Academy will notify by letter parents/guardians of students ages 6-16 who have accumulated ten (10) unexcused absences per semester and will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.
- D. State law requires an unemancipated minor over sixteen (16) years of age must have written permission from his or her parent/guardian prior to withdrawing from school.

### **Tardiness**

Students are expected to arrive at school on time. Students who are tardy for school must go to the school office to sign-in before going to class. Schools will notify by first class mail parents/guardians of students who have accumulated five (5) unexcused tardies per semester. Students will be allowed to accumulate five AM/1<sup>st</sup> period unexcused tardies per semester. For every 5 AM/1<sup>st</sup> period unexcused tardies thereafter, a fine of \$25 will be charged to their account.

All students are expected to be in school and to their classes on time. Students arriving late are to report to the office, sign in, and receive a tardy slip before they will be allowed to enter class.

All tardies to school and to class are unexcused. If a legitimate reason exists for the tardy, it must be submitted to the teacher for approval within 24 hours. Habitual tardiness may lead to dismissal.

MS/HS tardies in 2<sup>nd</sup> – 7<sup>th</sup> periods will affect a student's participation grade.

### ***Attendance/Discipline and Driver's License – (O.C.G.A. 40-5-22)***

This law requires that the local school system's central office receive information from the public schools and home schools regarding students 14 through 17 years of age whose driver's licenses are to be revoked or not issued according to the provisions of the law.

Committing any of the following offenses will result in the Georgia Department of Driver Services not issuing an instructional permit or driver's license. If a student has already been issued an instructional permit or driver's license, the department will suspend that permit/license or the ability to receive one, for a period of **one year**. This notification will be made by certified mail if a student

- A. Has dropped out of school without graduating and has remained out of school for ten consecutive school days.

- B. Has **ten or more** school days of **unexcused absences** during the current academic year or ten or more school days of unexcused absences in the previous academic year.
- C. Has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his/her right to a hearing and pleaded guilty to one of the following offenses:
- Threatening, striking or causing bodily harm to a teacher or other school personnel;
  - Possession or sale of drugs or alcohol on school property or at school sponsored event;
  - Possession or use of a weapon on school property or at school sponsored event.
  - Any sexual offense prohibited under Chapter 6 of Title 16;
  - Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

Students applying for an instruction permit or driver's license must obtain from their school a letter certifying that none of the above provisions apply to them at the time the letter is generated or for the preceding year. All students who intend to get their learner's permit or driver's license over the summer months **must** receive a "Certificate of Attendance" from the school administration prior to the end of the school year. This certificate is **required** when applying for either license. Please check with your school's administration during the month of May.

### ***Reporting Students with Unexcused Absences (O.C.G.A. 20-2-701)***

#### **• Consequences for Unexcused Absences**

Any parent/guardian, or other person who has control of any child who on the tenth unexcused day of absence per semester, and after the child's school system has notified the parent/guardian, or other person who has control of any child, of each day's absence from school, shall be guilty of a misdemeanor, and court action may be pursued for formal intervention.

#### **Penalties:**

- 1) **Fine** – not less than \$25 and not greater than \$100.00
- 2) **Imprisonment** – not to exceed 30 days
- 3) **Community Service**, Or any combination of such penalties, at the discretion of the court.

Students will be counted in attendance only if they are actually present or are engaged in a school-approved activity that constitutes a part of the instructional program.

**The following are the only acceptable reasons for student absences:** personal illness, medical appointments, death in the family, religious holiday, school-sponsored events or activities previously approved by the school, severe weather, missionary or church work,

prearranged (with the school) family functions, service as a page in the legislature, court order, or absence to vote in an election. **The student when returning to school must bring in a written notice, by a parent/guardian stating the specific reason for absence.**

All absences not listed above are **unexcused**. This includes any absences where no written notice is received within three (3) days after the absence. Vacations and business trips will be considered unexcused unless approved by the administration in advance. A note must be brought in advance for administrative approval. All make-up work is to be completed within the time specified. (See “**Make-up Work,**” for unexcused absences.)

The following reasons will be **unexcused** for school absences:

1. A foreseeable absence that was not pre-excused will automatically be considered unexcused.
2. All non-emergency absences or absences for the sake of convenience to the parent, (example: skipping school, staying home to baby-sit, sleeping late after returning from athletic trips, etc.).
3. Any high school student who misses school because of illness and reports to a regular job on that day.
4. If a student returns to school without a written notice from parents, he will receive an unexcused absence.
5. If a student misses all day for a doctor’s appointment that takes only an hour or so, the absence will be unexcused. *It is suggested, for the benefit of the student and teacher that appointments are made after school.* If this is not possible, the student should only be out of class for the required time of the appointment. If several appointments are needed, please work to see that the same class/subject is not missed each time.

If a student is absent from school, he is not to show up on campus for practices, social events, ball games, or just to visit. An absence means the student is not on campus at all.

### **Extended Illness**

Parents are responsible to call the school if the child will be out for an extended period of time. Teachers will prepare work for homebound students after two days if requested by the parent.

### **Make-up Work**

Students have one day for each day missed to make up work (not including weekends and holidays) unless otherwise noted by the administration. *A student who has an unexcused absence may not have the opportunity to make up work missed in class and may receive a failing grade on work not turned in on time or not completed in class during such absence.*

### **AWARDS**

The following is a list of rewards that will be given to the students during the course of the school year:

#### ***Conqueror Award***

This award is given in chapel on the first Tuesday of every month beginning in September. It is a rotating award given to students in K3-5<sup>th</sup> grade who have been struggling in an academic or conduct area and has shown improvement in that area. It can also be given for students who have shown consistency and diligence in their work and conduct areas. The student will receive a trophy that they keep in the classroom for one month. They will also receive a picture and certificate, which is theirs to keep.

#### ***Honor Roll***

The Honor Roll will be posted each grading period. At the end of the school year, the students who have been on the honor roll for every grading period will be recognized with certificates.

GRACE determines Honor Roll students by using the following criteria:

1. Students who earn straight "A's" will be named to the Principal's List.
2. Students who earn all "A's" and "B's" will be listed on the High Honor Roll.

#### ***Athletic Awards***

- 1.Character
- 2.Most Improved
- 3.MVP

#### ***Special Awards***

1. David Medallion: This award is given to two students in the 1<sup>st</sup>-2<sup>nd</sup> grades that demonstrated excellence in word and deeds during the course of the school year. This type of child would follow in the example of King David who, at a very young age, was recognized as having a heart for God. It is based on Proverbs 20:11 which says, "Even a child is known by his deeds, whether what he does is pure and right."

2. Young Scholar Award: This award is given to two students in grades 3<sup>rd</sup> – 5<sup>th</sup> that has excelled academically during the course of the year. It will be determined mostly by, but will not be limited to, the student's grade point average. These students will have followed the example of Jesus who at about this age *"...increased in wisdom and stature, and in favor with God and men."* Luke 2:52
3. Eagle Award: This award is given to deserving students in grades 6-12 that exemplify the Scriptural directive given to Timothy by Paul in I Timothy 4:12- *"Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity."*

### **BEFORE AND AFTER CARE PROGRAM**

The Before Care Program and After Care Program is available on an as-needed basis. Any student who is dropped off or picked up during these times will be assessed a fee unless they are participating in a designated school function (i.e. athletic practice).

**When GRACE is in session for only half a school day, we will not offer After Care services. Students will need to be picked up by 12:00 on those days.**

#### **Please Note:**

1. Discipline during Before and After Care will be consistent with the school's discipline policy.
2. We are providing this program to support and assist working parents. It should not be used as a "babysitting" service or extended playtime for children.
3. Consistent discipline problems or abuse of the system may result in loss of Before and After Care privileges.

### **BOOKS**

- All textbooks are purchased or rented by the student. The safekeeping of these books is the responsibility of the student to whom they belong and therefore, should be handled with care. The student will pay for any damage to textbooks beyond normal wear. If a text is lost or destroyed, the student must pay the total replacement cost.
- All purchased or consumable books belong to the student. All rented books are the property of GRACE and may not be written in or kept by the student.

## **CHAPEL**

Grace has chapel once a week. The students enjoy a time of singing praises with a program that varies. Special speakers, including local pastors, present a short message. Additionally, GRACE has several school programs throughout the year that the whole family can enjoy. These programs give students a chance to test their skills in performing arts as well as build self-confidence, school pride, and teamwork. Teachers will be informed in advance of upcoming productions throughout the year.

## **ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

Only middle school and high school students with at least a 2.0 average and no “F’s” in any academic subject will qualify to participate in extracurricular activities. Such activities include: interscholastic sports, fine arts competition, clubs or holding office of any class.

Students holding office must also have approval of the school administration. Only students who have been in our school for at least one year may hold office.

Eligibility in General:

4. Once a student becomes involved in an extracurricular activity, their grades will be checked every three weeks.
5. Should their average fall below the required standard, they will be placed on academic probation and given two weeks in which they have to raise their average to the necessary level.
6. Any student placed on academic probation will be subject to the requirements agreed upon between them, their parents and the GRACE personnel (advisor, coach, teacher, etc).
7. At the end of the two-week probation period, the student’s grades will be checked. If the student’s average is 2.0 or above, they will be allowed to rejoin the activity. If their average is 1.9 or below the student will be dismissed from the activity or will be subject to further probation measures until the grades improve.
8. If a student is placed on academic probation more than once during any given activity, they will be dismissed from participating in that activity.

## **EMERGENCY PROCEDURES**

Students will practice emergency procedures on a regular basis throughout the school year. GRACE will conduct monthly fire drills, at least two severe weather drills, school lockdown, and evacuation drills.

### **FIELD TRIPS**

Each of the classes in K3-5<sup>th</sup> grade will have two field trips during the year. A fee is usually charged, depending upon the field trip. Parents must send in a written note if they do not want their student to attend a field trip. The day will be counted as an unexcused absence for those students who do not attend. However, if the teacher administers a quiz regarding the trip, the student will be held accountable for the information and will take the quiz.

Parents are encouraged to participate as chaperones and are expected to follow the dress code and conduct standards of the school.

The individual teacher will schedule field trips for Middle School and High School students. Approval for such trips will be given by the administration.

### **FINE ARTS**

GRACE offers a fine arts program for our students. Each student is given the opportunity to participate in music and art classes throughout the year. All students have the opportunity to participate in a fine arts production. Music and visual art will be showcased in our annual Grandparent's Day program and Amazing Grace Art Exhibit.

### **FUNDRAISING AND GIVING**

There are many different ways in which parents, businesses, and private donors can become involved with the development of GRACE.

Contact the school office for more information regarding the following programs: GRACE Scholarship Fund, the GRACE Enhancement Fund, and GRACE Volunteers.

Fundraising events will be held at GRACE as needed. We encourage our students to participate by using the scan cards at area grocery stores and to be active in the "Box Tops for Education" program.

### **INSURANCE**

Our policy provides for "excess" coverage for your child while at school. Although insurance is provided, we do not assume liability for an accident or sickness beyond our control.



## LEAVING CAMPUS

Any student leaving campus for any reason during the school day must be signed out by a parent or designated adult. The sign-out sheet is located in the office. If a student returns in the same day, he must return to the office to sign in.

Once a student arrives on campus, he or she is considered in school. Leaving campus without permission, even before school officially starts, or at the end of the day before dismissal time, will be considered skipping and may result in disciplinary action.

If a student is to leave with another student other than a regular ride, the student's parent must send in a note or email. If a student drives and must leave before the end of the school day, he or she must have written permission from a parent.

## LIBRARY

Students are encouraged to use the library services to obtain optional reading material as well as for research purposes. Students may check out books for one week before they must return or renew them. A fine will be assessed on all overdue or lost books. Report cards will not be issued to those who owe book fines.

## LOST AND RETURN POLICY

GRACE students are strongly encouraged to mark all clothing and books with their name/initials. GRACE does not have a lost and found. Any items that are "lost" will be returned to the owner. If there is no identification, the item will be donated to a teacher or student in need. Teachers may choose to have a special area for valuable items. In this case, at the end of each semester, all items are donated to a local charity.

## LUNCH PROGRAM

Lunch options and prices for the fall school year are available on RenWeb, at [www.gracechristian.info](http://www.gracechristian.info), and through the school office. **Lunch options and prices are subject to change during the year without notice.**

Students may order all or part of their lunch daily, weekly, or monthly. They are required to pay with their order. **Please note that lunch order forms and lunch money need to be sent in a separate envelope from any other type of payments.**

If a student forgets their lunch, they will be given a sandwich and drink that will be charged to their account. No other form of lunch charging is allowed.

## **PARENT INVOLVEMENT**

The faculty and administration encourages the parents of our students to remain actively involved in their child's education. Parents should feel free to contact their child's teachers to discuss progress.

If a parent would like to observe the classroom they should contact the teacher to make the necessary arrangements.

## **PICK-UP AND DROP-OFF**

### **ELEMENTARY**

Traffic flow is one way -- down the driveway on the right, and moving between the two buildings. When students arrive before 8:05 a.m., parents are responsible to escort their child to Morning Care in the gym and properly check them in. After 8:10 a.m., students are permitted to go directly to the classroom. Safety Patrols will be on duty and will assist younger students in getting out of the vehicles. If the patrols are not on duty when parents arrive, it is the parent's responsibility to ensure their child's safe unloading. **Parents wishing to walk their child to the building must park in the parking lot.**

For afternoon dismissal, the student patrols or teachers will escort elementary students to the proper vehicle. If there is a delay in finding the student, the patrol may ask the parent to pull to the parking area in order to allow those vehicles behind them to pass. Please follow the directions of the patrol or teacher.

**Drive very cautiously while in the parking lot, watching for children who may dart between vehicles. Please do not exceed 5 mph in the pick-up/drop-off area or 10 mph in the parking lot.**

**Please do not leave your vehicle unattended or parked between the two buildings during the designated pick-up and drop-off times. We have limited space and parking a vehicle in this area hinders the traffic flow.**

### **MIDDLE AND HIGH SCHOOL**

Traffic flow is one way -- down the driveway, turning left in front of the church, turning right, and dropping off at the ROCK. Students are to enter the lunchroom through the side (east) door and cross under the awning.

Afternoon dismissal is the same. Students enter the lunchroom from the south door and exit through the east door, proceeding to their vehicle.

## **PLEDGES**

The recitation each morning of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians. Therefore, it is essential that every student see his or her responsibility to recite these each day.

### **Pledge to the American Flag:**

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### **Pledge to the Bible:**

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God."

### **Pledge to the Christian Flag:**

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe."

## **SALES AND SOLICITATION**

Solicitation is forbidden at GRACE without the permission of the School Board. This includes: use of the school directory, selling of tickets, candy, distribution of political materials, and the circulation of petitions.

## **SCHOOL CLOSING – INCLEMENT WEATHER**

In the occasion that school is to be canceled or let out early due to inclement weather, Grace Christian Academy will communicate to all families through email and ParentAlert. Local television and radio stations will also be notified.

## **SCHOOL LOCKERS**

Students in grades 7-12 will be furnished with lockers at the beginning of the school year in which to store their books and other belongings. Book bags hanging on hooks are not to be used in place of lockers. All lockers are the property of GRACE. The student is assigned a locker number and will be required to bring a lock from home that has a combination. This is the student's personal combination to help safeguard his or her personal belongings and prevent their loss. Therefore, the student should not give his or her combination to any other student. **GRACE is not responsible for items that are lost or stolen from lockers.**

JR/SR LOCKERS: Only juniors and seniors are to be in the Junior/Senior Locker Room.

**Students should not mark on the lockers with any writing device. No pictures, stickers, or other designs are to be placed on the outside of the lockers.** Students may decorate the inside of the locker with appropriate pictures. No items are to be placed on the top of the lockers. Lockers are to be kept clean and uncluttered. Belongings that students are unable to keep in the locker must be carried with the student or placed **beside** the lockers. Hallways are to be uncluttered at all times. Any malfunction in the combination lock or locker should be reported to the administrative office immediately. Food is not to be left in the locker overnight.

The administration reserves the right to check student lockers at any time.

### **SCHOOL OFFICE**

The school office is a place of business during the school hours. Students should come to the door and ask the secretary's permission before entering any office.

School phones are for business use only and are not to be used by students unless an emergency arises and permission has been obtained. Parents are requested to make all calls to the office as brief as possible.

The school office is open Monday through Friday twelve months a year. On school days the hours are 8:00-4:00. During the summer months and on school holidays the hours are 9:00-4:00. The office is closed on these holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, and the 4<sup>th</sup> of July,

### **SCHOOL SUPPLIES**

Students are expected to have in their possession and bring to class all necessary class materials and tools including notebooks, paper, pens and pencils, rulers, compasses, protractors, etc. Each student will receive a supply list during the summer months with the items necessary for the school year. Supply lists are also available for download at [www.gracechristian.info](http://www.gracechristian.info). Each student must have a backpack to carry papers and notes home for the parents to check daily. The school provides all textbooks.

Students should maintain their textbooks in good condition through the course of the year. Many of these texts, especially on the lower level, are consumable workbooks. Students will be charged for replacement of lost/damaged textbooks.

## **SICKNESS, INJURY AND MEDICATION**

### **Communicable Disease Policy**

GRACE desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness that arises because of a specific infectious agent that may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons.

A teacher or administration official that reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, GRACE may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. GRACE reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Communicable diseases include (but are not limited to): Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans only by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen’s Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire’s Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever R. Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio, Cholera, Varicella (Chickenpox), Vibrio Infections, Yellow Fever.

### **Injury or Sickness**

Students are not to come to school if they are running a fever or are too ill to maintain their daily schedule. Students who become ill while at school will be sent to the First Aid office. Students must be fever free (without fever-reducing medicine) for 24 hours before returning to school. Parents will be called to come and pick up a sick student. If a student

suffers a serious injury at school, Grace Christian Academy will call for immediate medical assistance and then attempt to notify the parents. For minor injuries, an attempt will be made to reach the parents first for their instructions.

### **Medication**

**Signed permission from a parent or a licensed physician must be obtained before any medicine can be given at school (includes over-the-counter medicines).**

Prescription medicines must be in the original container and labeled with the child's name. ALL medicines must be left with the school secretary with a note from the parent explaining dispensing procedures (includes over-the-counter headache medicine for ALL students). Students should not have medication in their bags/purses, with the exception of inhalers and epi-pens. The school cannot assume full responsibility to see that it is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under the parent's supervision.

### **VISITING THE SCHOOL AND CLASSROOMS**

Parents are always welcome at Grace Christian Academy and should feel free to visit the school and classrooms. Parents who come to school during normal school hours for any reason are asked to go directly to the school office and identify themselves. We also request that any parent or visitor to a classroom make an appointment with the teacher in advance.

Parent-teacher conferences should be scheduled with the classroom teacher at a convenient time.

# Conduct and Discipline

## CONDUCT EXPECTATIONS

The expectation at GRACE is that students are here to honor God, achieve high levels of academic excellence, treat one another with respect, and strive to transform the world in which they live. We believe it is a privilege to be a part of our school and any student who chooses not to cooperate spiritually, morally or scholastically will be subject to dismissal.

GRACE is a private institution and as such, has the right to set and maintain its own standards of acceptable conduct, dress, cleanliness, and scholarship for those who ask to join its student body and faculty.

## DISCIPLINE PHILOSOPHY

We believe the Bible teaches respect for authority (Colossians 3:20, Romans 13:1a, and Hebrews 13:17a), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17). It is our highest desire to produce the peaceable fruit of righteousness in each child (Hebrews 12:11) as we seek to develop in them a biblical standard of conduct.

Discipline will seek to change the heart attitude of the child. When children disobey they are in a state of rebellion against the authority that has been placed over them. Our goal is to help them recognize this and turn from their behavior.

**We want them to:**

- 1. Recognize that their disobedience is viewed as sin in God's eyes (James 4:17).**
- 2. Bring them to a point of confession for their sin (I John 1:9).**
- 3. Seek forgiveness from God and the party (student, teacher, etc.) they have wronged (Col. 3:13).**
- 4. Strive for new behavior patterns that are godly in nature (Gal. 5:22-23).**

For discipline to function properly, parents, teachers and the administration must communicate and cooperate fully with one another to bring quick resolutions to situations that occur. In most instances, teachers are the main (first) point of contact for parents. The administration's role is to be a support to parents, students and teachers as discipline situations are handled.

Students found to be out of harmony with our school's expectations may be required to withdraw for the general welfare of all concerned. However, that student may be reconsidered for reapplication during another school year, if circumstances seem to warrant it.

## **GENERAL CODE OF CONDUCT**

The following are general school regulations at GRACE. Failure to follow these general guidelines will lead to corrective measures being taken. The form of correction will vary depending on the grade level of the student.

1. No running or loitering in the hallway, or talking in the classroom without permission.
2. Students arriving for Morning Care must report to the gymnasium.
3. Elementary students may use the soft drink machines after school. They are not to be used during the school day or at lunch. Middle and High School students may purchase drinks at lunch and after school.
4. Students should respect the school grounds by not littering on campus.
5. Students will keep their classrooms, lockers, and halls neat & orderly at all times.
6. A student should not enter a classroom other than his own without permission of the teacher in that room.
7. Objects left in the classrooms and on the school grounds will be returned to the student.
8. Food (including candy, gum and drinks) is not to be eaten in the hallways or classrooms.
9. Students may use the telephone only in cases of emergency.
10. Kissing, handholding, and other public displays of affection between boys and girls are not permitted on the school grounds, in the buildings, buses, or at any school function. A reasonable distance between boys and girls is expected at all times.
11. Students who experiment with or regularly use tobacco, alcohol, or unlawful drugs of any form will be subject to dismissal. Students are reminded that a student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
12. After school, the computer lab, library, gymnasium, and classrooms are off limits to students who are not involved in an official activity.
13. The gymnasium is off limits to students except when under the supervision of a teacher or coach.
14. Students books and belongings must either be kept in their lockers or on a hook.
15. Students should respect all school equipment and property.
16. No male student is allowed to have pierced ears. No other body part (tongue, nose, etc.) may be pierced for any student.
17. Any student that is found to be sexually active or openly discusses their sexual behavior will immediately be subject to disciplinary action that could include



being dismissed from the school. This includes homosexual acts and the verbal promotion or endorsement of the homosexual lifestyle.

18. No knives or guns of any kind are allowed on the school campus.
19. Electronic devices (including pagers, cell phones, iPods, video games, etc.) are not to be used during school hours (7:50AM - 3:00PM) unless a faculty/staff member gives specific permission for that specific time and for a reasonable and specific academic related purpose. Electronic devices may be used during Before & After Care. Earphones/ear buds must be used. Electronic devices being used without permission will be confiscated, and will be turned in the front office to be picked up by a parent/guardian. Repeat offenses may result in a longer holding period before the device is released to a parent/guardian.
20. Students found participating in unacceptable Biblical patterns of behavior (defined as those outlined in Rom. 1:19-32, I Cor. 5:11, Gal. 5:19-21, and Eph. 5:1-4) will be subject to disciplinary measures up to and including expulsion.

### **PLAYGROUND CODE OF CONDUCT**

Students will follow the general rules for the playground as outlined below. Those who continually fail to follow the rules may have their recess privileges revoked or be subject to further disciplinary action.

1. Students should inform the teacher if they have a problem with another student. They should not try to handle the problem themselves.
2. There should be no bullying, rough play, or aggressive behavior.
3. No "name-calling" or teasing of other students.
4. There should be no displays of poor sportsmanship during competitive games.
5. There should be no picking up or throwing of dirt, rocks, wood chips, sticks, or anything that might physically harm another student.
6. Students should not leave the playground or recess area without permission. This includes going into the woods or behind the fence line.
7. Students should not climb on the picnic tables, fencing, trees, or rocks.
8. When using the swings, students should only sit on the swings (no standing), and swing front-to-back (not side-to-side) while facing the main school building.
9. Students should never jump out of the swings while they are in motion or off of any of the other equipment.
10. Only one person on the slide at a time and no one should ever walk up the slide.
11. Students should not climb on the outside of the tree house.
12. Students should not stand on the climbing gym or on the topmost bars.
13. Students should take turns climbing across the monkey bars. No leg wrestling.

*Note:* Disciplinary action may be taken for actions otherwise not listed above.

## **SCHOOL BUS CODE OF CONDUCT**

1. Students must remain seated at all times while the bus is in motion.
2. Students must maintain their voices at a level that is not distracting to the driver. There should be no loud noises.
3. Students will respect those around them. All problems should be addressed to the adult in charge.
4. Boys and girls in grades 6-12 will not sit with each other on the bus.
5. Food will be permitted on the bus, but will be left up to the discretion of the teacher or other school personnel responsible.
6. Students will clean the bus when exiting of all trash that is present.
7. GRACE will not be responsible for any items that are left on the bus at any function. Students should keep their belongings with them at all times.

## **CLASSROOM MANAGEMENT & DISCIPLINE**

A few thoughts about classroom management and discipline systems:

- We choose to discipline ourselves, or we rely on others.
- God uses people to help us get better and move forward.
- Discipline or correction is for the mature person.
- Every discipline system has flaws or malfunctions.
- Leaders are more apt to receive correction than others.
- Every leader has his/her own way of applying classroom management skills/systems.
- Students can play a huge role in helping leaders manage classroom time and systems.

### **Elementary**

*For more information regarding discipline in your child's classroom (K3-5), please refer to the orientation packet or contact your child's teacher via email, phone, etc.*

### **Middle / High School**

How our discipline system works...

1. Student receives a verbal warning from the teacher.
2. Student name written down on board/paper or 2<sup>nd</sup> verbal warning.
3. Student/Teacher Conference in the hall: The teacher speaks to the student in the hallway to find out what is going on, to discuss the issue for discipline, to gain agreement, and to determine the next step of action.
4. The student's parent/guardian receives an email using RenWeb or phone call to discuss the issue for discipline. The principal will be copied on the email or will

receive an email summarizing the phone call. Phone calls will be documented in the student's behavior report in RenWeb.

5. The student's parent/guardian receives a second email using RenWeb or phone call to discuss the issue for discipline. The principal will be copied on the email or will receive an email summarizing the phone call. Phone calls will also be documented in RenWeb.
6. A conference is set up by the principal including: Parent/Guardian, Student, principal, and possibly the teacher.
7. Possible detention (Teacher suggests – principal assigns). Suggesting teacher will supervise the detention. The cost of a detention will be \$25.
8. Possible suspension: ISS (In School Suspension which will incur a cost of \$75) or OSS (Out of School Suspension). Student will receive half-credit for any work completed in ISS. Student will receive zeros for any missed work while in OSS.
9. Possible expulsion

# Student Dress and Hair Code

## INTRODUCTION

At Grace Christian Academy we strive to teach students the value of a disciplined life. Good self-discipline will set the stage for proper learning. Part of self-discipline is “dressing for success.” Students learn there is one standard of dress for school/work and another for play. As these standards are maintained, productivity, achievement, and self-control will be the hallmarks of our students.

## GENERAL GUIDELINES

All GRACE clothing with logos must be purchased through an approved vendor. Clothes should be modest, neat, in good repair, and reflect a Christ-like testimony. Fad clothing and other clothing and/or articles and hairstyles that identify with the alternative counter-culture are not appropriate for school.

## HAIR CODE

It is the student’s responsibility to abide by the hair code at all times without reminder. All students are given three (3) days to correct the hair problem. If the problem is not corrected within that time, the student will be sent home until it is corrected.

**Girls:** Young ladies should wear their hair in a soft, feminine manner. Fad hairstyles are not permitted. Any applied color that is not a natural color is not acceptable for young ladies.

**Boys:** Hair length for boys should not be below the collar of a standard dress shirt, come below the eyebrows to the eyes, or cover the ears. Rat-tails, dreadlocks, braided, and fad haircuts are not permitted. Designs, pictures, or straight lines (parts) cut in the hair are not permitted. Facial hair (sideburns, mustaches, beards, etc.) is not allowed. Young men must remain clean-shaven at all times. Any applied color that is not a natural color (i.e., brown, black, blonde) is not permitted for young men.

GRACE reserves the right to determine if any hairstyle will be permitted.

## **DRESS AND HAIR CODE VIOLATIONS**

The first time that a student violates the Dress or Hair Code a note or email will be sent home. If a second violation occurs, the student will be required to wait in the office, and parents will be called and asked to bring appropriate clothing/supplies for the student. Any further incidents may result in a meeting, between the principal, parents, and student, and possible detention/suspension.

Since fads and fashions are constantly changing, the administration reserves the right to determine what is acceptable in the area of clothing that is worn. Anything that in our judgment is likely to distract or disturb other students or hinder the educational environment we desire to build in our school will not be permitted.

## **AFTER SCHOOL DRESS/SPECIAL EVENTS**

*Sports:* Students in the sports program are allowed to change after school into gym clothes or clothes appropriate for practice. Tee shirts, shorts, sweatpants, and warm-ups may be worn. Shirts must be worn at all times. Shorts must be knee-length and loose fitting.

*GRACE Sponsored Functions:* Students attending Grace Christian Academy sponsored functions will adhere to the policies set forth in the GRACE dress code.

*Other Sponsored Functions:* Students participating in functions sponsored by other organizations (i.e. ACSI, GACS, etc.) will adhere to the dress policies set forth for that particular event.

## PHYSICAL EDUCATION DRESS

Students will wear appropriate dress for PE class, which may include a PE uniform. Appropriate dress would include modest, loose fitting, knee-length shorts (red, gray, or black), T-shirts (red, gray, or black), warm-ups, and sweatpants. Socks and gym shoes (sneakers) should be worn. Sandals should not be worn and dress shoes are not permitted in the gym. Students who do not bring appropriate clothing for PE will receive a reduction in their grade for each offense.



(knees are here)



**NO SKINNY PANTS OR JEANS.**

**UNIFORM STYLE PANTS REQUIRED.**

## **GRACE DRESS CODE STANDARDS**

| <i>Item</i>   | <b>K3-K5</b> | <b>1-5</b>  | <b>6-12</b>                              |
|---|--------------|---|--|
| <b>JUMPERS</b><br>Navy, Khaki, or Plaid Jumper <b>with School Logo</b>  | Yes          | Yes   | No                                       |
| <b>KNIT SHIRT DRESS</b><br>Navy Knit Shirt Dress <b>with School Logo (Knee-length)</b>  | Yes          | Yes, 1 <sup>st</sup> –3 <sup>rd</sup><br>No, 4 <sup>th</sup> –5 <sup>th</sup> | No                                       |
| <b>SHIRTS</b><br><b>REQUIRED: Must have one Red Knit Shirt/Fashion Fit Polo with Logo</b> <ul style="list-style-type: none"> <li>• Red, Black, Navy or Khaki Short Sleeve or Long Sleeve Knit Shirt <b>with Logo</b></li> <li>• Red, Black, or Navy Fashion Fit Polo <b>with School Logo (Fashion Fit shirts may be untucked.)</b></li> <li>• <b>Previously purchased White shirts may be worn, but will no longer be available for purchase</b></li> <li>• Undershirts: Solid red, black, gray, and white only</li> </ul><br><b>Oxford Button-Up</b> <ul style="list-style-type: none"> <li>• White or Blue Short Sleeve or Long Sleeve Oxford Button-Up <b>with Logo</b></li> </ul> | Yes          | Yes<br><b>(Shirts must be tucked in)</b>                                      | Yes<br><b>(Shirts must be tucked in)</b> |
| <b>SKIRTS</b><br>Black, Khaki, Navy, or Plaid Skirts<br><b>(Skirts must be knee-length)</b> <ul style="list-style-type: none"> <li>• Skirts with splits are allowed if the split is no higher than the knee. If the split is higher, it must be sewn or pinned to the required length.</li> <li>• Black, gray, or white leggings may be worn underneath skirts, but skirt must be approved length.</li> </ul>   | Yes          | Yes   | Yes                                      |
| <b>SLACKS</b><br><b>Black, Khaki, or Navy Dress slacks:</b> Twill style with pleated or plain front with no cargo pockets, holes, or excessive patches are permissible. Slacks should be pulled up around the waist. Tight fitting pants, sweat pants, nylon "warm-ups" except sports team on game day, short pant (skateboard pants), baggy pants with elastic waists and overalls are not appropriate for school. No wording or pictures allowed  | Yes          | Yes   | Yes                                      |



| <i>Item</i>  | <b>K3-K5</b> | <b>1-5</b> | <b>6-12</b> |
|--|--------------|------------|-------------|
| <b>SKORTS</b><br>Black, Khaki, or Navy <b>WRAP</b> Skorts<br><b>(Skorts must be knee-length)</b>   | Yes          | Yes        | Yes         |
| <b>CAPRIS</b><br><b>Black, Khaki, or Navy Capris:</b> Twill style with pleated or plain front with no cargo pockets, holes, or excessive patches are permissible. Any capris with belt loops will require a belt to be worn. Capris are not to be worn in a sagging or drooping manner and should be pulled up around the waist. Tight fitting capris or baggy capris with elastic waists are not appropriate for school. No wording or pictures can appear on the backside or legs of any capris at any time.             | Yes          | Yes        | Yes         |
| <b>SHORTS</b><br>Black, Khaki, or Navy Pleated Shorts<br><b>(Shorts must be no more than 3” above knee)</b>  | Yes          | Yes        | No          |
| <b>FRIDAY: DRESS DOWN DAY</b><br><b>Standardized clothing OR</b><br>Older version of GRACE Red Polo Shirts, GRACE T-shirts, GRACE Sweatshirts or Hooded Sweatshirts; Blue or black jeans, or Knee-Length Jean Skirts.<br><br>*Jeans must be without rips or holes. Jeans are not to be worn in a sagging or drooping manner and should be pulled up around the waist. Tight fitting jeans and overalls are not appropriate for school. No wording or pictures can appear on the backside or legs of any jeans at any time. | Yes          | Yes        | Yes         |

| <i>Item</i>  | <b>K3-K5</b> | <b>1-5</b> | <b>6-12</b> |
|--|--------------|------------|-------------|
| <b>OUTERWEAR</b><br>If outerwear is worn in the classroom, it must have a School Logo.<br>• GRACE athletic warm up jackets may be worn on Fridays only.  | Yes          | Yes        | Yes         |
| <b>SHOES (Must have backs)</b><br>Any Conservative School-Type Shoes ( <b>Bucs, Loafers, or Tennis Shoes</b> )   | Yes          | Yes        | Yes         |
| <b>BELTS</b><br>Navy or Khaki Stretch Belt<br>Black or Brown Braided or Leather Belt<br>• Belts must be worn with any item with loops.   | Not required | Yes        | Yes         |
| <b>HATS/BANDANAS</b><br>Hats, bandanas, or athletic style headbands of any kind are not permitted. Sunglasses are not to be worn in the building.  | No           | No         | No          |
| <b>HAIR ACCESSORIES – Girls only</b><br>Matching Hair Accessories (Optional)   |              |            |             |
| <b>FACIAL HAIR</b><br>Boys are not allowed to have facial hair (mustaches, beards, sideburns, etc.).   |              |            |             |
| <b>MAKE-UP/JEWELRY</b><br>Girls may wear a conservative amount of make-up and jewelry. It should not distract from the overall neat appearance. Boys may wear a conservative amount of jewelry that includes watches, necklaces, rings, and bracelets. Any jewelry should not distract from the overall neat appearance. |              |            |             |
| <b>TATOOS/BODY PIERCING</b><br>No visible tattoos of any kind (permanent or temporary). Boys are not allowed to wear earrings. Girls are allowed single piercing of their ears only. Other body piercing is not permitted.   |              |            |             |

# Academic Information

## INTRODUCTION

Our courses have been carefully developed to prepare our students for entrance into college. With a strong commitment to the Bible and solid coverage of language, math, and the sciences, we feel that our students should be adequately equipped for a challenging future. We remind our parents and students that we teach all classes in light of the Word of God, and we do not apologize for such a commitment. We believe the Bible gives a scriptural admonition to ... *train up a child in the way he should go* ... and that ... *The fear of the Lord is the beginning of wisdom*. These convictions affect the academic orientation of all classes taught at Grace Christian Academy.

It is our desire that each student with the encouragement of his parents works hard and does his very best at the task that has been set before him. Although graduation may seem along way down the road, hard work and perseverance now will reap dividends when the student has successfully completed all the necessary requirements.

## ACADEMIC GRADING SCALE

**The following has been adopted as the grading scale for K3 & K4:**

The K3 & K4 report cards are achievement checklists that rate student progress in academic, social, and developmental skills. The scale is as follows:

|    | K3               |    | K4                |
|----|------------------|----|-------------------|
| G  | Good Progress    | S+ | Superior          |
| W  | Working on Skill | S  | Satisfactory      |
| NA | Not Applicable   | S- | Needs Improvement |
|    |                  | U  | Unsatisfactory    |

**The following has been adopted as the grading scale for K5-5<sup>th</sup> grade:**

|    |          |    |         |
|----|----------|----|---------|
| A+ | 99 - 100 | C  | 76 - 81 |
| A  | 94 - 98  | C- | 75 - 74 |
| A- | 92 - 93  | D+ | 73      |
| B+ | 91       | D  | 71 - 72 |
| B  | 85 - 90  | D- | 70      |
| B- | 83 - 84  | F  | 0 - 69  |
| C+ | 82       |    |         |

**The following has been adopted as the grading scale for 6<sup>th</sup>-12<sup>th</sup> grade:**

| <u>Letter Grades</u> | <u>Percentage Grades</u> | <u>Grade Points</u> |
|----------------------|--------------------------|---------------------|
| A                    | 90 - 100                 | 4.0                 |
| B                    | 80 - 89                  | 3.0                 |
| C                    | 74 - 79                  | 2.0                 |
| D                    | 70 - 73                  | 1.0                 |
| F                    | 0 - 69                   | 0.0                 |

Points are assigned as above with the exception of weighted courses. For more information on weighted courses see “**Middle School and High School Division: Graduation Honors.**”

Teachers use a weighted grading scale when calculating a student’s grade for any academic report (mid-term, 6-wk. progress report or nine week report card) that is issued to the student.

An example of a weighting system is:

|            |                          |
|------------|--------------------------|
| Tests      | = 40% of nine week grade |
| Daily Work | = 35% of nine week grade |
| Quizzes    | = 25% of nine week grade |

Extra credit can be given at the teacher’s discretion and may only be used to raise a grade before the end of the grading period. No extra credit may be done to raise a grade already earned and reported on the report card. Extra credit will not be given to students that have a low grade as a result of not turning in homework, projects, etc.

#### **ACADEMIC PROBATION**

Grace Christian Academy reserves the right to establish probation periods for children who need to improve academically. Any student who enrolls may be subject to academic probation if previous grades and/or testing warrant such action. All such decisions are the sole prerogative of the GRACE administration.

#### **ACHIEVEMENT TESTING**

Grace Christian Academy has a detailed testing program designed to measure the student’s abilities and progress. The results of this testing are used to aid the teachers and administration in improving the curriculum.

All students, in grades K5-11, are given achievement tests in the spring of each year to measure their achievement in areas of Language Arts, Math, Science, and Social Studies. The Stanford Achievement Test Series is the testing instrument used for this purpose. All student responses are electronically scored and a detailed sheet listing the child's results is provided to the parent with the final report card. In addition to the achievement tests, students in odd grades (5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup>) are given the *Otis-Lennon Mental Ability Test* to determine the student's school ability index.

Juniors are required to take the PSAT. Freshman and sophomores have the option of taking the PSAT.

### **CONDUCT AND CHARACTER GRADES**

God places great importance on character in the Scriptures. He desires a holy and consecrated life. Because of this, GRACE feels it is important to evaluate this area in addition to academics. Academics are evaluated objectively, whereas conduct and character is based on the teacher's subjectivity. It takes time to develop character, so the evaluations given by the teacher will be made carefully and will take into consideration the personality and individuality of the child. Our prayer is that the school, home, and church working together will produce God-like qualities within our children. These are the grades students will receive for conduct in grade K3-5th:

#### **Conduct and Character Scale:**

|    |                   |
|----|-------------------|
| S+ | Superior          |
| S  | Satisfactory      |
| S- | Needs Improvement |
| U  | Unsatisfactory    |

### **GRADING**

The grading of student's daily work may take several forms: a comment, a check mark, a sticker, or by an actual letter grade. Each method is recorded in the grade book and will be used in determining the child's report card grade.

### **GRADING PERIODS**

#### **Elementary:**

Grades will be issued at the end of each nine-week period. There are no semester or yearly grades given for elementary students. Also at this time, the teachers will assess

each student's ability, attitude, and application of skills. All incomplete work at the end of a grading period must be made up within 10 school days after the beginning of the new grading period or the grade may be changed to an "F." All extenuating circumstances should be promptly addressed to the school office so that make-up arrangements can be made.

Progress reports will be sent home for all students during the middle of the grading period. The purpose of this report will be for parents to evaluate their child's grades and to take whatever action necessary to make improvements. After the parent has reviewed the report, he or she needs to sign and return it to the homeroom teacher the following day. Parents who wish to discuss the progress of the child are encouraged to schedule a conference with the teacher.

Report cards are issued at the end of each grading period. These reports give parents and students accurate information regarding the progress or lack of progress being made by the student. Elementary report cards are to be signed and returned to their child's teacher the next day of school.

**Middle School and High School:**

Middle School and High School students' grades will be issued at the end of each 18-week semester. All incomplete work at the end of a grading period must be made up within 10 school days after the beginning of the new grading period or the grade may be changed to an "F." All extenuating circumstances should be promptly addressed to the school office so that make-up arrangements can be made.

Progress reports will be sent home midway through the semester. The purpose of this report will be for parents to evaluate their child's grades and to take whatever action necessary to make improvements. Parents who wish to discuss the progress of the child are encouraged to schedule a conference with the teacher.

(For further information relating to upper level students see "**Middle School / High School Division.**")

**HOMEWORK**

Grace Christian Academy believes that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. Homework is:

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Students are required to write their assignments in a notebook designed for that purpose. Parents should check to see that all homework is completed and all books are returned to the classroom. Often forgotten books impair the effectiveness of the classroom.

### **HONOR ROLL**

At the end of each grading period GRACE publishes a student Honor Roll to recognize those students who have achieved high academic standards.

1. Students who earn straight "A's" will be named to the Principal's list.
2. Students who earn all "A's" or "B's" will be named to the High Honor list.
3. Students who maintain their status on the Principal's list or High Honor list for the entire school year will be recognized during the awards ceremony on the last day of school.
4. Students in K4 are also eligible for the Honor Roll that GRACE publishes each quarter to recognize students for academic achievement. The following standards apply for K4 students:
  - Students who earn all S+ will be named to the Principal's list
  - Students who earn all "S+" and "S" grades will be named to the High Honor list.
  - Students who maintain their status on the Principal's list or High Honor list for the entire school year will be recognized during the awards ceremony on the last day of school.

## PROMOTION

The final grading period ends the last full day of class. Report cards will be emailed and may be picked up six working days after the final day of school or they can be mailed if a self-addressed, stamped envelope is provided. The student's report card will contain a notation as to whether the student has been promoted or retained. In most instances, parents would have been notified in advance as to whether or not retention was a possibility for their child. GRACE desires to work with each family to determine what is best for the student.

GRACE will follow these guidelines in recommending whether or not a student is retained:

1. Students in 1<sup>st</sup> or 2<sup>nd</sup> grade will be recommended for retention if their final grade in reading, math, or phonics is an "F" or if they receive a "D" in all three subjects.
2. Students in 3<sup>rd</sup>-8<sup>th</sup> grades will be recommended for retention if they receive a final grade of "F" in Math (with the exception of Algebra I), English, or Reading. Students who receive a final grade of "D" or below in the above subjects may be required to take that subject in summer school in order to be promoted to the next grade level.
3. Students in grades 9-12 and 8<sup>th</sup> grade Algebra I who receive a final grade of "F" in any required subject may be required to repeat the subject and receive a passing grade in order to be eligible for graduation.
4. For a student in grades 9-12 to be promoted or graduate, he or she must earn the required credits for the next year's classification:

| <b>To enter grade:</b> | <b>Must have earned:</b> |
|------------------------|--------------------------|
| 10                     | 6 credits                |
| 11                     | 12 credits               |
| 12                     | 18 credits               |
| Graduate               | 23 credits               |



# Kindergarten and Elementary Division

## INTRODUCTION

Our Kindergarten is a Bible-based, academic program that builds the foundation for the elementary division. The student must be age three (K3), four (K4) or five (K5) no later than September 1<sup>st</sup> in accordance with Georgia law and must meet all the admission requirements as stated in the general information section of the student handbook. Students in K5 have the opportunity to enter into our A Beka Accelerated Reading Program based upon their level of reading.

The Elementary Division (grades 1-5) continues to build upon the foundation laid by the Kindergarten. In order to enter the first grade, the student must be six (6) years old no later than September 1, and must meet all admission requirements as stated in the general information section of the student handbook.

Students entering Kindergarten (K4) through Fifth grade will be required to take an entrance examination and score at grade level. If the student scores lower than grade level, he or she may be required to enter at a lower grade. Records and/or recommendations from previous daycare facilities may be required.

## CURRICULUM

The A Beka curriculum is used in the Kindergarten and Elementary program as the lead curriculum. This curriculum stresses the phonetic reading system and development of early math skills. All necessary workbooks, worksheets, and reading materials are provided.

Bob Jones University Press textbooks are used to supplement the materials from A Beka. BJU materials are used in the 3<sup>rd</sup>-5<sup>th</sup> grade reading program.

The teachers may implement other materials to enhance the program where applicable provided they are consistent with the philosophy of education of GCA. Any questions about additional materials should be brought to the administrator.

For information regarding the elementary grading procedures see “**Academic Information.**”

### **FRIDAY FOLDER/HOMEWORK**

All papers will be sent home on Friday consisting of the past week's work. This will include tests, quizzes, projects, and seatwork, etc. The cover sheet will be signed and sent back to school.

Homework will be given and may consist of simple phonics review, writing practice, memorization of Scripture verses, uncompleted seat work, etc. The homework assignments are written in your child's steno or student planner. Student is expected to complete assigned homework. Parental help is the key to the success of the child. (For additional information on homework see "**Academic Information: Homework.**")

### **PARTIES**

A complete list of party days, times, and things to provide will be sent home at the beginning of the school year.

Please remember that the school does not display items having to do with witches, leprechauns, jack-o-lanterns, Santa Claus, the Easter Bunny or anything that would be contrary to Biblical truth.

# Middle School and High School Division

## INTRODUCTION

This section is designed to provide the parents and students of Grace Christian Academy information regarding course offerings for 6<sup>th</sup>-12<sup>th</sup> grades and the school's academic requirements for graduation. Any student who is willing to apply himself satisfactorily, and do what is required of him by the teacher can expect to do well in the school and make a smoother transition to college.

## ATTENDANCE

For additional information see, "General School Policies & Information: Attendance."

### Absences

Period attendance is taken in each class. A student must be present in the class for at least 30 minutes to be considered present unless a valid excuse is presented to the teacher. 4+ period absences = 1 school day absence. 1-3 period absences = ½ school day absence. A student accumulating **five (5) or more unexcused absences** in a designated semester course will be subject to the withholding of passing final grade(s) pending a review of the absences by the administration. Regardless of the number of **excused absences** a student may have, the administration reserves the right to withhold credit in a class where the student has missed 12 or more hours of instruction during the semester.

## ELECTIVES

An elective is any class that is not serving the purpose of satisfying another graduation requirement. Electives should be carefully balanced between academic and non-academic courses. Students should not assume that there is any less amount of work associated with these classes. Courses will be offered depending upon class size and teacher availability.

## EXAMINATIONS

The Middle School and High School academic year is divided into two 18-week semester grading periods. Progress reports will be sent home on the 9<sup>th</sup> week of each semester. Semester report cards will be sent home/posted to RenWeb at the end of the semester.

Teachers are required to administer at least two tests per 6 weeks of grading and one semester exam during each grading period. An exam schedule will be provided for the semester exams. Semester 1 exams will be cumulative and will cover material for the entire semester. Semester 2 exams may cover material for the entire semester.

**All students in grades 6-12 will be required to take semester examinations.**

Students who miss the final examinations will be allowed one week (from the date they returned to school) to make up the examination. Tests must be made up at the discretion of the subject-area teacher. Students who fail to make up work within the given time period will be given a zero on the test.

## **GRADUATION COURSE REQUIREMENTS**

### Required Credits:

**Students attending Grace Christian Academy will be required to successfully earn 23 academic credits in Grades 9-12 in order to obtain a high school diploma. The credits will include:**

- 1. Four (4) credits in English**  
(With a major concentration in composition, grammar, and literature)
- 2. Four (4) credits in Mathematics**  
Algebra I (Taken in 8<sup>th</sup>)  
Geometry  
Algebra II  
PreCalculus  
Calculus  
Financial Planning
- 3. Three (3) credits in Social Studies**  
World Geography  
World History  
U.S. History  
American Government (½ credit)  
Economics (½ credit)
- 4. Four (4) Credits in Science**  
Physical Science  
Biology  
Chemistry  
Physics  
Anatomy/Physiology
- 5. Four (4) Credits in Bible (Counted as electives)**  
One credit for each year enrolled at GRACE.  
Transfer students may count transferred non-Bible electives.

## **6. Two (2) Credits in Foreign Language**

Spanish I

Spanish II

## **7. One (1) Credit Health and Physical Education**

## **8. One (1) Credit in Computer or Fine Arts**

### Special Notes:

1. All students while enrolled at Grace Christian Academy are required to take Bible classes. Students who fail these classes may be required to retake the failed class before graduation.
2. **Students are required to take at least 6 credits per year.**
3. The majority of the academic subjects are of two semesters in duration. Students are expected to remain in these classes the entire semester. Students who drop out of a class during the course of the semester will receive no credit for that class.
4. Requirements for graduation begin in ninth grade. For each semester that is successfully completed during the school year, the student will receive one-half credit. A minimum grade of a D is required to receive a unit of credit. A student may receive credit for Algebra I taken in the 8<sup>th</sup> grade provided it meets all the requirements of a high school level course.
5. Any student receiving an “F” can receive credit toward graduation by successfully repeating that subject the following year. Other alternatives include repeating the course in summer school or night school, or taking a correspondence course from an approved academic institution. Such a course must correspond closely to the subject failed and be approved by the administration.
6. All courses attempted are included in the computation of a student’s GPA.
7. It is the student’s responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, GRACE cannot be held responsible for any student who is deficient in credits at the end of his/her senior year.
8. Seniors will not be permitted to march in the commencement exercises if they lack more than one credit for graduation. Arrangements must have been made to earn their credit in an approved summer or correspondence school program before the student can march. Grace Christian Academy cannot be held responsible for the inconvenience caused by a senior’s failing courses during the last days of school.

## **GRADUATION HONORS**

Graduates who achieve a final grade point average of 3.25 or above (on a 4.0 scale) will graduate with honors. Graduates who achieve a final grade point average of 3.75 or above will graduate with high honors.

The valedictorian and salutatorian from the graduating class will be chosen based on the academic record. Citizenship, attitude, cooperation, and similar factors may be considered by the administration in the case of a tie. The valedictorian and salutatorian must have been a student at Grace Christian Academy during their entire eleventh and twelfth grade years.

## **WEIGHTED CLASSES**

It is important for students to understand how class rank is determined so they can best plan their academic program at GRACE. Many schools use courses that are “non-weighted” or “weighted” to determine class rank. This is to encourage students to pursue courses that are challenging academically rather than selecting the easiest courses.

At Grace Christian Academy the following points are given to *non-weighted* courses:

A = 4 points   B = 3 points   C = 2 points   D = 1 point   F = 0 points

In addition to our non-weighted courses, GRACE offers a selection of honors and AP courses. In order to be eligible for an honors or AP course a student must be in the 8<sup>th</sup>-11<sup>th</sup> grade, currently have and maintain a cumulative GPA of 3.0 or higher, demonstrate motivation to exceed expectations, and have the recommendation of at least one teacher. Final approval will be granted by the administration. Students must keep in mind that honors and AP classes are designed to advance students an extra step in terms of the amount and depth by which the material is covered. The student will be responsible for already demonstrating mastery of the material in the regular class, plus additional advanced materials and assignments. A clear difference will be evident in the curriculum, even though many of the assignments will be similar. Therefore, students must weigh the advantages and disadvantages of attempting work at the honors or AP level.

Honors level work will be graded on the following scale:

A = 4.5 points   B = 3.5 points   C = 2.5 points   D = 1.5 points   F = 0 points

Grace Christian Academy offers an option for honors classes in the following subjects:

|                  |                |                    |                    |
|------------------|----------------|--------------------|--------------------|
| Composition III  | Composition IV | Grammar/Amer. Lit. |                    |
| Geometry         | Algebra II     | Pre-Calculus       | Calculus           |
| World Geography  | World History  | Economics          |                    |
| Physical Science | Biology        | Chemistry          | Anatomy/Physiology |

AP level work will be graded on the following scale:

A = 5.0 points      B = 4.0 points      C = 3.0 points      D = 2.0 points      F = 0 points

Only AP courses taken at GRACE will be weighted. No home school, summer school, or tutored courses will be weighted. Transfer courses taken online or through the University System of Georgia will not be weighted. However, if a student transfers into GRACE, having taken one of these courses at their previous school, they will receive weighted credit for that course.

Grace Christian Academy offers the following AP classes:

|               |               |              |               |
|---------------|---------------|--------------|---------------|
| AP Literature | AP Government | AP Chemistry | AP US History |
|---------------|---------------|--------------|---------------|

### **PLAGIARISM**

The term “plagiarize” means “to take (ideas, writings, etc.) from (another) and pass them off as one’s own” (1994-96. Zane Publishing. Webster’s New World College Dictionary on PowerCD, ver. 2.5).

Secondary students at GRACE will be required on many occasions to write papers of various lengths for their respective classes. It is our expectation that they will present work that is their own and follows all the basic rules of citation as will be outlined in their English classes. Any work that is found to be plagiarized will be considered cheating and will be subject to disciplinary action. Offenses are cumulative as a student progresses through high school.

## **STUDENT DRIVERS**

The following information is designed for students who will be driving to Grace Christian Academy for the school day. Violation of any of the below requests will cause a student to lose his/her driving privileges for one full semester and may result in school discipline.

1. Student parking is located north of the rock along the back row and in the gravel.  
Students are not to sit in their cars until school starts but should go to the gymnasium.  
Written permission shall be obtained from the administration for each authorized use of a car during the regular school day.
2. Students must observe all posted speed zones and follow regular traffic patterns.
3. Students may not be in or go to their cars during school hours without permission from faculty and staff.
4. Students may not sit in their cars with other students after school. They must leave once school is out.
5. Students may not play loud offensive music in their cars on campus.
6. Students should lock cars parked on the school grounds. GRACE will not responsible for stolen items.
7. Students that are participants will not be allowed to drive their vehicle to any extracurricular activity (i.e. athletic event, academic competition, etc.) or ride with another student who is not a participant unless special permission has been obtained.



# Athletic Program

## INTRODUCTION

The athletic program at Grace Christian Academy is designed to allow students with athletic talent to use those abilities to glorify the Lord. Athletes who participate in the program will be subject to high standards of conduct. They will be representing our school in the community and their attitudes and actions will reflect on the student body as a whole. Athletes will be expected to control every aspect of their behavior during play, while traveling, or in the stands.

## ATHLETICS CODE OF CONDUCT

Listed below are a few rules that will govern athletes at GRACE:

1. Fighting, abusive language or poor conduct will not be tolerated and may subject the athlete to immediate removal from the team.
2. Students will be selected for participation by going through tryouts.
3. Students will be required to adhere to the proper academic standards in order to maintain their eligibility (See “**General School Policies and Information: Eligibility Requirements for Extracurricular Activities.**”)
4. Students who are placed on academic probation are still required to attend games to support the other team members. They will dress in school uniform and sit on the bench.
5. Athletes are to be picked up within 15 minutes after practice or game.
6. Injured players are to stay with their team and are not to loiter around the school.

## INTERSCHOLASTIC ACTIVITIES

Grace Christian Academy maintains an active interscholastic sports program competing in major sports through membership with the Georgia Christian Athletic Association (GCAA). All students participating in any interscholastic sport, including cheerleading must have a current sports physical on file.

## SPORTS FEES

Our sports activities are not funded by tuition. Sports fees are designed to defray the expenses that ticket sales and fundraisers do not cover: uniforms, equipment, insurance, officials’ fees, transportation, and miscellaneous expenses. Athletes will be charged a sports fee per sport played. **Fees are non-refundable and are due at the beginning of the sport.**

## NOTES

[illegible]

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

### **Ephesians 3:16-19**

**That He would grant you, according to the riches of His glory, to be strengthened with might by His Spirit in the inner man; That Christ may dwell in your hearts by faith; that ye, being rooted and grounded in love, May be able to comprehend with all saints what is the breadth, and length, and depth, and height; And to know the love of Christ, which passeth knowledge, that ye might be filled with all the fulness of God.**



# GRACE CHRISTIAN ACADEMY

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