

**Grace Christian Academy**  
**2024-2025**  
**Student Handbook**



*“Train up a child in the way he should go and when he is old, he will not depart from it.” Proverbs 22:6*

This handbook was approved on

04/25/2024

# Grace Christian Academy

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## Member of ACSI

Association of Christian Schools International

## Member of TAAPS

Texas Alliance of Accredited Private Schools (Member of TEPSAC)  
(State accreditation Pk-8<sup>th</sup>)

Partnered with **Egenuity**  
Accredited Online High School Program

## Pre-K (3 years old) – 12<sup>th</sup> Grade

Grace Christian Academy admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

# Table of Contents

Mission Statement, Vision Statement, & Core Values.....	4
Statement of Faith .....	5
Philosophy of Education .....	6
Admissions/Enrollment.....	7
Tuition.....	10
Refund Policy .....	12
Programs.....	13
Discipline .....	15
Dress Code .....	25
Curriculum .....	30
Parent Information .....	32
Health Services .....	35

## **MISSION STATEMENT**

The mission of Grace Christian Academy is to provide superior, Christian education consistent with Biblical principles. A dedicated, professional faculty presents God as the source of all life and truth. Within a secure, loving environment, students will discover their individual gifts and develop spiritually, socially, and intellectually. We strongly believe that the union of our school, its families, and their churches will equip our students for a life pursuing excellence and integrity under the Lordship of Christ.

## **VISION STATEMENT**

At GCA our vision is *Building tomorrow's leaders through Christ-centered foundations and academic excellence.*

## **CORE VALUES**

GCA has developed the following core values to provide a firm foundation for our school.

1. Christian administration and faculty model Christ in teaching and leading.
2. All programs, academic, sports, after school, scouting, missions and music, exhibit Christ-centered leadership.
3. High academic standards are maintained with internal and external evaluations welcomed.
4. The curriculum and other programs are focused on excellence.
5. The environment is loving, supportive and nurturing for children, families and staff.
6. The process of the integration of faith and learning in all academic disciplines is maintained.
7. Organizational practices such as business, development, marketing, personnel and government are all Christ-centered.
8. The teaching of the Bible as a core subject is essential to the academic curriculum.
9. Professional development and resources are vital for growth of the school.
10. The teaching/learning process at GCA reflects a Christ-like sensitivity.
11. Students learn how to process information in the context of a biblical Christian world view.

## STATEMENT OF FAITH

Grace Christian Academy is a Christian school whose roots come from the rich belief that Jesus is the way, the truth and the life. While we are accepting of all Christian disciplines, this theological understanding still guides our core beliefs. Chief among these beliefs are: the Bible as our guiding authority, the atoning death and resurrection of Jesus Christ for our sins, and the work of the Holy Spirit to call us to faith, to service and to sustain us in Christ.

### **We believe:**

1. In one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
2. God became incarnate in Jesus Christ and that all of our hope centers on the person and work of Jesus, who was fully God and fully man.
3. Jesus is God. We believe in His virgin birth, His sinless life, His miracles, His death on the cross to pay the penalty of our sin, His resurrection, His ascension to Heaven, and His future return in power and glory to judge both his followers and non-believers.
4. In the present ministry of the Holy Spirit who enables Christians to live godly lives.
5. That the Bible is the inarguable and authoritative Word of God and the guiding authority for salvation and faithful living.
6. In the necessity of obedience to the Word of God.
7. That Jesus Christ is the head of the Church.
8. That in Christ, there is unity of **all** followers.
9. In the Sovereignty of God over all creation.
10. In the faithful Stewardship of God's creation.
11. That our chief purpose in life is to glorify God and enjoy Him forever.

## **PHILOSOPHY OF EDUCATION**

We recognize that God has given different abilities to each student. We want each student to work to capacity, motivated by a heartfelt love for Christ.

On the spiritual level, we desire to assist the family in maturing the young person. This goal is the reason for our school's existence and is met by Bible class, a biblically-based curriculum, and theological training for the staff.

Our staff intellectually challenges the students through Christian and secular curricula. We include art, music, PE, and technology integration. We use nationally-normed achievement tests to chart the progress of the students. We hire Christian teachers who:

- Emphasize the worth of each student as a unique creation of God.
- Openly share the love of Christ with students.
- Encourage students to respect, love, and obey their parents.
- Attempt to inspire loyalty and respect for the church.
- Attempt to inspire love for country/respect for authority.
- Equip students with solid academic skills.

Social opportunities are provided through intramural participation in art fairs, academic competitions, science fairs, and sports events. Whenever possible, GCA combines with like-minded schools. These opportunities which are led by stipend, part-time staff, parents, and volunteers are just a few of the many ways our students develop leadership skills.

We actively seek Christian families who desire a Christ-centered education that includes wholesome friends, quality academics, and a disciplined learning environment. It is our intent to enroll students who believe in Christ and have parents who are also believers.

## ADMISSIONS/ENROLLMENT

Our desire is to provide your child with the best Christian education possible. We believe that children should be nurtured, helped to grow in Christian character and be well equipped in regards to academics including readiness for Kindergarten. As the home, church, and school work together, this process can be enhanced and enriched. In order to do that, we need to form a partnership with families who agree with the GCA Core Values and who desire a distinct Christian education for their children.

### ADMISSIONS

Grace Christian Academy is operated on a non-discriminatory basis, and no child shall be excluded from admission on the basis of race, color, or national origin. We do reserve the right to screen applicants on the basis of religious preference. At least one parent of each student must be a professing Christian and involved in a local church. The admission process begins in February of each upcoming school year.

\*\* Final decision for acceptance rests with the Admissions Committee. All decisions will be consistent with our non-discriminatory policy. The Admissions Committee is comprised of advisory board members, administrators, and teachers. Students with minor medical/learning needs may be admitted but that decision is solely up to the Admissions Committee. **Grace Christian Academy is an educational program designed with academic rigor in our mainstream classroom environment and may not be able to serve those students with some special needs or learning disabilities that cannot be adequately met by the GCA staff.** GCA reserves the right to refuse admittance of any applicant for any undisclosed reason.

## **APPLICANT AGE REQUIREMENT**

Applicant must be five years of age on or before September 1st of the year the child begins Kindergarten and be developmentally ready to enter Kindergarten as determined by testing (if requested by GCA administration). Any child ages three to four are welcome to apply for acceptance into Grace Christian Academy's pre-school program.

## **KINDERGARTEN READINESS SCREENING**

Kindergarten students can be given a developmental screening to determine their readiness to begin school. There is no particular way to prepare children for this screening because their maturity in multiple areas is a function of their physical, social, and emotional development. It is not required that a student know sounds or letters or be able to read or write any words to qualify for Grace Christian Academy. However, quality interaction with your children, reading to them, taking them to interesting places, and giving them opportunities to creatively express themselves through art, music, movement and play will enhance their appreciation for learning as they begin school.

## **APPLICATION PROCEDURE**

The following procedure will be used in accepting all new students (including transferring from another school) to GCA.

1. Parent will fill out a New Student Application available online at [www.gcacrusader.com/admissions](http://www.gcacrusader.com/admissions).
2. Parent will read all information carefully and submit completed application and information as indicated online.
3. After application has been received and the student(s) passes the preliminary step of admissions, the family will be contacted for an interview.
4. Upon acceptance into GCA, parent will receive and complete the registration packet online.



## **REGISTRATION**

Once an applicant is accepted, registration forms and fees should be paid within 10 business days in order to guarantee the spot.

## **RETURNING STUDENT REGISTRATION**

Parents will be notified **via email** of registration dates and procedures for returning students. A student returning after an absence of one year or longer must reapply and will be classified as a new student. Returning students to Grace Christian Academy will be reviewed on the basis of behavioral and academic progress. Students who are not readmitted to GCA will be notified in writing. Low grades, lack of interest, violation of rules, inappropriate behavior, etc., are some of the reasons for not being readmitted. Teacher input will be weighed very heavily in determining readmission. All accounts must be kept current. GCA will hold all transcripts and report cards until all accounts are current.

**Students will not be allowed to re-enroll or begin the new school year with an outstanding balance from the previous years or from the supplemental programs.**

Any outstanding monies, fees, paperwork, and/or materials (including textbooks, library books, uniforms, etc.) must be turned into the Business Office before a student will be allowed to start school.

## **STUDENT WITHDRAWAL PROCEDURES**

The following procedures should be followed when a student withdraws from Grace Christian Academy for any reason (moving, medical, etc.).

A. Notify the Admissions Office ***in writing*** of the exact date of withdrawal as soon as possible. The Admissions Office will notify the appropriate administrators and a Student Checkout sheet

will be initiated reflecting the last date of enrollment. The sheet will be circulated to all areas required (teachers, sponsors, library, business office, etc.), for completion.

B. For voluntary withdrawal, write a letter informing the school of the reason for withdrawal.

Please include a forwarding address and the next school the student will be attending, if possible.

C. Arrange an appointment with the appropriate administrator office to review the Student Check Out sheet and sign the form. All books must be turned in, fines and fees paid as required by Grace Christian Academy and the check out sheet signed by a parent or legal guardian before a student is considered officially withdrawn. **No records will be released or applicable refunds issued until this step is completed.**

D. Request any applicable refund in writing to the Admissions Director. The request may be submitted in a separate letter or included in the notification of withdrawal letter. Refund checks are made payable to the person that specifically signed the tuition check (Allow up to four weeks for refund checks after withdrawal is complete.)

***Please note:** The refund policy is clearly stated above and on the Enrollment Contract and is determined by the Board of Directors. Even when a refund applies and a student is enrolled for any time during a nine-week grading period, tuition is due through the end of those nine weeks.*

## **TUITION AND EXPENSES**

It is our intent at Grace Christian Academy to provide your child(ren) with the best possible education. Tuition at Grace Christian Academy is kept as low as possible. We are supported completely by tuition and voluntary contributions. Application, enrollment and registration fees and tuition costs are available through the Admissions Office. Incidental fees for special workbooks, classes and/or activities vary by grade, class and activity. Students and parents will be notified by the appropriate teacher or sponsor of these fees. All accounts must be kept current. GCA will hold all transcripts and grade cards until all accounts are current. The status of your account, if not kept current, will require GCA to disallow students to begin or continue school, and/or participate in any supplemental programs (i.e. before or after school care).

## **INVOICING POLICY**

All tuition is paid through weekly, monthly or yearly invoicing. Registration in a plan is part of our enrollment process. Extended care and special activity invoices will be sent *via email* to the primary financially responsible parent. Payment is due 1<sup>st</sup> day of the month in the form of cash, check, credit card or online payment. Other payments can be dropped off at the business office during business hours. *Withdrawal for any reason other than stated previously, including expulsion, will result in forfeiture of tuition paid to Grace Christian Academy and will not negate the obligation to pay Grace Christian Academy for tuition in full.* Accounts not paid by the 10th of the month will incur a finance charge of 10%. If payment is delinquent by more than 60 days, student will not be allowed to attend the program and parents will be called to pick up the child. Once full payment is made, the child may again attend the program. GCA will hold all report cards and transcripts until all accounts are current (even if the amount due is a small amount).

## **RETURN CHECK CHARGES**

***GCA charges \$30 for each returned check or payment.***

Anytime a returned check is received, cash, a cashier's check or a money order in the amount of the returned check plus the \$30.00 returned check charge is required within 10 business days. Failure to do so may result in the student being required to withdraw from a program or school until required payment is made. GCA will also hold all grade cards and transcripts until all accounts are current.

## **FINANCIAL AID** *(Applications required yearly)*

Financial Aid is taken on a case-by-case basis and can cover part of the required tuition. All inquiries for financial aid should be directed to FACTS Grant and Aid link on the online application and within the ParentsWeb website. Funds for financial assistance are limited and disbursed based on financial need and are first come, first serve. Students requesting financial assistance must have been enrolled for at least 1 school year.

# **REFUND POLICY**

## **APPLICATION & INSTRUCTIONAL FEE**

Application, enrollment, and registration fees are nonrefundable and non-transferable from one student to another or from one school year to another.

## **TUITION**

Tuition is non-transferable from one student to another or from one school year to another.

Tuition is nonrefundable unless one of the following criteria applies:

A. If withdrawal occurs before the first day of school, there will be a 90 percent refund of tuition monies paid.

B. As of the first day of school, partial refunds will be given for the following reasons only:

1) Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.

2) Job related transfer of parent or guardian beyond a 30-mile radius of the City of Waller. Documentation of such transfer is required if a refund is requested.

C. No Refund will be given if monies are owed on any other account. The amount owed must be paid first or will be deducted from the refund due.

D. When a student withdraws from GCA (for any reason), a letter of explanation is required to request any refund which applies.

## **RECORD CHANGES**

It is the responsibility of the parent or guardian to notify the Admissions office of any changes: name, address, phone numbers (home, work, cell), email addresses, job or insurance company, or student's medical condition.

## **LOST OR DAMAGED PROPERTY**

Families must pay **in full** for any property (books, furniture, buildings, etc.) which a student loses or damages. To receive a refund of monies paid for a lost textbook, the book must be returned in good condition within 30 days after the last day of school in the current school year.

***Students must pay for any GCA property stolen from them while in their possession. GCA will not be responsible for lost or stolen articles belonging to a student.***

## **PROGRAMS**

### **CHAPEL**

Chapel is held regularly with programs designed to help meet the spiritual needs of students. These programs include prayer, praise and worship music, special guests and a regular teaching time. Pledges to the American flag, Texas flag, Christian flag & Holy Bible will be recited during the school day. Faculty members will often lead the devotionals, and students are encouraged to share their talents. We may have special times when longer Chapel periods will be held.

### **PATRIOTISM**

Patriotism, by definition, is the love and loyal support a person shows his/her country with an attachment to that country's land and people, admiration for its customs and traditions, and devotion to its well-being. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes and traditions of our country. This is achieved through the reciting of the Pledge of Allegiance at assemblies and the recognition of patriotic holidays and events.

### **PARENT INVOLVEMENT**

Parents are encouraged to participate in their child's experiences at Grace Christian Academy. Opportunities to work in classrooms, concerts, plays and other activities are open to parents. **GCA holds to the policy that each family at GCA must volunteer at least 20 hours during each school year. This can be accomplished by ANY member of the immediate family,**

**extended family, or even a family friend. Family members may coordinate their volunteer hours with the campus volunteer coordinator.** Teachers welcome conferences with parents who request them. Children will be more productive and effective students when parent support is evident. As indicated above, parents are welcome and encouraged to participate in their child's educational experiences here at Grace Christian Academy. However, if that participation reaches a point of interfering with the educational process, the parent will be so notified. It is GCA's policy to make every effort to work with parents however, a parent's misconduct toward or about Grace Christian Academy faculty or staff may result in a required withdrawal of one's student(s) and does not negate the contractual obligation to pay tuition and fees. We request that parents who help in the classroom or on field trips dress modestly and in accordance with GCA's dress code standards. Parents volunteering on a regular basis and/or for an unsupervised situation with students will be required to complete a background check on a yearly academic calendar basis. There is a nominal fee for the background check that must be paid by the volunteer and not at the expense of GCA. Parents volunteering to drive are required to fill out a "Volunteer Driver" form and a background check.

## **SUPPLEMENTAL PROGRAMS**

### **AFTER SCHOOL CARE**

After-school supervision is offered at an additional fee for Pre-Kindergarten through 5th grade. After-school supervision begins at 3:45pm and ends at 6:00 p.m. ***On half-days, there will be NO extended care.***

### **TUTORING**

After-school tutoring is available for students in grades K through 12 and is scheduled by the parent directly with the teacher. It is the parent's responsibility to contact the teacher to set up tutoring times and to arrange on-time transportation for their child (unless they are enrolled in the extended care program).

# DISCIPLINE

## PHILOSOPHY OF DISCIPLINE

Grace Christian Academy believes the Bible is the basis for all rules of Christian discipline, and Grace Christian Academy seeks to apply its principles in the statement of this handbook. Our goal is to build a school that has standards and principles that will be pleasing to God. Therefore, we expect respect for authority and total compliance with the rules and regulations of the entire school, as well as in the individual classroom. We further expect the parent or guardian to encourage the student to comply with all the school regulations and policies.

“...He disciplines us for our good, that we may share in His holiness. For the moment, all discipline seems painful rather than pleasant; later yields the peaceful fruit of righteousness to those who have been trained by it.” (Hebrews 12:10-11)

## CLASSROOM GUIDELINES

### **1. Put God first**

a. “Love the Lord your God with all your heart and with all your soul and with all your mind.” (Matthew 22:37)

b. EXAMPLES OF OFFENSE: Lack of reverence at appropriate times, fist fight, cut-down, lying, stealing, cursing, pornography, outright disobedience.

### **2. Respect for others**

a. “Love your neighbor as yourself.” (Matthew 22:39)

b. When addressing or responding to adults, students will use “Yes, Ma’am” or “No, Ma’am”, or “Yes, Sir” or “No, Sir” and “Please” and “Thank You.”

c. EXAMPLES OF OFFENSE: Playing when student should be on task, talking at inappropriate times or without permission, abusing another’s property, excessive loud noises, throwing items, bothering another child, chewing gum.

### **3. Ready obedience**

a. “If you are willing and obedient, you will eat the best from the land.” (Isaiah 1:19)

b. EXAMPLES OF OFFENSE: Not being on task, not following the teacher’s instructions,

wearing inappropriate clothing, getting out of seat without permission.

#### **4. Diligence to duty**

- a. “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” (Colossians 3:17)
- b. EXAMPLES OF OFFENSE: Not accomplishing tasks at hand to the best of your ability, not staying on task.

### **CLASSROOM RULES AND EXPECTATIONS**

1. The teacher may develop rules and expectations for his or her classroom.
2. The rules and expectations should be taught to the students.
3. The rules and expectations should be stated in a positive way.
4. The rules and expectations should be posted in the classroom.

### **MORAL CODE OF CONDUCT**

Grace Christian Academy accepts the view that the ultimate purpose of man is to glorify God. Therefore, we expect staff and students to reflect His image. God is glorified when there is an atmosphere of understanding and when Christ-likeness is constantly cultivated (Galatians 5:22-23). Glorifying God affects one's lifestyle, behavior, moral choices, and overall attitude. Every guideline is designed to reflect the Christian values adopted by Grace Christian Academy. Also, the guidelines reflect a moral code crucial to our testimony and reputation in the community.

While the guidelines in the handbook are sufficient for daily operation of the school, we choose to deal with the more serious moral issues on an individual basis. To make a general policy to govern the spectrum of issues inherent in such cases would be ineffective and could be unfair to the student or school. Each case will be judged on its own merits, and the following items will be taken into consideration.

- A. Attitude (one of repentance or hostility?)
- B. Home support
- C. Church support
- D. Academic performance
- E. Contractual fulfillment (home, school, church)



F. Discontinuance of immorality

G. Extenuating circumstances

Jesus abhorred the sin but loved the sinner (John 8:1-11). We must do the same. It will always be our goal to follow Biblical direction in these matters. While the loss of privileges, possibly the privilege to attend school, will be a consequence, it will be the priority of the school to see that the student be able to complete coursework through available options possibly including, but not limited to Grace Christian Academy, other schools' correspondence, home school, or directive study.

As long as Grace Christian Academy is involved in the life of the student, spiritual restoration of any student who has fallen will be a priority to the school, whatever disciplinary measures are taken.

### **CRUSADER CODE OF HONOR**

As a member of the Grace Christian Academy student body, I will do my best to exemplify Christ-like character and integrity. I will support and encourage my fellow Crusaders with positive actions and words. As a Crusader, I will aspire to higher standards and strive for excellence in all my academic and personal endeavors.

**INFLUENCE:** The Bible teaches that no one lives to himself. Grace Christian Academy is a community of people who have influence, both directly and indirectly, upon each other. Since Grace Christian Academy is a school whose objective is to develop the whole person, body, mind, and spirit, the lifestyle of each student on and off campus is important. Each student must acknowledge and adhere to the CRUSADER CODE OF HONOR throughout their tenure as a student at Grace Christian Academy. Students (3rd grade through 12th) are required to acknowledge this adherence with their signature of agreement to a copy of the CRUSADER CODE OF HONOR at the beginning of each school year.

## SCHOOL DISCIPLINE SYSTEM

"...He disciplines us for our good, that we may share in His holiness. For the moment all discipline seems painful rather than pleasant; later yields the peaceful fruit of righteousness to those who have been trained by it." ~ Hebrews 12: 10-11

Grace Christian Academy utilizes the Discipline with Love Tally System to aid parents in "training their child in the way he should go". **The first 3 days of each school year will be a time to teach, explain, and train students our discipline system. No tallies will be given during those first three days,** after that 3-day period when a student is in violation of a school rule, a tally should be issued to the student.

The teacher should remember:

1. A discipline system will not be successful unless it is used consistently, fairly, along with praise and positive reinforcement.
2. A teacher should not hesitate to issue a tally to any student, regardless of their grade level, when a violation of school rules occurs in their presence, using common sense.

### Completing Tallies Grades 1-12

1. Tally slips should be filled out completely. The comments should be worded tactfully.
2. The teacher explains to the student privately the reason for the tally.
3. Student is asked to sign the tally.
4. The tally is to be received by the Principal before the end of each school day.
5. Tally information will be input in RenWeb and emailed to the parent / guardian if the parent has requested it.

### 3 TALLIES IN ONE WEEK =

Grades 1-12 - Upon receipt of the 3rd tally, the student will be assigned detention by the Principal as determined by the Principal. Notification of detention will be sent home with the student as well as emailed to parent (listing tally offenses).

## **6 TALLIES IN ONE WEEK =**

Grades 1-8 - Parent conference with parent(s) to discuss and determine consequences.

Grades 9-12 - Parent conference with parent(s) and appropriate discipline assignment.

**KINDERGARTEN** students do not serve detention, but a parent conference will be called after the 5th tally in one week. Kindergarten parents receive a copy of tally brought home by the student as well as notification through RenWeb as stated above.

## **TALLY VIOLATIONS**

The following is a list of examples of violations. It is not all-inclusive. The administration will clarify any behavior not identified below and appropriate discipline will be administered.

### 1-2 Tallies (Teacher's Discretion)

1. Classroom rule violation
2. Violation outside classroom (halls, chapel, etc.)
3. Tardiness
4. Dress code violation (see below)
5. Chewing gum (unless authorized by administration)
6. Possession and/or use of phones, or other electronic devices

### 3-6 Tallies (Teacher's Discretion)

1. Lack of reverence at appropriate times
2. Verbal threatening or intimidation of a student or teacher, staff member or volunteer
3. Making derogatory remarks about another student or teacher (cut down)
4. Lying
5. Stealing
6. Cheating/Plagiarism
7. Cursing, abusive language
8. Possession of sexually related materials

9. Outright disobedience
10. Public display of affection (holding hands, kissing another student)
11. Disrespect for authority
12. Detention violation (misbehaving, talking, disobeying rules)
13. Cutting class, required activity, detention or truancy
14. Destruction of school property or vandalism
15. Setting off fire alarm
16. Smoking, forgery, gambling or indecent behavior
17. Possession of tobacco or lighter on campus

The following infractions are automatic 6 tally offenses and may result in disciplinary action beyond detention and Saturday School, such as suspension or expulsion.

1. Fist fight, uncontrolled behavior, assault of a student or teacher, staff member or volunteer
2. Possession, distribution or under the influence of alcohol on campus
3. Possession of drug paraphernalia on campus
4. Possession, solicitation, distribution or under the influence of illegal drugs on campus
5. Possession, solicitation, distribution, misuse or under the influence of prescription drugs on campus
6. Possession of weapon or firearm.

**DRESS CODE** violations for students will increase for the second offense and beyond.

The # of tallies will equal the number of the DRESS CODE violation during that 9-week grading period as dress code violations are cumulative for each 9 week grading period. At the beginning of each new grading period of 9 weeks, the tallies start over at (1) one. For example: Violation #1 = 1 Tally Violation #2 = 2 Tallies Violation #3 = 3 Tallies Violation #4 = 4 Tallies, etc.

Many of the above violations could result in suspension or expulsion rather than tallies. When a student displays a pattern of unchanged behavior, such behavior could warrant additional tallies above what is normally issued. Certain behaviors do not require the use of tallies, but rather an

immediate office conference. When a student does not respond to teachers, administrators, and parents and causes sufficient disturbance to prevent a teacher from carrying out his responsibilities or prevents other students from learning, it shall be deemed necessary to discuss suspension and/or dismissal with parents. These cases will be considered on an individual basis.

### **PLAGIARISM / CHEATING**

Grace Christian Academy defines plagiarism as failure to give credit and/or citation as per Modern Language Association's MLA Handbook for Writers of Research Papers. The first time in a school year that a student is determined to have plagiarized a final draft assignment, the work will receive a grade of 50. Any additional times in a school year that a student is determined to have plagiarized a final draft assignment, the work will receive a grade of ZERO (0) and the student will be considered for expulsion. Any offense will also require revision of the assignment and a conference between the student, parents, teacher(s), and administration. Failure to complete the mandatory revision will result in a grade of ZERO (0) for that assignment if it is the first offense and a second zero if it is a subsequent offense. This grade cannot be made up.

### **DETENTION, CONFERENCES, SUSPENSION, EXPULSION**

Every student begins the school week with zero tallies (except in a case of multiple dress code violations); however, if THREE TALLIES are received in a week, students in grades 1-12 will receive a detention. Detention for students in grades 1-12 is served by sitting in Listening Learning Position (LLP). Parents will be notified of all detentions earned by their child. If multiple tallies are received in a week (Kindergarten=5; Grades1-12=6), the school office will contact the parents for a personal conference at the school with the administrator or principal, teacher, and student. The parents will be asked to take steps to discipline and correct their child. If a child receives 3 or more detentions in a semester, this will necessitate a conference with the parents, teacher and administrator to determine a course of action. If a child receives 6 detentions in one semester, a letter will be sent to the parents, thus placing the child on probation. If a child

is placed on probation, at the time the probation is issued, the parents will be informed of the terms of the probation.

If a child receives a 7th detention in one semester, the administration may recommend behavioral suspension and/or expulsion. No athletic or extra-curricular participation will be allowed during the dates of the suspension/expulsion.

### **IN-SCHOOL SUSPENSION**

In some discipline cases, the administration may deem it necessary to grant in-school suspension for a student. These decisions will be made on a case-by-case basis. The student will have supervised individual work for the duration of the suspension. No athletic or extra-curriculum participation will be allowed during the dates of suspension.

### **ELEMENTARY DETENTION (GRADES 1-4)**

1. Detention will be held for 30 minutes after school as determined by the Principal.
2. Students will sit in Listening Learning Position.
3. Students will serve detention with the principal.

### **DETENTION (GRADES 5-8)**

1. Detention will be held for 30 minutes as determined by the principal. (Grades 5-8)
2. Detention will be held for 45 minutes as determined by the principal (Grade 9-12)
3. Students will sit in Listening Learning Position.
4. Students who are late to detention or are absent will automatically be given another detention.
5. If the student is an athlete and the detention causes him/her to miss school-provided transportation to an out-of-town event, the student in detention will be responsible for finding his/her own transportation with an adult chaperone and late-to-practice rules will apply.
6. If the student is an athlete, then they will be late to practice and will need to provide their own ride if there is a game scheduled.

## **DOCUMENTATION**

**Documentation or record keeping is extremely important. Not only should the teacher keep neat, accurate records in his or her grade book, but also set up classroom files for each student.**

All teachers should have classroom files.

1. One file should be a Student Work Folder where all tests, quizzes, samples of writing, etc. are kept. This is the work to be returned. Junior high and high school teachers maintain a Student Work Folder for each of his or her classes.
2. A Student File with discipline forms, conference reports, parent/teacher correspondence, progress reports, absentee/tardy slips, etc. should also be maintained.
3. In some situations, it may be necessary to keep a day-by-day record of special behavior or academic problems.

## **CELL PHONES**

1. Students in grades 5<sup>th</sup> - 12<sup>th</sup> who bring cell phones to school **MUST** leave them turned off and, in their backpacks, or locker unless otherwise given permission to by a staff member.
2. Students in 4<sup>th</sup> grade and below should not bring cell phones to school.
3. The first time a student is found in violation of this policy, the student will be issued a tally, and the cell phone will be confiscated and a parent will be called to pick up the device. A fee of \$25 will be collected from the parent before the phone is released.
4. For each additional violation, the student will be issued three tallies for an automatic detention.
5. Cell phones may be turned on while traveling to athletic events and other school activities as deemed appropriate by the coach or school staff member in charge.
6. Cell phones may be used by students who are non-participating spectators at a school athletic event or other school activity as deemed appropriate by staff person in charge.

7. Cell phones may not be used in extended care or in the car line without administrative/staff permission.

## **ELECTRONIC DEVICES**

1. Electronic devices are NOT to be used by students on campus at any time during school hours 7:30-3:45 without administrative approval.
2. These devices may be used while traveling in a school-approved vehicle if permission is granted by the administration, faculty member, and coach or approved adult chaperone.
3. Electronic devices should not be used in extended care.
4. No smart devices are to be worn or used during school hours without permission. These devices include, but are not limited to, Apple Watch and Fitbit Smart brands. Electronic devices such as these with internet, texting, messaging and/or calling features and capabilities are not allowed unless there are circumstances in which administration has given specific permission.

## **DRESS CODE**

### **OVERVIEW**

Every attempt is being made to train our students for spiritual and academic excellence. The Biblical principles upon which the dress code is based are modesty, cleanliness, and neatness. Grace Christian Academy recognizes parental authority and depends on parents to support the dress code. Grace Christian Academy has adopted a L.E.S.S. Dress Code: Likable, Enforceable, Sensible, and Simple. The school administration reserves the right in determining violations of the dress code. If, in the view of administration, a student is in violation of the dress code, the student's parents may be asked to pick up the student, to bring proper attire, or to take care of any other infraction.



## **DRESS CODE VIOLATIONS**

1. Dress code violations include any form of non-compliance with the daily dress code.
2. Students with dress code violations will receive appropriate tallies and consequences.
3. All dress code violations will be handled by the Principal on an individual basis.

## **GENERAL GUIDELINES FOR STUDENTS-Pre-Kindergarten**

1. Students should come to school dressed in modest attire appropriate for the season and the weather, avoiding any clothing or accessories that may be a hindrance during restroom breaks. No spaghetti straps.
2. In choosing shoes, please be mindful of the active day in the life of your child. Closed toe shoes are preferred.
3. Please provide a change of clothes and under garments to accommodate the needs of your child. These may need to be replenished or modified throughout the year.
4. Please put your child's name in all jackets/sweaters/coats.
5. For safety reasons, please refrain from sending your child to school wearing a necklace.

## **GENERAL GUIDELINES FOR KINDERGARTEN-12th GRADE STUDENTS**

1. The daily uniform is worn 4 days a week with one day a week jeans and Christian t-shirt day unless otherwise determined by administration.
2. All skirts, shorts and skorts should be appropriate and tasteful lengths. The standard is no shorter than 3" above the knee.
3. All shoes must have closed toes and heels and should have non-marking soles. Heels and/or soles should be no higher than 2".
4. All shirts and pants/jeans/skirts/shorts must be neat in appearance. NO holes allowed. NO cut-offs allowed. NO frayed edges allowed.
5. Shirts may be worn untucked on any day.
6. Belts must be worn if a shirt is tucked in and the garment has belt loops. Fashion belts, such as scarves and ribbons are acceptable.
7. Please put your child's name in all jackets/sweaters/coats.
8. No hats or caps may be worn in any campus building between 7:30 a.m. and 3:30 p.m.

9. No **Goth** look.
10. GIRLS: Hair must be neat and maintained with no unusual styles that may distract from the learning environment. Highlighted or colored hair must remain in hair colors created by God. Girls should have not more than 2 piercings per ear, with none above the middle of the ear, and no other visible body piercings (including gauges) or tattoos. Kindergarten through 4th grade girls are not permitted to wear make-up. Any make-up worn should maintain a conservative look.
11. BOYS: No facial hair. Hair around the ears, including sideburns, may not be longer than the bottom of the ear. Hair may not cover the eyebrows. No hair over the collar or unusual hairstyles that may distract from the learning environment. Highlighted or colored hair must remain in hair colors created by God. Visible tattoos, any ear or body piercings (including gauges), and nail polish are not acceptable.
12. One day a week is designated for Christian T-shirt Day. Students may wear a Christian T-shirt of their choice on this day.

## **JACKETS**

Jackets should only have subtle markings or a GCA embroidered jacket.

## **PHYSICAL EDUCATION**

Elementary—No special clothes required

Junior/Senior High—5<sup>th</sup> grade – 12<sup>th</sup> Grade-Athletic shoes and PE uniform are encouraged

### **FOR ALL GRADES:**

**Writing on yourself or others is not permitted.**

## **FUN DRESS DAY**

There will be certain designated days throughout the school year that will be “Fun Dress Days” when the students get the opportunity to thematically dress out of uniform. Such days may include themes like “Sports” day or “Go Western” Day or “College” Day. These are days when students are encouraged to dress within the theme but not required. If they cannot/do not dress in

the theme, the student **is allowed** to dress out of uniform as long as the attire **does not** break dress code (length of shorts, no graphics, etc.).

## **ATTENDANCE**

It is our desire to cooperate with the families of our students by keeping attendance problems to a minimum. Absences will be recorded daily by the teachers and the attendance office. Part of the educational process is to learn discipline and responsibility in order to develop characteristics of good citizenship. Therefore, we expect our students to be in class. We do not condone students missing class time in order to study for tests, etc. Students need to learn to budget their time for these disciplines and attend class as usual. We expect our parents to back our Administration with these issues.

**A student may not miss, for any reason, more than ten percent of days of any one class in a semester. If a student does miss more than ten percent of days of class, each day afterward the student will be placed on attendance probation and may not make up any work, quizzes, or tests. On rare occasions, the principal will give exceptions for absences. Students are expected to communicate with teachers prior to all planned absences (school related or personal) to verify the due date of all homework, quizzes, tests, and projects.**

## **UNEXCUSED ABSENCES**

Unexcused absences will be grounds for immediate suspension or expulsion. Ditching school is not tolerated. Unexcused absences will also be factored into the student's daily participation grade.

## **ILLNESSES & EMERGENCIES**

For the well-being of your student and his/her classmates, a student will not be admitted to school if he or she has or has had a fever, has vomited, or has symptoms of a possible communicable disease during the previous 24 hours. Please notify the school if your student has a communicable disease. In accordance with Texas state requirements, after a student has had a communicable disease, such as chicken pox, pink eye, impetigo, etc., he/she will be readmitted

to school only upon written approval of an attending physician. Parents **must** call the GCA office regarding student absences as early in the school day as possible.

### **PLANNED ABSENCES**

Parents must notify the Principal's office two weeks in advance (or as soon as possible) and in writing of any anticipated absences due to trips. Failure to do so may penalize the student.

Elementary students may complete work when they return but we suggest that they attempt to collect prior to their absence in order to not fall behind. Exams are very important. It is mandatory that all students be in school in order to take their exams. Therefore, **DO NOT plan absences prior to OR DURING exams if AT ALL possible.**

### **MAKEUP WORK**

If a student knows that he/she is going to be absent and receives approval for the absence, along with assignments to be done, those assignments are due in accordance with the teacher's instruction and *the student must take any quizzes or tests which are given, even if it is the same day of his/her return.* On the other hand, if a student has an emergency absence such as illness, a death in the family, unexpected family matters, etc., he/she will be given a day for every day absent to make up the work missed after returning to school. If there is some question as to the amount of makeup time permitted, the parent should immediately contact the office for a parent/teacher conference. **Note:** Research papers, reports, major assignments, etc. are **due on the assigned due date**, even if it will require another person to bring in the assignment.

### **LATE WORK**

Punctuality with schoolwork is vital to instilling high work ethics in our students. The following is GCA's late work policy.

1 day late = 10 points off

2 days late = 20 points off

3 days late = 30 points off

**\*\*\*Work will not be accepted after the 3<sup>rd</sup> late day.**

## **TARDY POLICY**

Thank you for making every effort to have your student at school on time. A lifelong habit of being on time will be established for your student. Students in grades PK-5 arriving after the regular school day starts must have a parent explain the reason for being tardy. A parent must accompany the student to the office and sign him/her in. When a student has been tardy to a class more than three times in a quarter, he/she will receive a lunch detention for every tardy after the third tardy, until the end of that quarter. There will be no penalty for the first three tardies.

Tardies will also be factored into the child's daily participation grade. If a student is tardy to class past the first fifteen minutes of class, the student will be considered absent for that class.

## **VISITORS**

We have a general "no visitor" policy at GCA. The only exceptions are chapel, lunch time, & the occasional special program. Parents, grandparents, etc. are welcome to visit their student during lunch. ALL visitors MUST sign in at the office prior to visiting the child. ***Guests must meet GCA's dress code and grooming guidelines.*** Students from Grace Christian Academy, who invite guests to school activities, are responsible for instructing their guests regarding GCA policies. If a parent feels the need to visit their student at a time other than lunch, they must first be approved by administration in order to make sure that the visit will not disrupt the academic environment.

## **CURRICULUM**

Grace Christian Academy bases all of our teachings on biblical foundations and in a manner that brings everything taught back to God as the origin of truth and life. Because many of our students have come to us from a public school setting, GCA uses the Texas state standards as a framework for our scope & sequence but also includes many other biblical topics. Our Pre-K through 8<sup>th</sup> Grade curricular resources include the following publishers:

- Bob Jones Press
- STEMscopes
- Reading A-Z
- And many more.....

Our teachers come with years of experience in the classroom and therefore have a wealth of knowledge and “tools in the toolbox” which they use throughout the year as needed.

Full descriptions of topics covered per grade level are available through the publisher’s websites for those who would like further information.

Our High School Program is in partnership with the Edgenuity formerly the Alliance Program through Alpha Omega Publications’ online academy. Edgenuity allows students to be enrolled at Grace Christian Academy while simultaneously taking courses through the online platform Edgenuity. They offer an assortment of courses and provides distance learning teachers, academic assistance, report cards, transcripts, and flexible enrollment to fit the individual needs of students. You can visit [www.edgenuity.com](http://www.edgenuity.com) for more information and a graduation plan.

## **HOMEWORK AND TESTING**

Homework is assigned to students in Pre-Kindergarten through 8th grade. It is intended to be practice of concepts, which have already been presented by the classroom teacher. Parents may expect homework Monday through Thursday but typically will be sent home on Monday and due that Friday unless otherwise specified by the teacher. A student planner is used to develop the habit of recording the homework assignments. If there are any questions about homework

assignments, please contact the appropriate teacher. Tests are given at the conclusion of a unit, while quizzes are given throughout the study. Tests are designed to evaluate what the student has mastered. In order to give students adequate time to prepare for tests, teachers are sensitive to the number of tests given in one day.

### **LIBRARY/MEDIA CENTER**

The Library/Media Center is an important asset to GCA. Books may be checked out for two weeks at a time and renewed as often as necessary. When a book is lost, a replacement fee is charged or the exact price if known. If the book is not returned or paid for, the Librarian will place the student's name on the "Hold Report Card" list. Since some research may require larger facilities than are available on campus, students may be required to make use of public libraries. In addition, individual teachers may arrange for field trips to the public library as needed. There are reference computers that can be used with educational programs through which the student can access the public library online catalog.

### **PHYSICAL EDUCATION**

GCA requires all students to take P.E. from the elementary level through the 8th grade. Physical activity and sports are emphasized at all levels to promote the physical and mental health of our students. In the case of students with asthma or other chronic ailments, teachers will do their very best to ensure that students are not required to exercise to a point of risk to the health of the student. If a student has a physical ailment which will prevent him/her from doing strenuous exercise (at any grade level), it is the parent's responsibility to inform the school of such an ailment.

### **RENWEB SCHOOL MANAGEMENT SOFTWARE**

GCA utilizes the RenWeb™ School Management Software System. This system allows parents and students secure internet access to information associated with the student's classroom activities, as well as attendance, daily schedule, grade book details, homework, discipline, assignments, school directory, report cards, teacher announcements, calendar events, volunteer hours, and much more. For example, the system is designed such that should a zero be entered in

a grade book for an assignment, the student's parent is automatically sent an email. Also, parents are automatically sent a weekly progress report, and report cards are available online. Please note: If the parent's account is outstanding for any reason, access to RenWeb™ is disabled until the account is brought current.

## **PARENT INFORMATION**

### **STUDENT INFORMATION PRIVACY ACT**

Grace Christian Academy (GCA) hereby gives public notice, as required by the Amended Family Educational Rights and Privacy Act of 1974, to all parents of students under the age of 18 and to students 18 or older that:

A. GCA maintains the following education records directly related to students:

1. Academic records
2. Personal information records
3. Disciplinary records
4. Attendance records
5. Health records
6. Standardized testing records

B. Access to educational records is limited to the following:

1. Parents of students under 18
2. Parents of students over 18, if such student is a dependent as defined in the Internal Revenue Code
3. Students aged 18 or over
4. Officials of this school who have a legitimate educational interest
5. State and local officials to whom information is required to be reported
6. Certain testing organizations
7. Accrediting organizations
8. Appropriate persons in connection with an emergency
9. Pursuant to subpoena or court order



10. Any person with the written consent of the parent of students under 18 or the student over 18
11. School to which a student seeks or intends enrollment

C. GCA policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and nonessential or irrelevant material is deleted.

D. GCA policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph B above. GCA requires that copies be made available to persons entitled to copies at the cost of 25 cents per page. GCA policy provides that explanations and interpretations of records are available upon reasonable advance notice.

Some records, such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such materials and records. GCA policy provides the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

E. Student information may be released without prior consent unless the parent or student informs the Principal within a reasonable period of time that any or all of the information should not be released without prior consent. Student information includes:

1. Student's name and address
2. Telephone listing
3. Date and place of birth
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received
8. Most recent previous educational agency or institution attended by the student

Questions regarding education records shall be directed to the Principal.

## **PRIVILEGES RESERVED**

Grace Christian Academy reserves the right to use any student photos for publicity purposes with permission from a parent. Discretion will be used & student names will not be released unless permission is granted.

## **PARENT-TEACHER CONFERENCES**

GCA provides opportunities in the fall and in the spring for parent/teacher conferences. Parents are encouraged to contact the school to arrange parent-teacher conferences before or after school if the need arises during any other time of the school year. The Principal will be involved if requested by the parent, teacher, or student, or as deemed necessary by the Administration. We kindly ask that conference requests and related calls be made after 9:00 a.m. This will leave the lines open for absentee calls and emergencies.

## **TRANSPORTATION/PARKING**

Drivers transporting students to and from school should comply with all “drop-off and pick-up” rules. These rules promote safety and expediency. Designated times, places and rules will be made available at the beginning of each year along with the necessary rules for accomplishing the task. GCA is an official school zone and we ask ALL families to obey the NO CELL PHONE USE law during posted times.

## **SCHOOL SUPPLIES LISTS**

Supply lists are posted on our website and available at the GCA office during the summer.

## **DAILY TIME SCHEDULES**

Students may be dropped off ..... 7:30 a.m.

School ..... 8:00 a.m. - 3:30 p.m.

Chapel is from 8:00 a.m. – 8:30 a.m. for Elementary students

Chapel is from 1:45 p.m.—2:30 p.m. on Friday for Junior/Senior High students

\*After School Care ..... 3:30 p.m. – 6:00 p.m.

\*A fee is charged for this service. On in-service days, holidays and other deviations from our regular schedule, this service may not be provided. Please call in advance of deviated-schedule days to ensure proper supervision for your child.

## **HEALTH SERVICES PROGRAM**

### **PHYSICALS**

All students are strongly encouraged to have a physical examination before school starts each year. Upon initial admittance to GCA, all physical limitations (if any) are noted and if continuous medical care or medication is required for the student, arrangements are made in accordance with the need and/or doctor's (parent's) wishes. This notation then becomes a part of the student's record.

### **MEDICAL**

Immunization records are on file for each student and teacher. If a family opts out of vaccinations, the family **MUST** provide the GCA office with a state issued vaccination exemption form.

Teachers are always alert for physical problems which may arise and immediately report these to the office. The parents are then promptly informed so that proper medical attention may be rendered if needed. Grace Christian Academy has a licensed medical professional on campus. If a student needs to take medication during the day, the parent must sign a medication instruction form and leave the medication with the appropriate office. When a student has a serious medical

condition that may require emergency treatment, parents will be required to sign a release of liability agreement.

Accidents are attended to by the teacher on duty or one of the coaches. First aid is applied if needed. Parents are then notified immediately, and an accident report form is filled out. A copy is given to the parent for the doctor (if necessary), and a copy is filed.

## **INSURANCE**

Students of GCA are required to have accident insurance/Medicaid before being admitted to our school. No student is allowed to stay in school unless he/she is covered by accident insurance/Medicaid. *Grace Christian Academy assumes no responsibility for student injury claims during school activities.*