

2009-2010

*Grace Christian Academy  
Parent & Student Handbook*



*5914 Beaver Ridge Road*

*Knoxville, TN 37931*

*Elem/MS: 865.691.3427*

*HS: 865.934.4780*

*[www.gracechristianrams.org](http://www.gracechristianrams.org)*

**GRACE CHRISTIAN ACADEMY  
SCHOOL INFORMATION**

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*Elem/Middle School* . . . .691-3427  
*High School* . . . . .934-4780  
*Elem/MS Fax* . . . . .342-3827  
*HS Fax* . . . . .531-2574  
*Athletic Office* . . . . .691-3837  
*Church Office* . . . . .691-8886

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Knoxville, TN 37931

*Web Address:* [www.gracechristianrams.org](http://www.gracechristianrams.org)  
*Email:* [gca@gracebc.org](mailto:gca@gracebc.org)

**GCA ADMINISTRATION**

Headmaster / Middle School Principal . . . . .Mr. Don Criss  
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High School Principal / Athletic Director . . . . .Mr. Randy Down  
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Elementary Principal . . . . .Mrs. Kristin Waldschlager  
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Guidance Counselor . . . . .Ms. Donna Poole  
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Budget & Finance Director . . . . .Mrs. Susan Whitaker  
swhitaker@gracebc.org

**ELEMENTARY SCHEDULE**

Kindergarten - 5th Grade  
7:45 AM - 2:45 PM

**MIDDLE SCHOOL  
DAILY SCHEDULE**

1st . . . . .8:00 - 8:55  
2nd . . . . .9:00 - 9:50  
3rd . . . . .9:55 - 10:45  
4th . . . . .10:50 - 11:40  
Lunch . . . . .11:45 - 12:20  
5th . . . . .12:25 - 1:15  
6th . . . . .1:20 - 2:10  
7th . . . . .2:15 - 3:05

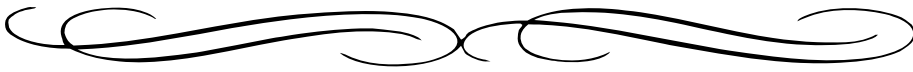
**HIGH SCHOOL  
DAILY SCHEDULE**

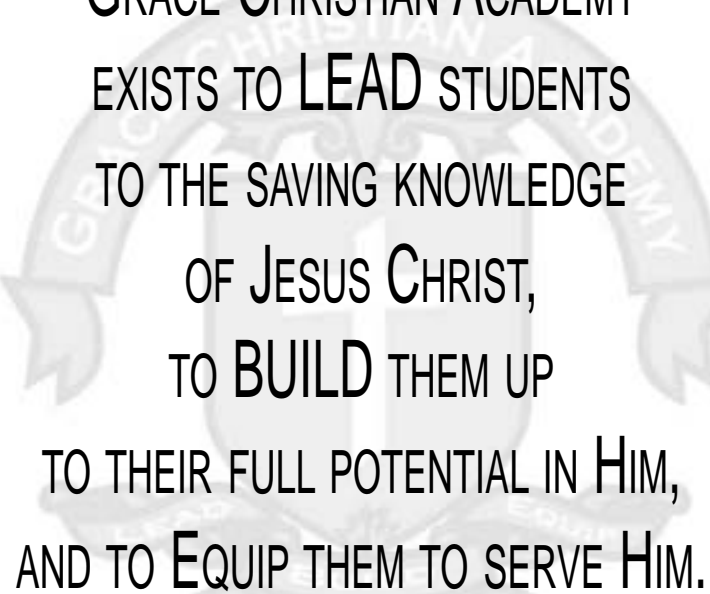
1st . . . . .8:00 - 8:55  
2nd . . . . .9:00 - 9:50  
3rd . . . . .9:55 - 10:45  
4th . . . . .10:50 - 11:40  
5th . . . . .11:45 - 12:35  
Lunch . . . . .12:40 - 1:15  
6th . . . . .1:20 - 2:10  
7th . . . . .2:15 - 3:05

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GRACE CHRISTIAN ACADEMY  
EXISTS TO LEAD STUDENTS  
TO THE SAVING KNOWLEDGE  
OF JESUS CHRIST,  
TO BUILD THEM UP  
TO THEIR FULL POTENTIAL IN HIM,  
AND TO EQUIP THEM TO SERVE HIM.

# PROFILE OF GRACE CHRISTIAN ACADEMY

## OUR HISTORY

In 1994, God began to call Grace Baptist Church to begin a new ministry . . . a Christian school. The board conducted research, met with other Christian schools, and set policies. With almost two years of preparation, enrollment began in 1997. God worked through sixty students and five staff members to make Grace Christian Academy more than a vision.

Over the next few years, GCA saw enrollment almost double from year to year. By the 2000 school year, enrollment was over 300 students. During that year, the construction of a new 29-classroom building began. This eventful year also saw the accomplishment of accreditation through the Association of Christian Schools International (ACSI) for grades K-8. In January 2002, the Academy moved into its new facilities.

In the 2003-2004 school year, GCA took another step by going through high school accreditation with ACSI and SACS (Southern Association of Colleges and Schools). The 2004-2005 school year brought the graduation of the first senior class and groundbreaking for phase one of the new high school building and athletic fields.

## STATEMENT OF FAITH

- ♦ We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- ♦ 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)
- ♦ 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 (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory. (Acts 1:11, Revelation 19:11)
- ♦ We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we 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)
- ♦ We believe in the resurrection of both the saved and the lost; the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)
- ♦ We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- ♦ 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, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

Grace Christian Academy, as a ministry of Grace Baptist Church, believes and teaches the essential doctrines of the Christian faith. GCA adheres, without apology, to the Mission Statement of Grace Baptist Church, which is:

***Grace Baptist Church exists  
to reach East Tennessee, America,  
and the world for Jesus Christ.***

## GOALS

- ♦ To be grounded in God's Word, thereby fostering an educational environment which upholds the Bible as our ultimate authority, guide and source in all matters.
- ♦ To be an extension of the Christian home in fulfilling Deuteronomy 6:5-9; to provide programs that assist in the total growth and development of the learner.
- ♦ To provide a Bible-centered, Christ-exalted curriculum which ensures the highest quality academic experience for all students.
- ♦ To guide students into an understanding that the Bible provides the foundation for establishing and maintaining effective relationships with others.
- ♦ To lead the child, under the guidance of the Holy Spirit, to a personal relationship with Jesus Christ.

## CORE VALUES

- ♦ **Truth** - Scripture is the revealed Word of God and is taught as truth, and that truth is integrated into the learning experience.
- ♦ **Operations** - The school's day-to-day operational practices are a consistent model of integrity, efficiency, and accountability.
- ♦ **Potential** - Every learning experience aims to engage students toward their full potential in Christ.
- ♦ **Biblical Integration** - The Christian mind should be the best mind, enlightened by the mind of Christ and having integrated God's principles with academic pursuits. The aim is to develop students with a biblical world-view who are well prepared academically.
- ♦ **Christian Personnel** - Grace Christian Academy must have a board, administration, faculty, and staff who are committed followers of Christ, teaching and leading from a biblically integrated perspective.

## VISION STATEMENT

Grace Christian Academy seeks to become an intentional and effective partner with families in educating a diverse student population of 1200 strong who reach East Tennessee, America and the world for Jesus Christ.

## MISSION STATEMENT

Grace Christian Academy exists to LEAD students to a saving knowledge of Jesus Christ, to BUILD them up to their full potential in Him, and to EQUIP them to serve Him.

## PHILOSOPHY OF CHRISTIAN EDUCATION

We believe God has ordained this school for the edification and maturing of the body of Christ. We partner with each home and each church in our community to share in the development and operation of a functional Christian education program designed to impact its culture for Christ.

It is our responsibility to assist in discovering, developing, and channeling the student's talents and abilities for the glory of God and for the welfare and benefit of both the individual and society. We believe that each student is made in the image of God and should have the opportunity to develop their potential under the supervision of mature Christians who are academically competent, professional, and dedicated to God.

The educational program is a guide to enable each student to discover God's purpose for their life and to equip them to fulfill that purpose. Therefore, it is also our responsibility to provide a curriculum that is based on biblical standards and absolute truths which leads to the development of a biblical world-view. We believe in instruction that is ongoing, academically sequenced from one level to another, and that enables students to read and to use all areas of language arts with confidence and fluency. The curriculum should assist students to develop problem-solving abilities and use mathematical operations and concepts with accuracy through mastered skills; to gain wisdom and understanding by drawing conclusions through critical thinking based on God's absolute truths; to understand social studies and science in connection with God's relationship with mankind and the earth, His creation; to imitate the mind of Christ concerning one's self and others, exhibiting the fruit of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control; and to acquire habits which will produce bodies healthy and available for God's use. Because we live in the United States of America where active participation in the governmental processes is encouraged of each citizen, the curriculum should incorporate the teaching of patriotism, citizenship and service.

The responsibility of all educational personnel is to provide a viable Christian education that develops academic, vocational, creative, social, physical and technological skills which lead to respect for learning God's truth, a desire for wisdom and knowledge, and the development of disciples ready to do good to all people, to share with others, to preach the word in season and out of season, and to give an answer for the hope that is in them.

## **OBJECTIVES**

### *Spiritually, Grace Christian Academy seeks*

- ♦ To lead students to a personal relationship with Jesus Christ.
- ♦ To teach the essential doctrines of the Christian Faith.
- ♦ To encourage and aid students in knowing and desiring God's will for their lives.
- ♦ To model Christ's love through servanthood to the Knoxville community and beyond. (Philippians 2:5)
- ♦ To garner an atmosphere of peace and unity within the school community.
- ♦ To train students in sharing the gospel of Jesus Christ.
- ♦ To encourage students to grow in the Word of God daily through prayer and Bible study.
- ♦ To guide students to evaluate all ideas and conduct in order to make wise decisions based on God's absolute truth.

### *Academically, Grace Christian Academy seeks*

- ♦ To nurture a positive attitude toward learning, realizing that work is performed unto God and not unto man. (Colossians 3:23)
- ♦ To ensure mastery of the basics in all academic areas.
- ♦ To encourage full academic potential.
- ♦ To develop higher level critical thinking skills.
- ♦ To develop and foster creativity.
- ♦ To encourage among both students and teachers a lifelong love of learning.

*Socially, Grace Christian Academy seeks*

- ♦ To teach students the value of honesty and speaking truthfully in all matters.
- ♦ To model and encourage Matthew 18:15-17.
- ♦ To assist students in developing and maintaining good sportsmanship.
- ♦ To establish an atmosphere of mutual respect, care and understanding in interpersonal relationships.
- ♦ To teach students the value of listening and speaking effectively in conversation.
- ♦ To aid in helping students to practice and apply Matthew 22:37-39 in all situations.

*Physically, Grace Christian Academy seeks*

- ♦ To promote good physical fitness, good health habits, and respect for the body as a temple of God.
- ♦ To exhibit age appropriate skills pertaining to physical growth.
- ♦ To teach that God created each person uniquely and specifically for His honor and glory.
- ♦ To teach and encourage self-control in the areas of diet, exercise, hygiene, and sleep habits.
- ♦ To encourage an enjoyment of physical activity.
- ♦ To aid in accelerating fine and gross motor skills.

*Emotionally, Grace Christian Academy seeks*

- ♦ To create an environment that re-affirms and builds up each student's self-image and self-esteem.
- ♦ To establish a stable and secure foundation that encourages emotional strength and a sound mind.
- ♦ To develop skills necessary during the transition from home and school.
- ♦ To encourage the development of the ability to endure and weather the changes and unpredictability of life.
- ♦ To foster self-discipline in the student based on reverence for God and respect for all authority.

God has given parents the ultimate responsibility for educating their children. The Christian school functions as an extension of the home to facilitate, but not to usurp, its authority. The school can best fulfill its mission when it works cooperatively with godly parents to give the student a consistently God-centered environment.

## ADMISSIONS

### Profile of a REAL Grace Christian Academy Graduate: 1 Peter 1:7

- ♦ Demonstrates a personal RELATIONSHIP with Jesus Christ
- ♦ Being EQUIPPED for service
- ♦ ACTIVE on mission
- ♦ Seeking a lifetime of LEARNING

In order to be a school of the highest quality, Grace Christian Academy must continually establish policies which enhance the Christian educational process. We cannot allow one student, either because of discipline or disability, to hinder the education of other students. For this reason, we will admit only those students whose academic, physical, and emotional needs can be met. GCA promotes a high level of literacy and academic achievement for our students in a Christian environment. We also reserve the right to positively affect the climate and peer influence in each class by limiting admission to or removing from class any student whose influence would be detrimental to the goals of the school.

*Grace Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded, or made available, to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, athletic and other school administered programs, nor in the hiring of faculty or administration.*

### APPLICATION PROCEDURE

The following steps must be taken in order to properly apply for admission to Grace Christian Academy. Applications will not be processed until steps 1-4 have been completed.

**Step 1 Application Packet:** Complete the application form and related material and return it to Grace Christian Academy. Please attach or enclose a \$250 non-refundable application fee per student.

**Step 2 Copies:** A copy of the child's birth certificate and social security card must be included with the application materials.

**Step 3 Letter of Recommendation and Test Scores:** Please have a teacher from the child's former school fill out the questionnaire and return it to GCA. Include a copy of the child's most recent standardized test scores, report card, and complete transcript including cumulative grades with the application. Homeschool parents of students in middle and high school must provide a listing of courses taught and curriculum materials used in addition to test scores and report cards.

**Step 4 Family Interview:** An interview will be scheduled upon submission of the application and supporting items.

**Step 5 Health Records:** An immunization, health record and physical examination report must be submitted to the school office before the first day of school for students entering Kindergarten. Doctors have the necessary form required by the Department of Health of the State of Tennessee. This form must be an original and be signed by the student's physician. GCA will request school records for transfer students from their previous school upon acceptance. If the prior school will not send the original health form, it will be the responsibility of the parent to obtain one from a doctor. The child will not be permitted to attend school until this form is received by the admissions office.

**Step 6** Pastoral Letter of Recommendation: Required for Middle and High School only.

**Step 7** (grades 9-12) Writing Sample: Upon arrival for the student interview, the student will be asked to write a short essay regarding a recent book they have read. This will take from ten to fifteen minutes.

**\*The enrollment process will not be finalized until all materials are complete. All new students admitted into the high school are automatically placed on a semester's probation to ensure that the new student is compatible with the mission and academic standards of the Academy.**

Open enrollment begins on **February 1, 2010** for all new students as space permits. After open enrollment, applications must be submitted to the school office during school business hours and will not be accepted by mail. Office hours are 7:30 AM to 4:00 PM when school is in session.

The admissions office will notify parents of the applicant's status by mail as soon as possible. All materials must be submitted, and the interview with the principal must be completed before your child can be officially accepted.

#### **RE-ENTRUSTMENT PROCEDURES**

1. Returning students must re-entrust for each new school year. Returning students are guaranteed placement provided they remain in good standing with respect to conduct, academics, and financial obligations.
2. A re-entrustment form with the non-refundable \$250 fee must be submitted to the school office.
3. Parents may apply for re-entrustment only if financial accounts are current with GCA and any other fee-based programs of Grace Baptist Church.

#### **ENTRUSTMENT PRIORITY**

Registration priority for students is as follows:

Priority Level 1: Returning GCA students and new siblings

Priority Level 2: GBC Pre-K, MDO and afterschool program students

## **FINANCIAL MANAGEMENT**

### **ENTRUSTMENT FEE**

An entrustment/application fee (non-refundable) of \$250 per student as described in the "Admission" section is to be paid annually. This fee holds the student's place for the following school year and covers registration costs.

### **GROWTH & DEVELOPMENT FEE**

All students will be required to pay an annual growth & development fee of \$300 (non-refundable/non-transferable). This fee is an investment in existing facilities and future growth and will be assessed each year.

### **TUITION**

See current rates provided by the business office.

### **REFERRAL DISCOUNT**

A \$100 referral tuition discount is available for referring a new family to GCA. The family must mention the referral during the interview. The enrollment will have to be completed and the student accepted before the discount is applied.

### **PAYMENT OF ACCOUNTS**

Tuition and growth & development fee may be paid annually, per semester or monthly. Monthly payments are due on the first of each month, beginning June 1, for twelve months. A \$30 fee will be assessed against an account for a check that is returned unpaid because of insufficient funds. Post-dated checks will not be accepted. You may pay by check or money order to the school office or by credit card, debit card or e-check through a link on the school website. Monthly payments can also be set up for automatic draft on the 1st or 10th of the month.

### **PAST DUE ACCOUNTS**

Monthly tuition payments are considered past due if not paid by the 15th of each month. A late fee of \$30 per student will be assessed after that date and will be added for each month. Delinquent accounts will be considered cause for removing a student(s) from the school. Students will not be admitted to class or allowed to participate in athletics when an account has two months tuition past due. Accounts falling two months past due receive notification to pay the account in full. If the account is not paid in full by the designated date, the family's child(ren) will not be permitted to attend school. Once the account is paid in full, the child(ren) may return to school. No students will be re-enrolled until all outstanding financial obligations are met.

### **END OF SCHOOL YEAR/WITHDRAWAL**

At the end of the school year or at the time of withdrawal, all outstanding bills are to be paid and all GCA textbooks and materials returned. Accounts must be current before final report cards, official records, transcripts, and diplomas may be released. Fees must be paid in full and are nonrefundable; refunds on tuition are pro-rated, based on the number of months the student was enrolled at GCA. Partial months are not refundable.

## **INCIDENTAL FEES & EXPENSES**

From time to time students will need to share in paying for other supplies and expenses that are important for their educational experience. Middle and high school students participating in athletics will be charged an athletic participation fee according to the schedule of fees published by the athletic department. Currently, those fees are \$150 per sport, except for football which is \$200. There is a maximum charge of two participation fees per student per academic year.

## **LUNCH**

Students may bring lunch from home or purchase one at GCA. Grace Christian Academy serves students a hot, nutritional lunch four days a week. PTF lunches are provided on Wednesdays by an outside vendor and are used for fund raising purposes. A microwave is also available for students. Plain milk, chocolate milk, lemonade, and ice cream are available. Menus are posted in the classroom, on the school website and on edline.

Lunch prices (includes one milk) are **\$2.50** for grades K-5 and **\$3.00** for grades 6-12. PTF lunches are **\$4.00** (includes one milk). It is recommended that lunch accounts be paid at least 2 weeks in advance. Additional milk and ice cream may be purchased.

Ice cream:       **\$1.00** per item  
Additional Milk:   **\$0.50** per carton

## **SPECIAL EVENTS/FUND RAISING**

Because tuition monies only cover approximately 80% of the operating budget, it is necessary that other revenue resources be used to provide income. These may include but are not limited to special events (Walk-a-Thon), PTF opportunities (PTF lunches and consignment sales) and athletics (Ram Shack, GraceGear, concessions, home game admissions).

# SCHOOL MANAGEMENT

## ATTENDANCE

Quality education requires regular student attendance. Irregular attendance deprives the student of an opportunity for effective learning. We recognize that situations arise in which missing school is unavoidable. If a student is absent from school for reasons other than suspension, then he/she must adhere to the following procedure.

Upon returning to school after an absence, the student must bring a written note, signed by the parent to the homeroom teacher (elementary) or receptionist (MS/HS). It should state the dates and reason for the absence. There are no excused or unexcused absences.

If a student is absent due to suspension, he or she will not be allowed to attend or participate in extracurricular activities before, during or after school hours. This includes off-campus activities as well.

Parents of a child within the compulsory attendance age are responsible for their child's attendance at school, as required by the state. In order to gain the most from school, a student must be regular in attendance. Any class missed counts as an absence which is accumulated over the semester. This includes dentist or doctor appointments, illnesses, church conferences and retreats, and absences requested by a parent with prior notification of the administration.

### **Elementary and Middle School Attendance:**

Elementary and middle school students who miss more than 20 days per year are subject to retention. If a student misses a class, for any reason, this counts as an absence.

Elementary and middle school students arriving at school late but before 10:00 AM will be counted tardy, but present at school for a full day. A student who leaves school before 10:00 AM and does not return will be counted absent the entire day. Arrivals between 10:01 AM and 12:00 PM will be counted present for 1/2 day. A student who leaves school after 12:00 PM will be counted present for the full school day; leaving before noon will result in the student's being counted absent for 1/2 day.

### **High School Attendance:**

Attendance will be taken during each class period for high school. High school students who are absent more than eight times per semester will risk failing the class and must provide a doctor's note for excuses beyond the eight. Students will be considered absent from any class to which they are more than 15 minutes late. A high school student who has accumulated more than eight (8) absences per semester due to prolonged illness or similar long-term reasons, may appeal to the administration in writing within one week of the prolonged absence. School-initiated absences (such as field trips or snow days) will not be counted as part of the cumulative total of absences for student. Juniors and seniors will be allowed 2 days per semester for college visits. These visits must be pre-arranged with the high school principal, and will not be counted as part of the cumulative absence record. High school students must be in attendance for at least 4 class periods of the school day in order to participate in athletics and extracurricular activities that day.

### **Additional attendance notes:**

- ♦ Every six tardies to school and/or class, results in one detention. Subsequent detentions after every three (3) unexcused tardies will be issued.
- ♦ Parents are expected to inform the school receptionist of any planned absence exceeding three (3) consecutive days.
- ♦ The make-up policy applies to all absences.
- ♦ Since the school calendar allows for many vacations in and around the holiday season, parents should try to schedule vacations and doctor's appointments to coincide with school vacation time.
- ♦ Students who achieve perfect attendance will be given special recognition at the end of the school year.

## **TARDY POLICY**

Beginning the school day on time is very important, and all students are expected to be punctual. Students who arrive after 7:45 AM (K-5) and 8:00 AM (6-12) are marked tardy and must sign in at the office by 1) bringing a note from a parent or 2) having the parent sign in. Students who are late to class any other time during the day are to go directly to class (6-12). A student is tardy for class if not seated in the proper desk by the specified time of the beginning of the class period. Students will be given an unexcused tardy unless they bring an excused tardy slip from the office or a teacher. All entrance doors except the front K-8 doors will be locked at 8:00 AM.

Consequences for unexcused tardies: Every six tardies to school and/or class results in one absence. Six (6) tardies to school and/or class, will result in a detention. An additional detention will be issued for every third tardy.

## **EARLY DISMISSAL AND PARTIAL DAY ABSENCES**

When early dismissal is necessary, a note from the parent stating the time of dismissal should be given to the child's teacher (K-5). The parent must sign the child out at the school office, and a staff member will summon the student to the office. Parents are asked not to go to the classroom to pick up their child for early dismissal. The receptionist will then send word to the teacher for dismissal. If there is no note, the parent may sign the child out at the office. Student drivers must have a note from the parent requesting early dismissal. **To avoid disrupting the educational process, early dismissals should be kept to a minimum. Anyone picking up a student for early dismissal must show a picture I.D. and be listed on the student's check-out card.** Early dismissals will be considered excused or unexcused. Doctor appointments, illness, inclement weather or emergencies will be excused. Other reasons will be considered unexcused. Parents of students in high school will need to state the reason for the late arrival or early checkout during the school day through signing in or out in person, or presenting a note, phone call or email.

Student who have tests or quizzes scheduled that day will be expected to take the test or quiz that day unless other arrangements are made with the teacher.

**AT NO TIME SHOULD ANY STUDENT CROSS OAK RIDGE HIGHWAY AS A PEDESTRIAN.**

## **PICK-UP AT DISMISSAL**

Elementary students are picked up through the car line. The student's name must be clearly written in large print on poster board and placed in the front passenger window. Parents may pick up students in the classroom after 2:45 PM. Elementary students are dismissed at 2:45 and will be supervised until 3:15 by the teachers on duty. Any student not picked up by 3:15, will be taken to the reception area where a parent must come and sign them out. Parents of elementary students who are picked up after 3:15 or MS/HS students after 3:30 will be charged a LATE STAY FEE (\$10 for every 15 minutes).

If anyone other than a parent needs to pick up your child, please send a note to his/her teacher with the date and name of the person responsible for picking up the student.

**For safety reasons parents of middle and high school students should drive through the car line and pick up their children at the back entrance of the Academy.** Students are not to walk to parked cars in the back parking lot, front parking area, FLC pick-up circle or east parking lot (church entrance). Students must leave the building after school. They cannot stay for church activities or after-school activities which do not begin immediately after school. Arrangements for after school athletic practices will be made by the athletic department.

## **MAKE-UP WORK**

For absences other than prearranged ones, the student will have **one school day for every day missed (maximum of five days) to complete make-up work**. For example, if a student is absent Monday and Tuesday, he/she has Wednesday and Thursday to make up work missed. Exception: Students who have completed all work, including the review section (if applicable), may be required upon their return to school to take any tests missed. **After 1:00 PM on the second day of absence, the parent may call the school office or check ParentsWeb to request missed assignments which may be picked up after 3:00 PM.**

**It is the student's responsibility to make up missed assignments.** The student is expected to check with teachers or check ParentsWeb for make-up work upon his/her return from an absence.

If a student misses only the day a test is given or project/assignment is due, the student is responsible to make up the work the first day he/she returns, provided the student was informed of the due date in advance of the absence. If a student returns to school on the day of a pre-announced test or quiz after a short absence, the student is expected to take the test or quiz on the day it is given.

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

## **TRANSPORTATION AND PARKING**

GCA does not provide daily transportation for students. However, transportation for field trips is provided, and students are required to ride both to and from the school via school transportation unless approved by the administration.

## **STUDENT DRIVERS**

1. The ability for a student to drive a motor vehicle on school property is a privilege. This privilege is earned by a student demonstrating that he/she will drive responsibly and is mature and will not endanger other students or damage school property. This privilege may be revoked if the actions of a student cast doubt on his/her maturity and responsibility.
2. Student driver decals must be purchased from the school office for \$10 and must be displayed at all times while on campus.
3. Students are allowed to drive their cars to school and should park in the student designated parking area.
4. Students must drive slowly and carefully on school grounds and on the streets surrounding the school.
5. Students may not go to their cars at any time during the school day without permission from a teacher or administrator.
6. Student drivers must sign out (with parent consent) when leaving school early.

## **LOST AND FOUND**

Parents are expected to label all students' belongings. Items left in the building will be turned into the Lost and Found. Periodically a lost and found sale will be held. All items left after the sale will be donated to a charitable organization.

## **INCLEMENT WEATHER POLICY**

GCA will follow Knox County schools with regard to school closings or delays due to inclement weather. There will not be a separate announcement for GCA on the radio or television. In the event that school closes during the day, stay tuned to LOVE 89 (89.1) and/or ParentsWeb for announcements. (Please note that there are other schools with the name Grace Christian Academy in the area.) Regarding dismissal of school, please check the above venues.

## **ACCIDENTS**

Any accident in the school building or anywhere on school property should be reported immediately to the supervising adult. Accident reports will be filed with the principal and medical assistance obtained from the school nurse, if necessary. The school will not be held legally or financially responsible for accidents. Information regarding student accident insurance is available at the beginning of each school year through the business office.

## **ILLNESS OR INJURY**

Should a student become sick or injured while at school, he/she may visit the school nurse. If necessary, the parent will be called to come to school to get the student. Please keep "Student Emergency" form information current so that parents or other designated adults can be easily contacted should a need arise.

## **ILLNESS/CONDITIONS NOT PERMITTED AT SCHOOL**

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

- ♦ Any communicable disease, such as chickenpox, pink eye, strep throat, head lice, or ringworm, should be treated or in remission before returning to school. (This list is not exhaustive, but these are the more common diseases that require medical treatment).
- ♦ Fever: Temperature of 100 or above within the preceding 24 hours. Temperature must be below 100 for 24 hours before returning to school. Therefore, if a child is sent home from school with a fever, he/she may not attend school the next day.
- ♦ Vomiting and/or diarrhea occurring within the preceding 12 hours.
- ♦ Rash/open sore: Student may return to school when the rash/open sore disappears or upon a doctor's written consent.
- ♦ Pink Eye: Student may return to school when the redness/pinkness of the eye disappears or upon a doctor's written consent.
- ♦ The student should remain at home or will be sent home if conditions such as a discharge from nose and eyes, cough, sore throat, nausea or vomiting, earache or headache are evident.

## **SCHOOL NURSE**

The assistance of the school nurse is available on a part time basis to GCA students, faculty and staff for sudden illnesses, injuries, and diagnosed medical conditions. The school nurse by law cannot diagnose; she can only refer to a physician for a diagnosis. Therefore, long-term symptoms and old injuries should be seen by a physician and not brought to the school nurse. Neither GCA nor the school nurse may be held liable for services rendered. The assistance of the school nurse is available on a part-time basis for GCA students, faculty and staff.

## **MEDICATION**

It is best to have medications and treatments administered at home. **No medication, including aspirin, is to be kept in a student's possession** (exception: inhalers). Any medication or treatment (over-the-counter or prescription) to be administered at school by the school nurse must be supplied by the parent and be accompanied by the proper form. **All such medications must be in the original prescription bottle, properly labeled with the student's name, dosage and time**, and stored in the nurse's office. A form (PRN medication administration) may be submitted to the school nurse in order to grant her permission to give a student over-the-counter medications. A medication release form with instructions for administering medication must be completed and signed by the parent. High school students should submit PRN medication assistance forms to and receive medication from the high school receptionist. Please do not send large pill containers.

Forms are available from the school nurse and at the front desk of the school.

## **SAFETY**

Students are to wear proper clothing and shoes for the current weather conditions and to be able to safely climb stairs, walk in crowded hallways, and play on playground equipment. For safety, students must know how to keep shoes tied or wear shoes that stay on without strings.

**AT NO TIME SHOULD ANY STUDENT CROSS OAK RIDGE HIGHWAY AS A PEDESTRIAN.**

## **HEAD LICE**

Head lice, a common occurrence in school children, are tiny insects in the hair and on the scalp which usually cause itching. Nits are lice eggs that look like small oval white specks that are attached to the hair.

Each family should inspect their children periodically for any signs of head lice. If any signs of lice or nits are found, the student should be treated immediately and thoroughly. This will prevent others from being infested and help to prevent a head lice epidemic. Consult a professional if in doubt about the findings. Students may return to school when successfully treated for head lice and ALL nits manually removed.

## **MISUNDERSTANDINGS/CONFLICT RESOLUTION**

The faculty and staff of GCA are committed to resolving conflicts according to the principle of Matthew 18, the principle of giving good reports. Most problems are due to miscommunication. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17, and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent or student **MUST** first go to the teacher or individual directly involved with the situation. If the problem is not resolved at that level, then a supervisor may meet with the parent and teacher or individual.

## **VISITOR POLICY**

Parents are welcome to visit GCA throughout the day. Student visitors are limited to prospective students and GCA graduates. All parents and visitors must sign in at the GCA receptionist counter upon arrival and wear a visitor's badge throughout their stay. Visits should not disrupt instruction, testing, or other activities. Guests are asked to please adhere as closely as possible to the GCA dress code. Student visitors are not allowed on school campus during regular school hours unless approved in advance by the administration. The lunch period is "closed", meaning that students may not leave campus unless accompanied by a parent. This also means that student visitors are not permitted in the lunchroom.

**PTF (PARENT-TEACHER FELLOWSHIP)**

PTF is a fellowship group established by Grace Christian Academy to help further the mission of GCA. Volunteers are needed in many areas, including lunchroom, room mothers, special events, field trips, etc.

**EMERGENCY NOTIFICATION BY PARENTS**

Please do not call and request the Academy to relay messages that are not of an emergency nature. Examples of emergencies include death or hospitalization of a family member and emergency change of pick-up schedule. Parents are asked not to text student cell phones during the school day.

**PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are encouraged as an excellent way to exchange information that will provide a greater understanding of the student. Parent conferences involving a MS/HS student will be coordinated with all teachers involved. Parents may arrange teacher conferences by calling the office and leaving a message for the teacher to contact them or by e-mailing the teacher directly. The teachers' e-mail address is the first initial followed by the last name @gracebc.org.

**WITHDRAWALS**

When withdrawing a student from GCA, the following procedures must be followed:

1. Contact the office to obtain a withdrawal form.
2. All textbooks must be returned to the teacher. All library books must be returned to the library. All athletic materials and uniforms must be returned to the athletic department.
3. Entrustment, growth and development fees, and the current month's tuition is non-refundable. Yearly tuition paid in advance will be refunded on a prorated basis.
4. Grades and records will not be released until all financial obligations have been met and all textbooks and library books turned in.

**DCS INVESTIGATIONS**

In the event GCA is contacted by the Department of Children's Services or a comparable agency of the state for the purpose of arranging for a DCS social worker to interview a GCA student, our policy requires presentation of a court order by the social worker before making the student available for an interview.

## ACADEMICS MANAGEMENT

### FACULTY/STAFF

Grace Christian Academy is committed to an excellent educational program. Knowing that our school is only as good as its faculty and staff, GCA will strive to attract and retain employees of the highest quality. The following is a profile of a MODEL Grace Christian Academy staff member (Luke 6:40):

- ♦ MATURE believers
- ♦ Who are OBEDIENT to their calling,
- ♦ Purposely DRIVEN
- ♦ Dedicated to EXCELLENCE in all things, and
- ♦ Who LEAD, build, and equip the students of Grace Christian Academy.

### PROFESSIONAL AFFILIATION

GCA is accredited K-12th grade by the Association of Christian Schools International (ACSI) and Southern Association of Colleges and Schools (SACS). GCA is also a member of the Southern Baptist Association of Christian Schools (SBACS).

### CURRICULUM

Although most of the curriculum on the middle/high school level is Christian-based, some secular materials have been chosen to better prepare the students for achievement testing and college studies. All materials, whether Christian or secular, will be taught within the Christian world-view.

- ♦ Most textbooks are leased from the school.
- ♦ On the day of issuance, the name of the student should be written on the inside cover of the book and in the teacher's record book.
- ♦ Books are to be handled with care and kept in good condition.
- ♦ Any damage or replacement costs of books must be paid prior to the issuance of end-of-year report cards or transcripts.
- ♦ In the event of withdrawal from school, all leased textbooks must be turned in to the teacher.

### GRADING SCALE

<u>Score</u>	<u>Grade</u>	<u>GPA Points</u>
94-100	A	4.00
93	A-	3.67
92	B+	3.33
86-91	B	3.00
85	B-	2.67
84	C+	2.33
76-83	C	2.00
75	C-	1.67
74	D+	1.33
71-73	D	1.00
70	D-	0.67
69 and below	F	0.00
Excessive Absences	NC	no credit

Advanced Placement courses receive an additional 1 point which is added to the quality points earned in the course. Honors courses receive an additional 1/2 point weight which is added to the quality points earned in the course. Internships during Winterim (high school) receive a grade of P/Pass or F/Fail with ½ credit but no GPA points.

Elementary classes may be given a letter grade of E, S, N or U. Teacher comments may be used to communicate the student's participation, attitude and effort. Scores for individual students may be viewed online at ParentsWeb.

## **TESTING**

Stanford Achievement Tests are administered to students in grades K-8 each spring and are used as one of several measurements of academic achievement. The PSAT is administered each fall to students in grades 10 and 11. This test is required for juniors and optional but strongly recommended for sophomores. ACT and SAT test-taking is recommended beginning in the spring of the junior year. Information about registration and test preparation is provided by the guidance counselor.

## **PROMOTION POLICIES**

Elementary students will be promoted based on satisfactory academic performance and/or assessment, Christ-like conduct and work habits at the discretion of the teacher and administration. If a student receives any F's, he or she may be subject to individual tutoring or summer school and may not be promoted. In the middle school, a student who fails more than two courses may be required to repeat his/her current grade at the discretion of the administration and teachers. Students in grades 9-12 who fail courses will be required to attend summer school to make up any failed grades in courses required for graduation. Summer school information will be available at GCA, and the guidance counselor will assist parents in finding other appropriate independent or online courses for their child's academic deficiencies. Enrollment in any summer course providing high school credit toward graduation must be approved by the guidance office.

## **ACADEMIC PROBATION**

GCA reserves the right to assess each student's academic achievement and progress as it relates to continued enrollment. At the completion of the first semester, academic progress is assessed as follows:

*Grades 6-12                      Semester GPA below 1.67                      Academic Probation*

A student falling below the GPA requirements will be placed on academic probation at the end of the first semester. Re-evaluation of probationary status occurs at the end of the following semester. If the student has not met the 1.67 minimum requirement, he/she will begin the new semester on probation. If at the end of that semester, the student has not met the GPA standards he/she may be asked to withdraw.

## **ATHLETIC ELIGIBILITY**

In addition to TSSAA standards, the following guidelines will apply for GCA students:

If a student-athlete's Grade Point Average (GPA) falls below 1.67 at the four and a half week point of the first quarter, the athlete will be ineligible to play in games for two weeks. They may still practice, at the coach's discretion, but shall not participate in any games while working to elevate their grades above the 2.00 level. If, after two weeks, the student's grades are at or above the 1.67 level, he/she may resume full participation for the remainder of the quarter.

Grades will be checked for eligibility for all students every nine weeks after the first quarter, with the same process followed as outlined above.

## **CHAPEL**

All students will attend chapel on a regular basis. We desire to help students cultivate attitudes of reverence, worship and respect for the things of God as well as excitement in learning and growing in Christ. Parents are welcome to attend chapel services.

## **EXTRA-CURRICULAR ACTIVITIES**

A full array of extracurricular activities provides opportunities for students to develop leadership, teamwork skills and commitment.

**Athletics:** Interscholastic competition is available to middle and high school students in a variety of sports. A separate Athletic Handbook is provided for athletes and can be obtained from the athletic office or viewed online. All athletes must sign a statement affirming that they have read the athletic handbook before participating in sports.

**National Junior Honor Society:** The National Junior Honor Society chapter of GCA is a duly chartered and affiliated chapter of the national organization. Students in grades 6-9 with GPA's of 3.6 or better are eligible for consideration in regards to membership. Those meeting the academic criteria are then evaluated by a faculty council on the basis of character, leadership, citizenship and service.

**National Honor Society:** Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Students in grades 10-12 with a cumulative GPA of 3.5 or 3.5 are eligible for consideration in regards to membership. In addition to scholarship, candidates are then evaluated on the basis of character, service, and leadership.

**Delta Epsilon Phi:** Sponsored by the American Association of Teachers of German. To be a member, students must earn an "A" in three semesters of German while maintaining an overall GPA of 3.0.

**Student Leadership:** Each high school class will elect a president, vice-president, secretary, treasurer, chaplain or class representative. Grades 6-8 will have class representatives.

**Scholars Bowl:** Interscholastic academic competition with other schools. Student representatives will be required to attend practice sessions.

**Technology Club:** Various activities to enhance the learning experience through technology resources. Available for students in grades 5-12.

## HIGH SCHOOL CURRICULUM

### COURSE OF STUDY

In order to graduate, students must earn a minimum of 26 credits in grades 9-12. Seven and one-half credits are available each year (including Winterim). Credits are awarded on a semester basis, not on the basis of the yearly average in each class. Any semester failure of a required course will necessitate retaking of that semester for graduation credit.

Subject	Required
Bible	4
English	4
Mathematics	3
Science	3
Social Studies	3
PE/Health	1
Foreign Language	2
Electives*	6
Total	26

\*Winterim experiences are awarded 1/2 credit per year and a pass/fail grade which is not factored into the GPA.

#### English (4 credits)

English 9  
English 10  
Honors English 10  
English 11  
English 12  
AP English (11 & 12)

#### Social Studies (3 credits)

World History  
World Geography  
U.S. History  
AP U.S. History  
Government/Economics  
Psychology/Sociology

#### Electives (6 credits)

Ensemble  
Art  
Advanced Art  
Drama  
Speech  
Yearbook  
Journalism  
Computer I  
Teacher's Aide  
Accounting  
Finance  
Music Appreciation  
Video Production  
Athletic Training

#### Mathematics (3 credits)

Algebra I  
Geometry  
Algebra II  
Pre-Calculus  
AP Calculus

#### Foreign Language (2 credits)

Spanish I  
Spanish II  
Spanish III  
Spanish IV  
German I  
German II  
German III  
German IV

#### Science (3 credits)

Physical Science  
Biology  
AP Biology  
Chemistry  
Physics  
Anatomy & Physiology

#### Physical Education/Health (1 credit)

#### Bible (4 credits)

Bible 9 (Biblical Survey)  
Bible 10 (Bible Doctrines)  
Bible 11 (Hermeneutics & Life of Christ)  
Bible 12 (Current Issues and Trends in Christianity)

## **FOUR-YEAR ACADEMIC PLAN**

### **9th Grade**

Bible 9 (Biblical Survey)  
English 9  
World History  
Algebra I or Geometry  
Physical Science  
Foreign Language  
PE/Health

### **11th Grade**

Bible 11 (Hermeneutics)  
English 11  
U.S. History  
Algebra II or Pre-Calculus  
Chemistry  
Electives (2)

### **10th Grade**

Bible 10 (Bible Doctrines)  
English 10  
World Geography  
Geometry or Algebra II  
Biology  
Foreign Language  
Elective

### **12th Grade**

Bible 12 (Current Issues & Trends in Christianity)  
English 12  
Government/Economics  
Pre-Calculus or AP Calculus  
Physics  
Electives (2)

The above academic plan is a general sequence of course work. Individual scheduling needs will be processed through the guidance office during spring registration.

### **DROP/ADD POLICY**

Dropping and adding of high school classes must be finalized within the first two weeks of the semester and must have parental and administrative approval. After two weeks, no courses will be dropped without penalty, and students may not add a new class without administrative approval. A student who drops a class after the two-week drop/add period will receive an F in the class for the remaining grading periods of the semester. Any exceptions to the drop/add policy must be approved and processed through the guidance office.

## DRESS CODE

What is modesty? Many Christian schools are faced with this question when dealing with dress code issues. In an ever-changing society of fads and fashions, we as Christians must constantly conduct self-evaluations of our outward appearance. The following excerpt was taken from Cedarville University's handbook and expresses well the principles Grace Christian Academy is striving to follow with its dress code.

"Modesty means 'orderly and decent.' Plato said that a modest person was someone who fulfilled his duties in an orderly fashion. Paul associates modesty with decency (1 Timothy 2:9). The modest person is one who voluntarily limits his or her own freedom as an expression of self-control and moderation. To be modest is to be a person of unearthly grace and dignity. It is synonymous with another Greek word which means 'fits with holiness.' Modest dress is dress that reflects a commitment to a holy lifestyle, avoiding things like sensuality, pride, and materialism.

Above all, modesty is ultimately a reflection of the heart. Our outer appearance should reflect the inner reality of our relationship with Jesus Christ and our desire to honor Him."

- ♦ The dress code seeks to highlight some of the issues related to modesty.
- ♦ The dress code is intended to encourage virtues like humility, simplicity, and respect for others and to discourage vices like pride, materialism, and sensuality.
- ♦ The dress code reminds students of the seriousness of scholarly work.
- ♦ The dress code begins the process of learning to honor guidelines for work attire that are different from our own preferences for casual dress.
- ♦ Having a dress code helps to create a sense of community on campus and is an expression of courtesy to others.

**Parents are responsible to ensure that their child's attire conforms to the following standards.** If a child in grades K-8 comes to school in violation of the dress code, the parent will be notified. On a second violation, the parent will be expected to bring proper attire to school. If a student in grades 9-12 is in non-compliance, he/she will be required to correct the situation. The child may be removed from class until his/her dress code meets school standards. Approved school apparel vendors are the following: Educational Outfitters, Lands' End and GraceGear. These are the only approved vendors for school dress code apparel. The final determination of approved apparel is at the discretion of the school administration and only what has been posted as approved apparel on dress code lists. Vendors may not suggest or recommend anything other than approved apparel.

### GENERAL GUIDELINES

The school administration shall reserve the right of authority on these matters to determine whether or not the students dress is acceptable for school setting.

1. Solid khaki or navy (cotton twill or corduroy) pants/capris (K-12). Pants are expected to be neat and presentable, exhibiting a normal degree of wear.
2. Pants must be worn properly around the waist, not extending below the shoes.
3. All school uniform polo shirts must bear the official GCA crest and be purchased from an approved vendor. These must be worn Mon.-Thurs.
4. Hoodies (in school colors only) must be purchased from GraceGear. A school uniform polo shirt is required to be worn underneath the hoodie. It does not need to be tucked in unless it is visible below the hoodie.
5. Belts should be worn with pants with belt loops.
6. Hair, including facial hair, needs to be neatly trimmed and clean in appearance and should not extend below the eyebrows, earlobes or below the collar. Extreme fads, colors and style are not permitted including anything deemed distracting to the learning environment.

7. Any body piercing (with the exception of pierced ears for girls) should not be displayed at school or any school events. Jewelry must be minimal and not distracting.
8. Sunglasses are not to be worn indoors. Hats and bandannas are not to be worn at any time.
9. Makeup should not be worn in an excessive manner.
10. On Fridays, students in elementary may wear a school spirit wear shirt purchased from an approved vendor for \$1 as a fundraiser. Students in MS & HS may wear jeans for \$1 as a fundraiser or will wear regular uniform wear for bottoms. They may also wear a spirit wear shirt. Jeans should be free of holes, frayed edges or excessive wear.
11. Visible tattoos are not permitted.
12. Extreme fads, colors and styles are not permitted including anything deemed distracting to the learning environment.

#### **Elementary (K-5)**

1. All shirts, blouses, sweaters and fleece pullovers must be purchased from approved GCA vendors. All items must bear the official GCA crest/logo. Approved GCA vendors will inform patrons of the required colors and styles. All uniform shirts must be tucked in.
2. Khaki and navy shorts, and skorts as well as navy, khaki and plaid jumpers are allowed but must be purchased from an approved GCA vendor. Polo dresses are approved.
3. Blue jeans are allowed. There should be no writing, pictures, or designs on the jeans.
4. Shoes must have toe, sides and heel enclosed. Socks are to be worn.
5. Shirts worn under uniform shirts must be navy, royal, gray or white and must not have sleeves extending below the uniform shirt.

#### **Middle/High School (6-12)**

1. All shirts, sweaters, shorts and fleece pullovers must be purchased from approved GCA vendors. All items must bear the official GCA crest/logo. Approved GCA vendors will inform patrons of the required colors and styles.
2. Dresses and jumpers may not be worn. Navy blue, white or khaki skirts may be worn with uniform shirt. The skirt may not be shorter than the top of the knee when standing. Slits may not come any higher than the top of the knee.
3. Khaki & navy shorts are allowed but must be purchased from approved GCA vendors and will bear the official GCA crest/logo. The shorts need to be loose fitting and no higher than 3 inches above the knee.
4. No cargo shorts or pants
5. Jeans are not allowed except on designated days.
6. Dress sandals (not slides) may be worn. (Rubber flip-flops and sport sandals are not permitted.) Boys must wear socks with any shoe or dress sandal.
7. Shirts worn under uniform shirts must be navy, royal, teal, gray or white.
8. PE uniforms must be purchased for physical education classes from GraceGear. Points are deducted from the daily grade for not fully dressing in uniform.
9. GCA spirit wear purchased from Grace Gear may be worn only on Fridays. Athletic team wear approved by the athletic director may be worn to school on Fridays as spirit wear. These items are not permitted Monday-Thursday.

**Activity Dress:** GCA students are expected to dress modestly and appropriately at all home and away GCA activities.

## DISCIPLINE

"Do not be misled. Bad company corrupts good moral character." I Cor. 15:33

"These people honor me with their lips. But their hearts are far from me." Mark 7:6

"... Discipline yourself for the purpose of godliness ..." I Tim. 4:7

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Heb. 12:11

The Bible clearly indicates that the parents are responsible for the discipline (that is, training or instruction) of their children. Grace Christian Academy exists to assist parents in their God-given responsibilities. Therefore, GCA seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, GCA has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at GCA. In the same spirit, GCA likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize GCA may not be the choice in education that suits their needs.

Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. GCA's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for the students. Students are to respond to GCA faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward GCA authority which manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. GCA expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness to the action of GCA. Only while operating within the above philosophy of discipline can the education process reach its maximum potential. GCA is committed to the philosophy and principles of Christian education. Student conduct which works against GCA philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

### CLASSROOM DISCIPLINARY GUIDELINES

- ♦ No talking in class without being recognized (raise your hand).
- ♦ Do not leave your seat without permission.
- ♦ Keep your hands, feet and other things to yourself.
- ♦ Be kind in what you say to others and to your teacher.
- ♦ Accept and obey any instruction or discipline from all teachers and staff.

## **DISCIPLINARY GOALS**

1. Respect authority: Someone has said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves."
2. Use your time wisely: "Teach us to number our days aright, that we may gain a heart of wisdom." Psalm 90:12
3. Be considerate of others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:29, 32

## **STUDENT BEHAVIOR**

To accomplish these goals, certain student behavior cannot be tolerated and will result in action by the teacher and/or the administration. Examples include:

1. Use of physical force or verbal intimidation.
2. Leaving school property without permission.
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student or parent).
4. Bringing to school any article that distracts another (i.e. cell phones, pager, etc.)
5. Being disrespectful toward fellow students, teachers or staff in attitude, words or actions.
6. Using profanity or vulgarity.
7. Lying, cheating or stealing
8. Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.
9. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of Grace Christian Academy.
10. Obscene body language.
11. Chewing gum at school.
12. Possession on their person, in their locker, in their backpack or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol or pornography.
13. Blatant disrespect resulting in the student being asked to leave the classroom or a school activity.

Attendance at Grace Christian Academy is a privilege and not a right. The Academy reserves the right and at its sole discretion can remove the students in their enrollment. The Academy will cooperate with the home in the nurturing of the student(s). The Academy reserves the right, that if at any time and at the Academy's sole discretion, if the Academy can no longer assist the family in the nurturing of their child(ren), the Academy can remove the student(s) from their enrollment. The Academy reserves the right to deny readmission to any student whose actions demonstrate that it is not in it's best interest to allow readmission.

## METHOD OF DISCIPLINE

### GRADES K-5

Students in kindergarten through fifth grade will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. It is our belief that discipline must address attitudes of the heart, teach submission to authority without challenge, excuse or delay, and lead students toward Christ-like behavior. Factors that will be considered are seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude.

### GRADES 6-12

A cumulative detention system is used at GCA as a means of correction for infractions of school standards, rules, and classroom procedures. Corrective measures of varying degrees of severity will be used. Typical steps are listed below.

- ♦ **Reprimand** - Many infractions of an unintentional or immature nature, or even volitional infractions of a minor nature can and should be handled by a gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.
- ♦ **Warning** - A warning is a reprimand, and a formal notice of consequences to follow should the inappropriate behavior not be corrected.
- ♦ **Parent Notification** - A Parent Notification is a warning with the intent to inform parents of a problem and to solicit their help in supporting GCA rules and correcting unacceptable student behavior. Parent Notifications are to be signed by the parent and returned the next day to the teacher/administrator.
- ♦ **Detention** - Detentions are school "time-outs" given in violation of classroom or minor school rules. Middle school detentions will be held Monday-Friday, 3:10-3:50 PM. High school detentions will be held Tuesday, Wednesday and Thursday from 3:25-3:55 PM. Students must serve detentions within two detention days of the day the notice is received. An additional detention may be given each time a student misses a detention deadline. If a student accumulates three unserved detentions, all of which are at least one week past their deadline, the student is assigned one day of suspension. The suspension then takes the place of the three detentions.
- ♦ **Suspension** - Suspension from school begins on the date assigned and may range from 1-5 days. Suspensions may be in-school or out-of-school as deemed necessary by the principal. Students are to complete all work given during their absence. Students will receive a maximum credit of 50% for daily work. Any tests or quizzes will be made up with maximum credit of 80%. In addition, students serving suspension may not attend any extracurricular activities.

### CLASSIFICATION OF OFFENSES

**Class I Offenses (Warnings, Parent Notifications, Detentions) Do not accumulate for purpose of suspension.**

- ♦ Tardy to school
- ♦ Tardy to class
- ♦ Nonconformity to dress code
- ♦ Not "signing in" when tardy or not "signing out" for early dismissals, even when parents and school have given permission
- ♦ Consuming food or drink outside designated areas
- ♦ Being unprepared for work or not completing homework

**Class II Offenses (Warnings, Parent Notifications, Detentions)**

- ♦ Excessive distraction of the students - any conduct or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction
- ♦ Gambling - any participation in games of chance for money and/or things of value
- ♦ Inappropriate public display of affection
- ♦ Running and horseplay in building
- ♦ Unauthorized possession of cell phones, radios, MP3 players or other electronic devices (includes CD's, tapes, etc.). Cell phones are not allowed in the classroom. Phones are to be kept in car, in lockers or in backpacks. These items will be confiscated
- ♦ Possession of magazines not used for class purposes
- ♦ Being in off limit areas
- ♦ Possession of matches, lighters, or similar devices
- ♦ Unacceptable lunchroom behavior
- ♦ Repeated Class I offenses
- ♦ Not serving detentions on time
- ♦ Any other violation, which the administrator may reasonably deem to fall within this category

**Class III Offenses (Detentions, 1-3 Day Suspensions)**

- ♦ Defiance or disrespect of authority - any verbal or non-verbal refusal to comply with a directive from any adult
- ♦ Intentionally providing false information to a GCA staff member, including, but not limited to, student information data, forgery of adult signatures and the concealment of information directly relating to school business
- ♦ Possession or use of tobacco products - any possession on the person, in his/her locker or other effects of a student on or off campus
- ♦ Assault upon another student (Any form of bullying, including verbal, cyber, and/or physical)
- ♦ Fighting with another student
- ♦ Unjustified activation of a fire extinguisher or fire alarm system
- ♦ Disruption on a school vehicle
- ♦ Use of profane or obscene manifestations (verbal, cyber, written, gesture) toward another person
- ♦ Inciting student disorder
- ♦ Malicious mischief
- ♦ Improper use of personal vehicle
- ♦ Unauthorized absence from school or class
- ♦ Possession of a pocket knife or similar device
- ♦ Possession of pornography and computer/internet use of pornographic, defiant or vicious purposes
- ♦ Cheating items
- ♦ Any items shocking to the conscience
- ♦ Repeated Class II offenses
- ♦ Any other offense, which the administration may reasonably deem to fall within this category

**Class IV Offenses (On or off campus of Grace Christian Academy)**

**(3-5 Day Suspension, Expulsion)**

- ♦ Drugs - unauthorized possession, transfer, use or sale of drugs or alcoholic beverages. This offense includes counterfeit drugs, diet pills, etc.
- ♦ Arson - intentional setting of fire to any school or church property
- ♦ Directing obscene or profane language to ANY ADULT
- ♦ Assault upon ANY ADULT ON OR OFF THE CAMPUS OF GCA
- ♦ Possession of a weapon or ammunition (includes air guns, paint guns, and ammo)
- ♦ Possession and/or igniting fireworks or firecrackers
- ♦ Cheating items
- ♦ Theft of property
- ♦ Possession of stolen property with the knowledge that it was stolen
- ♦ Improper sexual conduct
- ♦ Vandalism of any church or school property
- ♦ Repeated Class III offenses
- ♦ Any other offense, which the administration may reasonably deem to fall within this category

**CUMULATIVE DISCIPLINE CONSEQUENCES**

Detentions are cumulative for the school year. As the number of detentions a student serves increases, parent involvement becomes greater. Note the following consequences:

**Middle and High School  
Detentions per Year (Class  
II,III)**

**Consequences**

3	Referred to an administrator
4	Conference with an administrator and subject to loss of participation in extracurricular activities. (Minimum of one event per athlete.)
6	Conference with an administrator and parent, and discipline probation
7	Suspension for one (1) day
8	Suspension for two (2) days
9	More days of suspension or expulsion
10	Expulsion from GCA

**Middle School only  
Parent Notifications per year  
(Class II,III)**

**Consequences**

3	Detention
5	Detention, Parent Conference
7	Detention and conference with an administrator

## SUSPENSIONS

Grace Christian Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective principals. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Suspensions may be given for a period of up to five days. A suspension is an unexcused absence from school. Students who served a suspension during a semester will automatically be on probation for the remainder of the school year. Students suspended during the last nine weeks of the year will automatically be on probation for the first semester of the following year.

Examples for which suspensions may be given are:

1. Fighting
2. Flagrantly abusive language and/or disrespectful conduct
3. Skipping class or leaving school without permission
4. Repeated detentions
5. Possession, use, supplying or selling of tobacco or tobacco products
6. Possession of pornography and computer/internet use of pornographic, defiant or vicious purposes

## DISCIPLINARY PROBATION

1. **Purpose** - This is to prevent the possible dismissal of a student due to behavioral issues that are beyond the scope of our school and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform.
2. **Criteria** - This program should be initiated at the discretion of the principal in concert with the principal/headmaster. It is to be administratively subjective. Some criteria to direct the administration in making this decision are:
  - a. If a student has manifested a physical threat to other students or faculty.
  - b. If a student has become a negative influence on their peers in the areas of smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.).
  - c. If a student has been a habitual offender of the school disciplinary policy.
  - d. If a student has accumulated 6 detentions in a school year.
  - e. If a student has received an automatic suspension for serious behavior offenses; use or possession of tobacco, alcohol, drugs or weapon(s); sexual and or physical harassment; or an offense warranting a suspension.
3. **Program** - A written notice of a student bordering on the need for disciplinary probation will be initiated by the principal and sent to the respective principal or initiated by the principal. The principal will notify the parents of the possibility of the probation. A conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the administration will decide on whether or not this particular student merits a probation or expulsion. If the administration deems it beneficial to place the student under a disciplinary probation, a disciplinary probation contract will be drafted for the student outlining:
  - a. The behavior guidelines that the student is expected to maintain.
  - b. The duration of the probation
  - c. The consequences of fulfilling the probation or failing to fulfill the probation.
4. **Procedure** - The disciplinary probation contract is to be seen and signed by all parties involved (i.e. student, parent(s), administrator(s). Copies are distributed to all respective parties. It will be the responsibility of the respective principal to insure that the contract is being upheld. Violation of the contract on behalf of the student will be grounds for expulsion will be communicated to the headmaster by the principal.

## **DISMISSALS**

Grace Christian Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective principals. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the respective principal with the advice and approval of the headmaster. Appeal of a dismissal may be made in writing to the headmaster within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend GCA may not be permitted to attend school related events. These events would include, but are not limited to homecoming, junior/senior formal, etc. Dismissals may occur when any of the following take place:

1. Possession or use of unprescribed drugs of any kind, or the misuse of any prescribed drugs or any kind on or off school property. Exception: asthma inhalers.
2. Selling or supplying prescribed or illegal drugs, or non-prescription drugs such as Tylenol, Advil and cough drops.
3. Possession, consumption, supplying or selling of alcohol on school property or at school-sponsored events.
4. Repeated violations of discipline that have resulted in suspensions.
5. Failure of parents to cooperate with the Academy in the discipline of their children.
6. Assault or battery of a teacher.
7. Sexual Misconduct - Physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures or other serious sexual misconduct.
8. Moral Misconduct - Pregnancy or the causing of pregnancy, computer/internet use for immoral purposes or other serious moral misconduct.
9. Lying/Dishonesty
10. Stealing
11. Possession or use of any object used as a weapon in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm.
12. Possession, transfer, sale or discharge of any gun (including a starter gun or pellet gun), firearm or any other explosive device of any type whether loaded or unloaded, on school property or at a school-related activity.

## **DRUGS AND ALCOHOL**

Grace Christian Academy will not tolerate the buying, selling or other transfer of drugs and/or alcohol and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at GCA. Although consumption is an expulsion offense, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the respective principal. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.

## **GUNS AND WEAPONS**

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

## **ACADEMIC INTEGRITY**

The Academy strives to teach students the importance of personal and academic integrity (He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity - Proverbs 2:7).

Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God of academic integrity and will not be tolerated. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means. Cheating is a Class III offense. Examples of cheating or academic dishonesty include but are not limited to:

- ♦ Copying another student's homework, quiz, test or other paper without express permission from the teacher
- ♦ Using or allowing another student to misrepresent or fabricate work as one's own, unless part of a group project when work is shared
- ♦ Unauthorized possession, distribution or use of test or quiz materials in advance, using or displaying notes, "cheat sheets," or any other information devices inappropriate to the prescribed test conditions
- ♦ Seeking to deceitfully obtain, collaborate or secure answers during a test or quiz from any outside source, whether through visual, auditory, written, or verbal means
- ♦ Plagiarism in any form. Additionally, plagiarism carries severe academic consequences that can result in the failure of a course.

## **CELL PHONE POLICY**

Students are not permitted to use a cell phone during school time. The phone should never be visible during class. After school, students should not use cell phones until they have left the classroom.

Any use of a cell phone during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker, car, or backpack and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action according to the consequences listed below.

"Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted during the school day. Specifically, no cell phone photographs are permitted in the restrooms or locker rooms at any time. Violation of this prohibition is a serious discipline offense.

Parents who need to contact their child during the school day for emergency purposes should use the academy's normal emergency contact process and call the main office. Academy staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Disciplinary consequences for violation of the cell phone policy shall be as follows: First offense: the student's phone shall be confiscated, taken to the school office and then the student may pick the phone up at the end of the school day. Second offense: The phone will be confiscated and held in the office until the end of the school day and the child's parent will need to pick it up. The student will be issued a detention (grades 6-12). Third offense: The parent will need to pick up the phone in the office, the student will be issued a detention and the student will lose the privilege of having a cell phone at school for two weeks. Fourth offense: The student will lose the privilege of having a cell phone at school for the remainder of the school year.

## **TEEN PREGNANCY AND/OR MARRIAGE**

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

## **AREAS OFF LIMITS**

1. Restrooms designated for the opposite sex; faculty restrooms
2. Staff offices, workrooms or work areas without permission
3. Grace Baptist Church Educational Wing or any other church property without permission
4. All parking lots and roadways during school hours without permission
5. Hallways and locker areas before 7:15 AM and after 3:30 PM (unless with a teacher's permission)
6. Construction areas

## **SEARCH AND SEIZURE**

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search.

GCA reserves the right to invite the Knox County Sheriffs Department or an appropriate narcotics search group to visit at any time during the school year to search for drugs. Any alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession.

1. Personal Searches: A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refused to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked.
2. Locker Searches: Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

3. Automobile Searches: Students are permitted to park on Academy premises as a matter of privilege, not a right. The Academy retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
4. Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

### **STUDENT EXPECTATIONS**

1. Students shall respect the authority of all adults and the rights and property of others. When an adult enters an elementary classroom, all students will rise to their feet and stand until instructed to be seated by their teacher.
2. All student organizations that meet in the school must have an authorized sponsor with them.
3. Movement in the hallways, whether between classes or during classes, must be done quietly and in an orderly fashion.
4. Students are not allowed to chew gum in the school building. No food or drinks, other than water, will be allowed in the classroom.
5. Any student leaving a room during class time must have a standard hall pass from that teacher.
6. Electronic devices (CD players, pagers, etc.) are not allowed in the school. Cell phones are allowed on campus but must be kept in vehicles, lockers or silenced in backpacks or purses. Cell phones are not to be used during school hours. Any electronic devices, including cell phones, will be retained in the office for pick-up.
7. Grace Christian Academy operates firmly on the premise that overt public displays of affection between members of the opposite sex are inappropriate.
8. Students who are suspended from school for disciplinary reasons may be suspended from activities or positions for the remainder of the school year at the discretion of the principal. No school function, including athletics, may be attended on days of suspension.
9. Misbehavior on a bus or van will not be tolerated.
10. No students will be allowed in the hallway before 7:15 AM except with permission and supervision by a teacher.

### **PARENT EXPECTATIONS**

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

## WHAT TO DO WHEN

. . . . . **You are absent from school** - Bring a written note, signed by the parent, to the homeroom teacher (elementary) or to the receptionist (MS). The note must state the dates and reason for the absence.

. . . . . **You are tardy to school** - Students who arrive after 7:45 AM (K-5) and 8:00 AM (6-12) are marked tardy and must be signed in at the school office.

. . . . . **You wish to leave the classroom** - Ask your teacher for a hall pass, stating your need for leaving. Take the pass, attend to your business promptly, and return to class.

. . . . . **You become ill at school** - Inform your teacher that you are ill and secure a hall pass to the school health clinic or school office. If you are unable to remain at school, the school nurse or school receptionist will notify a parent or designee to come to the school and check you out. High school students will be able to leave with parent permission.

. . . . . **You have a doctor's appointment** - If you are in elementary school (K-5), you will need to bring a note from the parent stating the time of dismissal. This note should be given to your teacher. A parent must sign the student out at the front office. Middle and high school students must sign out at the front office.

. . . . . **You have lost/found article** - Inquiries for lost and found items should be made at the office.

## Profile of a REAL Grace Christian Academy Graduate

### 1 Peter 1:7

- Demonstrates a personal RELATIONSHIP with Jesus Christ
- Being EQUIPPED for service
- ACTIVE on mission
- Seeking a lifetime of LEARNING

## SCHOOL CALENDAR 2009-2010

August 18	First Day for Students (half day)
September 7	Labor Day (no school)
September 17	School Pictures
October 14	End of first 9 weeks
October 15-16	Fall Break
November 23-27	Thanksgiving Break
December 16-18	High School Exams
December 18	End of second 9 weeks (half day)
December 21-January 1	Christmas Break
January 4	Students return from break
January 4-15	High School Winterim
January 14	Re-Entrustment Begins
January 18	Martin Luther King Day (no school)
February 1	Open Enrollment Begins
February 15	Presidents' Day (no school)
March 12	End of third 9 weeks
March 29-April 1	Spring Break
April 2	Good Friday (no school)
April 19-22	Stanford Testing (K-8)
April 23	Walk-a-Thon
May 14	High School Graduation
May 18	Kindergarten Graduation
May 19-21	High School Exams
May 21	Last Day of School (half day)

A complete calendar is available on the school website.  
Please check the calendar often for important information.