

2011-2012  
*Elementary Handbook*



*Grace Christian Academy*

*5914 Beaver Ridge Road*

*Knoxville, TN 37931*

*865.691.3427*

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

# GRACE CHRISTIAN ACADEMY

## SCHOOL INFORMATION

Elem/Middle School ..... 691-3427      Elem/MS Fax ..... 342-3827  
High School ..... 934-4780      HS Fax..... 531-2574  
Athletic Office..... 934-4792      Church Office..... 691-8886

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Mailing Address:  
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Knoxville, TN 37931

## GCA ADMINISTRATION

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## ELEMENTARY SCHEDULE

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

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Profile of GCA .....</b>                | <b>1</b>  |
| Statement of Faith.....                    | 2         |
| Philosophy of Education.....               | 3         |
| Chapel.....                                | 5         |
| <b>Admissions .....</b>                    | <b>6</b>  |
| Application Procedure.....                 | 6         |
| Re-entrustment .....                       | 7         |
| <b>Financial Management.....</b>           | <b>8</b>  |
| Fees and Tuition .....                     | 8         |
| FACTS.....                                 | 8         |
| End of School Year/Withdrawal .....        | 9         |
| Incidental Fees & Expenses .....           | 9         |
| Lunch .....                                | 9         |
| Special Events/Fund-Raising.....           | 9         |
| <b>School Management .....</b>             | <b>10</b> |
| Attendance .....                           | 10        |
| Tardy Policy .....                         | 10        |
| Early Dismissal .....                      | 11        |
| Pick-Up.....                               | 11        |
| Inclement Weather Policy .....             | 12        |
| Transportation & Parking .....             | 12        |
| Safety.....                                | 12        |
| Accidents .....                            | 12        |
| School Nurse.....                          | 12        |
| Illness or Injury .....                    | 12        |
| Head Lice .....                            | 13        |
| Medication .....                           | 13        |
| Emergency Notification.....                | 14        |
| Personal Items at School .....             | 14        |
| Lost & Found.....                          | 14        |
| Visitor Policy .....                       | 14        |
| DCS Investigations .....                   | 14        |
| Misunderstandings/Conflict Resolution..... | 14        |
| Parent/Teacher Conferences.....            | 15        |
| Withdrawals .....                          | 15        |

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Academics Management .....</b>              | <b>16</b> |
| Faculty/Staff.....                             | 16        |
| Professional Affiliation.....                  | 16        |
| Grading Scale .....                            | 16        |
| Curriculum.....                                | 16        |
| Make-Up Work.....                              | 17        |
| Testing.....                                   | 18        |
| Promotion Policies .....                       | 18        |
| Academic Success and Probation .....           | 18        |
| Field Trips.....                               | 19        |
| <b>Dress Code.....</b>                         | <b>20</b> |
| <b>Discipline .....</b>                        | <b>23</b> |
| Student Expectations/Parent Expectations ..... | 24        |
| Classroom Disciplinary Guidelines .....        | 25        |
| Disciplinary Goals/Student Behavior .....      | 25        |
| Method of Discipline.....                      | 26        |
| Harassment Policy.....                         | 26        |
| Bullying Policy .....                          | 27        |
| Academic Integrity .....                       | 29        |
| Cell Phone Policy.....                         | 30        |
| Drugs & Alcohol .....                          | 31        |
| Guns & Weapons .....                           | 31        |
| Search & Seizure .....                         | 31        |

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.



*Love the Lord your God with all your heart  
and with all your soul and with all your mind  
and with all your strength. Mark 12:30 NIV*

# 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 2000-2001 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 I of the new high school building and athletic fields.

Phase I of the new high school opened in the fall of 2006 with 175 students. Construction of Phase II began in the winter of 2010 and opened in the fall of 2010. Phase II contains a lunchroom, a music suite, and nine additional classrooms. Total K-12 enrollment for the 2011-2012 school year is 900 students.

## 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.

## 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.

## **VISION STATEMENT**

Grace Christian Academy seeks to become an intentional and effective partner with families in educating a diverse student population of 1,200 strong who 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.

## **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.***

## **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 worldview. 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.

## **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.

# 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 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. Home-school 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 Assessments / Screening:**

(Kindergarten) The student will complete screening prior to family interview.

(grades 1-5) The student will be asked to perform assessments in reading comprehension, writing, mathematical procedures and problem solving.

**\*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, 2012** 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 "Admissions" section is to be paid annually. This fee holds the student's place for the following school year and covers registration costs.

## FACILITY FEE

All students will be required to pay an annual facility 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

Tuition covers a variety of expenses including textbook rental, workbooks, standardized testing fees, ACSI and SACS membership fees, computer and science lab fees, technology advancement costs, and a portion of elementary field trips.

## 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.

## FACTS

GCA partners with FACTS Tuition Management Company (FACTS) to manage our tuition payment program as well as other incidental items charged during the year. GCA families are required to enroll in FACTS using the link at the GCA website, [www.gracechristianrams.org](http://www.gracechristianrams.org).

Tuition and the facility fee may be paid annually or monthly. Monthly payment options available are the 1st of the month, 10th of the month, 20th of the month, or bi-monthly on the 1st and the 20th. Annual payments receive a \$100 discount per student if paid by June 20th.

Incidental costs such as field trips, learning center, sports fees, etc. are also billed through FACTS. Families may log into their FACTS account and make payments on these bills until the due date at which time they must be paid in full.

## PAST DUE ACCOUNTS

Monthly tuition payments are considered past due if not paid by the 20th of each month. A late fee of \$35 per family will be automatically assessed after FACTS second failed attempt to collect tuition. However, GCA reserves the right to assess a \$35 late fee if an account is paid after the 20th of the month. In addition, FACTS will charge a \$30 service charge for failure to collect. Delinquent accounts will be considered cause for removing a student from the school. Students will not be admitted to class or allowed to participate in ath-

letics when an account has two months tuition past due. If the account is not made current 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 non-refundable; 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 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 \$300 in sports fees per student per academic year.

### **LUNCH**

Students may bring lunch from home or purchase one at GCA. Microwaves are on hand for student use. Ice cream, beverages, and snacks are available for purchase in the cafeteria during lunch (K-8). Menus are posted in the classroom, on the school website and on ParentsWeb.

Grace Christian Academy serves K-5 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.

It is recommended that lunch accounts be paid at least 2 weeks in advance.

### **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. We appreciate parent help and support with all of our fund raising efforts.

# 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). 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 Attendance:

Elementary 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 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 being counted absent for 1/2 day.

### TARDY POLICY

Beginning the school day on time is very important, and all students are expected to be punctual. Students who arrive at school after 7:45 AM 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 the student

**For the safety of our students and staff, all entrance doors will be locked at 8:00 AM.**

### Consequences for unexcused tardies:

- Every six (6) tardies to school and/or class results in one absence. (Tardies shall be accumulative by semester)

- The student who arrives after 7:45 is expected to complete all class work during the school day. Any work not completed during the school hours will become homework due the next school day. This work will be graded but points will be deducted for the late work.
- After 4 unexcused tardies in a 9-weeks— any work missed due to the tardy will be counted as a zero (0).

## **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. **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.

Students 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, EVEN IF THEY HAVE BEEN SIGNED OUT BY A PARENT.**

## **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 3:05 by the teachers on duty. Any student not picked up by 3:05, 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 3:05 will be charged a LATE STAY FEE (\$10 for every 15 minutes). **\*\*Students with MS/HS sibling may wait and be picked up after 3:05.**

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 elementary 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 pickup 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.

## **AFTER HOURS BUILDING ACCESS**

Access to the K-8 building after 5:00 PM is limited to the Family Life Center entrance.

## **INCLEMENT WEATHER POLICY**

GCA will follow Knox County schools with regard to school closings, delays or early dismissals 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 due to unforeseen circumstances, you will be notified via e-mail, school website and/or phone call.

## **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.

## **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.**

## **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 business office 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.

## **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.

## **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, flu, 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 without a fever reducing medication 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 24 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.
- If a child is sent home with a fever, diarrhea or vomiting they may not return to school the following day.

## 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.

## 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** (only exception: asthma inhalers). Any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied the proper form. **All such medications must be in the original prescription bottle, properly labeled with the student's name, dosage and time.** Please do not send large pill containers. A *Medication Request* form with instructions for administering medication must be completed, signed by the parent, and submitted to your child's classroom teacher in order to grant permission to give a student medications. Forms are available from the school nurse, at the school offices, and on ParentsWeb.

## **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.**

## **PERSONAL ITEMS AT SCHOOL**

GCA cannot assume responsibility for student's personal property. Students are expected to secure their valuables in an appropriate location such as their locker or keep them in their possession. Elementary students may not bring toys/games from home to school except with special permission from their teacher.

## **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.

## **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.

## **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.

## **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.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are encouraged as an excellent way to exchange information that will provide a greater understanding of your student. Please plan at the end of the 1st 9-weeks to contact your child's teacher to set up a time to meet about your child's academic and social progress. Parents may arrange teacher conferences 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, these 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 pro-rated basis.
4. Grades and records will not be released until all financial obligations have been met and all textbooks and library books turned in.
5. If a student withdraws for disciplinary reasons, he/she may not be on campus during school hours or attend any extra-curricular activities unless permission is secured from an administrator.

# 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 Kindergarten-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).

## GRADING SCALE

|        |   |
|--------|---|
| 93-100 | A |
| 85-92  | B |
| 75-84  | C |
| 70-74  | D |
| 69-0   | F |

Elementary classes may be given a letter grade of E, S, N or U. Scores for individual students may be viewed online at ParentsWeb.

## CURRICULUM

Although most of the curriculum 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.

## **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 / 0" for incomplete work except in cases of extreme hardship. These cases will be handled on an individual basis.

## **LATE WORK POLICY**

Student responsibility for turning in work is an important life skill that students must develop early. GCA has a consistent Late Work Policy that demonstrates the importance of this. K-2: Assignments turned in late will receive 5 points off per day late. For example, if a student in K-2 turns in an assignment 5 days late he or she has a starting score of 75. 3-5: Assignments turned in late will receive 10 points off per day. For example if an assignment is turned in 3 days late they will have starting grade of 70.

## **CLASSROOM COMMUNICATION**

Each Friday your child's teacher will send home a Friday Folder. In the folder there is a sign and return side which contains tests taken and other important items which need to be returned to school. The other side will contain class work, announcements from the school and a class newsletter. This newsletter contains important academic notes such as tests, Bible verse and Spelling words. This also includes notes about upcoming events in the classroom. If you misplace your newsletter you can find it on RenWeb under Web Documents.

ParentsWeb is a great communication tool where you can check your child's grades and assignments. E-mail is another tool that teachers use to communicate about activities in the classroom.

## **TESTING**

Achievement tests are administered to students in grades K-8 each spring and are used as one of several measurements of academic achievement.

## **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.

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

## **LEARNING SUPPORT CENTER**

Students who fall below academic expectations in one or more subjects may be required to attend the Learning Support Center for a period of nine weeks or until sufficient academic progress has been made. An extra fee will be assessed for attendance in the Learning Support Center. If an applicant has ever had an educational, neurological, or psychological evaluation a copy of the written evaluation must be submitted to the Admissions office to be included in the applicant's confidential file. Accommodations in the classroom will only be made when testing / diagnosis data is provided by a licensed examiner.

## **ACADEMIC SUCCESS and PROBATION**

GCA strives to be proactive in promoting academic success with every student. The Academy reserves the right to assess each student's academic achievement and progress as it relates to continued enrollment. At the completion of each 9 weeks, academic progress is assessed as follows:

*Grades in all core subjects (English, Math, Science, History & Bible) will be expected to maintain a C average.*

A student falling below the grade expectation will be placed on Academic Probation the following 9-week grading period. This is an academic "watch" at which time the Academy will engage the student, parents, teachers, and administration, working together to develop an individualized plan to give the student opportunities that can lead to academic success.

A student on Academic Probation will be re-evaluated at the end of each 9-weeks. If the student has not taken responsibility to meet the C average in all core subjects during the probationary period, he / she may remain on probation for an additional 9 weeks or possibly be asked to withdraw.

## **FIELD TRIPS**

We believe that on or off campus field trips are an extension of the academics taught in the classroom. Two off campus field trips may be taken each year in K-5. The cost is covered by a field trip fee included in your tuition. Due to the academic nature of our trips, parents are welcome to attend but siblings are not allowed to accompany the class. Regular school dress code, not spirit wear, is required unless otherwise noted.

## **TECHNOLOGY**

Technology is an important part of today's society and therefore we must use it as a tool to teach all students. All students and parents must sign, return and abide by a Technology agreement.

## **PARENT VOLUNTEERS**

There are many ways for parents and grandparents to help out in the classroom. Contact your child's teacher to find out ways that you could benefit your child's class.

## 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 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. 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.

### PANTS/SHORTS:

1. Solid khaki or navy (cotton twill or corduroy) pants/capris. Pants are expected to be neat and presentable, exhibiting a normal degree of wear.
2. Blue jeans are allowed. There should be no writing, pictures, or designs on the jeans. Jeans should be free of holes, frayed edges or excessive wear.
3. Pants must be worn properly around the waist, not extending below the shoes.
4. Khaki and navy uniform style shorts may be purchased from any vendor but must be no shorter than 3 inches above the knee. Cargo shorts are not an approved style except those purchased from Lands' End and display the GCA logo (use the code—9000-5866-0).
5. Belts should be worn with pants/shorts with belt loops.

### SHIRTS:

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. All school uniform polo shirts must bear the official GCA crest and be purchased from an approved vendor. These must be worn Mon.-Thurs.
3. 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. **Only GCA approved outerwear (jackets, hoodies, fleece, etc.) is acceptable for classroom wear.**
4. Shirts worn under uniform shirts must be navy, royal, gray or white and must not have sleeves extending below the uniform shirt.

### SKIRTS/DRESSES:

Skorts, as well as navy, khaki and plaid jumpers, are allowed but must be purchased from an approved GCA vendor. Polo dresses are approved. All items must bear the official GCA crest/logo.

### SHOES:

Shoes must have toe, sides and heel enclosed. Socks are to be worn.

### SPIRIT WEAR:

On Fridays, students in elementary may wear a school spirit wear shirt purchased from an approved vendor for \$1 as a fund-raiser.

**OTHER:**

1. Hair for boys needs to be neatly trimmed and clean in appearance and should not extend below the eyebrows, earlobes or below the collar. For both boys and girls, extreme hair fads, colors and style are not permitted including anything deemed distracting to the learning environment.
2. 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.
3. Sunglasses are not to be worn indoors. Hats and bandannas are not to be worn at any time.
4. Makeup should not be worn in an excessive manner.
5. Visible tattoos are not permitted.
6. Extreme fads, colors and styles are not permitted including anything deemed distracting to the learning environment.

**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.

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.

## **STUDENT EXPECTATIONS**

1. Students shall respect the authority of all adults and the rights and property of others.
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 (i.e. MP3 players, cameras, I-pods, games, etc.) are not allowed in the school. Cell phones are allowed on campus but students must adhere to the GCA cell phone policy.
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.

## **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, games, iPods, 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 GCA.
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.

## METHOD OF DISCIPLINE

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.

### 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 is not permitted to attend school related events.

### HARRASSMENT POLICY

Grace Christian Academy is committed to providing an environment in which every student is treated as an image bearer of God. Conduct, whether intentional or unintentional, that subjects another student to unwanted attention, comments or actions because of race, national origin, sex, physical characteristics or disability, robs the student of dignity and is not permitted. It includes, but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another student.

**Physical Harassment:** Unwanted physical touching, assault.

**Visual Harassment:** Derogatory drawings, writings, cartoons, or gestures/ actions.

**Sexual Harassment:** Includes unwanted sexual advances, request for sexual favors,

Grace Christian Academy does not condone or allow harassment of others, whether engaged in by students, employees, or family members. Any student who believes he or she has been subjected to harassment should report these actions immediately to a teacher or administrator. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner. Students who violate these principles will be subject to disciplinary up to and including dismissal. Students found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action.

## AREAS OFF-LIMITS

The following areas are considered off-limits to GCA students:

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

## BULLYING POLICY

**Rationale:** In an effort to instill biblical values and create a more loving environment, the school has adopted a bullying policy. From time to time, conflict can occur. Grace Christian Academy realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect the students and help the bully to learn how to relate in a way that is in line with the biblical standard of relationships:

*"My command is this: Love each other as I have loved you."* John 15:12

**Definition:** Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-the hidden curriculum" (2003)).

The following actions in an ongoing form may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a persons property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering

**Policy Statement:** From time to time, in a large community such as a school, conflict and offence can occur. As part of living in a sinful world, when we don't always relate to others as we should or when we try to exert power and influence over others, bullying can result.

Grace Christian Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Our policy is based on the principle that bullying is “not OK at GCA.” GCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the following procedures.

## **PROCEDURES**

1. All parties will be spoken to-victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
2. All incidences are to be documented and written reports will be kept on the behavior.
3. All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
4. Acknowledgement of the allegation of bullying and assessment of student safety must take place within 1 school day of the report.
5. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
6. Parent of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
7. All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim(s) and bully.
8. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take seriously disciplinary action in cases of retaliation.

## **DISCIPLINE**

1st Offense-Parent Notification

2nd Offense-Parent/Teacher/Student Conference

3rd Offense or subsequent offenses-Conference with Administration (ISS/OSS)

## **RESPONSIBILITIES**

Students

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

## Parents

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises

## Staff

- Non-teaching staff should refer all allegations of bullying to the teacher and principal (in that order).
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff are to report, within 1 school day, to the principal any allegations/incidences of bullying.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take seriously disciplinary action in cases of retaliation.

## **ACADEMIC INTEGRITY**

Grace Christian 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. 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, electronic, 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 the school day (7:45-2:45). The phone should never be visible during class. If a student brings a cell phone to school, it must be secured in the student's locker, cubbie, or backpack and it must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker or backpack, the teacher will initiate disciplinary action according to the consequences listed below. *Forgetting to turn off the cell phone is not an excuse for violation.*

Use of a cell phone during a test for any reason (i.e. text messaging, photos, etc.) 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 phones are permitted in restrooms or locker rooms at any time. Violation of this prohibition is a serious discipline offense.

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

Disciplinary consequences for violation of the cell phone policy shall be as follows:

First Offense: The phone will be confiscated and held in the school office until the end of the school day. The parent/guardian may retrieve the phone from the principal between 3:00 and 4:00 PM or during school hours on a later day. The phone will not be returned to the student. The student will receive one detention.

Second Offense: The phone will be confiscated and held in the school office for five (5) school days. The parent may retrieve the phone from the principal between 3:00 and 4:00 PM on the 5th day or during school hours on a later day. The phone will not be returned to the student. The student will receive one detention.

Third Offense: The phone will be confiscated and held in the school office for ten (10) school days. The parent/guardian may retrieve the phone from the principal between 3:00 and 4:00 PM or during school hours on a later day. The phone will not be returned to the student. The student will lose the privilege of having a cell phone on campus for the remainder of the semester and receive a one-day suspension. Subsequent offenses during the course of a school year will be treated the same as a third offense plus the student will receive additional days suspension and possible expulsion.

*If a phone is confiscated, the Academy reserves the right to review the phone's content for any reason.*

If a student is caught using another student's phone, discipline will be administered as deemed appropriate by the principal.

GCA accepts no responsibility for use, breakage, theft or loss of cell phones or other personal items.

## **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 to submit to the test, or refuse to submit the test results to GCA, 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.

## **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. 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.

## ELEMENTARY SCHOOL CALENDAR 2011-2012

|                             |                                    |
|-----------------------------|------------------------------------|
| August 16 .....             | First Day for Students (half day)  |
| September 5 .....           | Labor Day (no school)              |
| September ?? .....          | School Pictures                    |
| October 12 .....            | End of first 9 weeks               |
| October 13-14 .....         | Fall Break                         |
| November 21-25 .....        | Thanksgiving Break                 |
| December 21 .....           | End of second 9 weeks (half day)   |
| December 22-January 4 ..... | Christmas Break                    |
| January 5 .....             | Students return from break         |
| January 12 .....            | Re-Entrustment Begins              |
| January 16 .....            | Martin Luther King Day (no school) |
| February 1 .....            | Open Enrollment Begins             |
| February 20 .....           | Presidents' Day (no school)        |
| March 14 .....              | End of third 9 weeks               |
| March 19-23 .....           | Spring Break                       |
| April ?? .....              | Champions of Faith Day             |
| April ?? .....              | Stanford Testing (K-8)             |
| April 6 .....               | Good Friday (no school)            |
| April 9 .....               | Easter Monday (no school)          |
| May 20 .....                | High School Graduation             |
| May 21 .....                | Kindergarten Graduation            |
| May 24 .....                | Last Day of School (half day)      |

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