



Family Handbook

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SECTION I

G.1.0 Introduction

*For no one can lay any foundation other than the one already laid, which is Jesus Christ.
1 Corinthians 3:11 NIV*

This Family Handbook is intended to serve as a convenient source of information about Grace Christian Academy. Please study it carefully together as a family upon receiving it and keep it ready for reference during the year.

The following policies and procedures represent the most recent expression of the leadership of GCA in order to provide for equitable and consistent treatment of students and families. To assure our school achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, Grace Christian Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

Questions about policies or procedures should be directed to the school administrator. It is the goal of Grace Christian Academy to endeavor to create an environment where Christ is honored every day and where there are few distractions to learning.

May God bless our school family as we work together to serve our Lord and Savior.

G.1.1 Statement of Faith

We believe that the Bible is the only inspired, inerrant Word of God.

We believe that there is only one God, existent in three persons: Father, Son, and Holy Spirit. We believe that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God. He will return to earth for His followers.

We believe men and women are saved and justified by their faith and obedience to Jesus Christ and by accepting Him as Lord and Savior. We believe that in order to receive the forgiveness of sins one must confess their faith, repent of their sins, and be baptized (immersed) into Jesus Christ. As a result, they are born again by the Holy Spirit and become children of God.

We believe that as "Born Again" followers of Christ we should wear His name, and so we prefer to be known as "CHRISTIANS"; we follow His command and remember His death, burial, and resurrection each first day of the week, by partaking of unleavened bread and the fruit of the vine.

G.1.2 Mission Statement

The mission of Grace Christian Academy is to provide a quality Christ-centered education focused on excellence in spiritual, emotional, physical, and academic pursuits with an unwavering commitment to glorify God in every endeavor.

for conflict resolution found in MATTHEW 18:15-17

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

It is the hope of Grace Christian Academy that everyone work well together, communicate honestly with each other and maintain a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines.

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and Director to discuss the issue. At these level the parents concerns should be documented, with clear explanation of the problem and the recommended resolution and submitted in advance to the director.
3. If the parents can show that the school staff has violated a biblical principal or established policy, or failed to follow established procedures in managing this matter, they may appeal to the Board of the Directors in writing.

E.5.8 Technology Services

- Grace Christian Academy is blessed with technology resources in our classrooms. It is essential for all users to be good stewards of what God has provided in the care and use of these resources.
- Students are responsible for good behavior on school computers. Access is a privilege - not a right. Parent or guardian permission is required.
- During school hours, teachers will guide students toward appropriate Internet resources. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
- Access to the internet will enable students to use thousands of libraries and databases. Although our Internet content is monitored, logged, and filtered, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is illegal, defamatory, inaccurate, or potentially offensive to some people.

Before allowing access, Grace Christian Academy requires each student and parent to read and agree to the Student User Agreement for Technology resources. The agreements are provided to (1) outline the standards and rules and (2) serve as a discussion tool for parents, educators, and students. The Student User Agreement for Technology Resources for grades K- 12th is to be signed and kept on file in the student's permanent records.

WHOM YOU HAVE RESPONSIBILITY.

4. When students have returned to campus, remain with them until the teacher in charge has arrived and taken full responsibility for the class.
5. Drivers are not to make stops which are not in the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the campus.) All stops must appear on the Field Trip Request form, which was approved by the Director.
6. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student(s) who fails to respond promptly and politely to correction.
7. Some experiences will end at the Field Trip and students will be released with parents.

E.5.5 Parent Dress at School Events

Since all adults are to be models of modesty before our students, we ask the parent please be vigilant of their dress. In light of the current styles, we ask that traditional norms of modesty be demonstrated in skirt length, necklines, and style. Please avoid necklines that reveal cleavage and short or tight-fitting apparel while on campus or attending school events.

E.5.6 Pledges

The following pledges will be recited daily.

American Flag

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

Christian Flag

I pledge allegiance to the Christian Flag
and to the Savior
for whose kingdom it stands,
one brotherhood uniting all Christians
in service and in love.

Bible

I pledge allegiance to the Bible,
God's Holy Word,
a lamp unto my feet, a light unto my path.
Its words will I hide in my heart
that I might not sin against God.

E.5.7 Problem Resolution

Grace Christian Academy encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The Grace Christian Academy staff is committed to assist in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on Biblical principles

G.2.0 General Policies and Procedures

*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.
Colossians 3:17*

G2.1 Admission

Grace Christian Academy seeks to enroll students who manifest the desire and the commitment to being a dedicated student in a Christ-centered learning environment based on a literal interpretation of the Bible and where moral absolutes are taught. Students are considered for enrollment based on the following: personal and family spiritual commitment through local church involvement, demonstrated academic success, and a pattern of exemplary behaviors at home, in school and in the community.

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

Grace Christian Academy reserves the right to dismiss any student whose attitudes, behaviors and/or performance, after thorough evaluation by the administration, is deemed incompatible with the Statement of Faith and Mission Statement of the school.

G.2.2 Fund Raising/Marketing/Publicity

The costs involved in operating Grace Christian Academy significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that the school community support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. This can be accomplished through voluntary tax-deductible gifts, in kind donations, participation in capital campaigns, fund-raising programs of the school system, or through estate planning to assist in meeting needs in the future.

The Director of the school must approve all fund raisers prior to being implemented.

G.2.3 Inclement Weather

Any changes to school schedules because of weather related issues will be announced on I 105.3 WMPI radio, on the local news channels and on the GCA facebook page. An email and text alert will also be sent out.

G.2.4 Responsibility for Debts

All families are expected to meet all financial responsibilities promptly. This includes all tuition and fees incurred by the student. Records will not be released until all debts are paid.

G.2.5 Safe School Commitment

Grace Christian Academy is committed to establishing and maintaining a safe learning environment for each of its campuses. Therefore, GCA reserves the right to routinely inspect and specifically search school buildings and grounds and anything brought onto school property or school facilities in accordance with the laws of the state.

G.2.6 Security

The only entrance into the school buildings during school hours is through the front office entrance. All other doors are locked. All parents, guests and other visitors to school must sign in at the office and wear an identifying badge while on campus. Visitors must also sign out, return the badge, and leave campus through the entry door.

G.2.7 Tuition Policy

Tuition and other fees are necessary in order for Grace Christian Academy to successfully fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

Grace Christian Academy observes the following tuition policy with students in grades K-12th Grade:

- The application fee which covers processing is non-refundable.
- The registration fee which covers consumable items.
- If your student is withdrawn on or before the last day of the first or second semester. The balance due is your responsibility. This includes any unpaid balance by voucher or choice scholarship. This is due to the hiring of teachers and staff and the ordering of textbooks and other classroom materials are based upon anticipated enrollment.
- Tuition that becomes one month past due will subject the student to being withheld from attending school until such amounts due to Grace Christian Academy are made current.

G.2.8 Visitors

Grace Christian Academy encourages visitors, particularly parents of current students.

Visitors must enter through the front of the school. All other doors are locked and no admittance will be allowed except through the front entrance. Upon signing in, visitors will receive a badge that must be worn while on campus. All visitors must have a badge. Visitors are asked to sign out and return the badge before leaving school.

All parents and visitors must also check in at the office before proceeding to a classroom in order not to disturb the classroom instruction.

G.2.9 Website

Grace Christian Academy can be found on-line at www.gcacademy.net. This website provides access to policies and procedures of GCA.

Permission to use a student's photo for publication and marketing purposes is implied unless the school office is notified in writing that permission is denied.

E.5.0 Additional Information for Elementary Students

*For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.
Ephesians 2:10*

E.5.1 Cell phones/Electronic devices/CD Players/iPods

Cell phones and/or video or electronic games are not permitted in the elementary school. If these items are taken from elementary students, the parents will be required to pick up the item from the office after a 24-hour wait period. Additional violations of this policy may result in item being kept for an extended period of time. 7th - 12th grade students are permitted to have cell phones but must be kept off and in their lockers during the school day.

E.5.2 Conferences

Conference time is built into our school calendar. This is an opportunity for our teachers to meet with all parents in a consistent effort to keep them informed of their student's progress. Conferences between parents and members of the school staff are encouraged. If at any time during the school year you have a question or concern, special arrangements can be made for conferences outside of school hours. All teachers have some unscheduled time every day and will be glad to arrange a conference. In every case, a call to the school office for an appointment is necessary to avoid conflicts and possible long waits.

E.5.3 Emergency Procedures

Personal: Every student is to have emergency information on file at GCA, making it possible for the school to contact someone in the family or other designated adult at all times.
Fire/Tornado/Intruder Drills: Classroom teachers will be sure all students know and understand the procedures for all drills. Procedures are posted in each classroom and drills are conducted periodically. (*Also see G.2.3 Inclement Weather*)

E.5.4 Field Trips

Field Trips are regarded as an extension of the classroom provided the intent is educational and relates to the subject area that the class is studying. Written parental permission must be received in order for students to participate. Phone verification of permission will be accepted if necessary.

- Students are required to attend a field trip with parent or guardian who also provides appropriate transportation to and from the field trip destination. Anyone other than a parent must be given signed permission to escort the student.
- **Siblings are not permitted to go on field trips unless previously approved by Director.**
- All students will wear uniforms or GCA t-shirts on field trips unless otherwise informed by the supervising teacher, coach, or administrator.
- If a student fails to turn in a permission slip by the requested date, or has no parent or guardian to accompany them, he/she may not be allowed to go on the field trip.

Field Trip Driver's Guidelines

To insure safety when a parent drives on school-sponsored field trips, the following rules must be observed:

1. All students are to be buckled in by seat belts.
2. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured.
3. The primary responsibility of the driver is to care for the students in the group assigned to the driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. Do not leave any location without having accounted for ALL STUDENTS FOR

Fourth violation: Student sent to office (with violation form). Appropriate action will be taken, such as:

□ Office staff may call parents requesting appropriate clothing be brought to school or the child be picked up.

Fifth violation: Student sent to Director and family conference if requested.

** Failure to conform to established dress code could result in in-school suspension with additional violations resulting in out-of-school suspension.

SECTION II

E.1.0 Academic Policies

For this reason, since the day we heard about you, we have not stopped praying for you. We continually ask God to fill you with the knowledge of his will through all the wisdom and understanding that the Spirit gives, so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God, being strengthened with all power according to his glorious might so that you may have great endurance and patience, and giving joyful thanks to the Father, who has qualified you to share in the inheritance of his holy people in the kingdom of light.

Colossians 1:9-12 NIV

E.1.1 Grade Reporting Schedule and Grading Scale

Report cards for elementary students, for both academic achievement and conduct, will be sent home with the student after each eight-week period. At the end of the school year report cards will be mailed if all obligations have been met.

ACADEMIC GRADES

A= 93-100

B= 86-92

C= 79-85

D= 70-78

F= Below 70

E.1.2 Homework

Please refer to GCA Homework Policy.

E.1.3 Mid-Term Grade Reports

A student's progress will be documented mid-way through each grading period and sent home for parent review. It is vital that parents and teachers maintain good communication concerning their student's progress. Please immediately address any concerns with your child's teacher.

E.2.0 Attendance Policy

*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward.
Colossians 3:23-24 NIV*

E.2.1 Arrival and Dismissal

Grace Christian Academy students should arrive no earlier than 8:15. Dismissal for students from K-12th will begin at 2:45 and end at 3:00. Students who remain on campus past 3:00 will be charged \$1 per minute until transportation arrives.

E.2.2 Attendance Policies

Grace Christian Academy expects all students to attend school regularly. Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students to be present every day. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. The principal will monitor attendance records for students accumulating excessive absences.

1. Students who accumulate more than three absences consecutively must submit a doctor's note.
2. If a student's absences are seen as habitual or interrupt the continuity of learning parents and the administrator will discuss options for resolve.
3. A student must be present three hours of the school day in order to be considered present for the day. Students who leave the classroom before the completion of three hours of the school day will be considered absent for the entire day. Students who arrive at school three hours after the beginning of the school day will be considered absent for the entire day.
4. If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed:
 - Notify the **director** of the dates the student will miss school **at least two weeks in advance**.
 - The director will contact the teacher and identify the impact of the student missing those specific dates of class. We request vacations not be taken at the end of a grading period or during testing windows.Students absent due to family vacations will have the number of days missed(not to exceed five school days) to complete work. Tests will be given at the discretion of the teacher.

PARENT RESPONSIBILITIES

1. Encourage prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.
2. When your student is absent, call the office before **10:00am** to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of the absence.
3. Request a list of homework assignments on days when is necessary for your student to be absent from the school by calling the office before 10:00 the morning of the absence. **Requests made after 10:00am cannot be guaranteed. Homework will be ready to be picked up in the office after 2:00.**
4. Students absent due to illness will have the number of days absent plus one to hand in make-up work. Regularly schedule tests such as spelling, vocabulary, or a test that had been announced prior to the absence, will be given on the day of return to school.

E.4.4 Positive Student Relationships/ No Bullying Allowed

In accordance with the mission of Grace Christian Academy, efforts are made to help students develop positive, respectful relationships with others. Appropriate interaction is taught and reinforced so students may learn how to relate to their peers in a constructive manner. Students who fail to be kind and respectful of others will be corrected. Grace Christian Academy will not tolerate bullying behaviors in our school. Bullying behaviors may be verbal, physical or social. The consequences for bullying behavior may include:

1. Verbal warning with discussion and parent notification.
2. Denial of activity (eating lunch in cafeteria, recess, field trip, etc.), along with parent notification.
3. Detention and required sessions with school counselor or documented help from an outside source.
4. Suspension: 1-3 days of In School or Out of School Suspension.
5. Dismissal from school.

E.4.5 Elementary Dress Code Guidelines - Classroom Dress

- Uniforms are to be worn by all students in grades K-12th grade in accordance with the uniform selections approved for use at Grace Christian Academy. School colors are navy blue and yellow. Khaki, white, light blue and red can compliment these colors and classic plaid uniform wear is acceptable. Pants, shorts, capris, skorts, skirts, dresses, hoodies, sweaters, sweater vests, jumpers, polos, sweat shirts, etc. are all allowed in the colors mentioned. Collared shirts only except for GCA shirts. Please refer to the GCA Dress Code Guidelines handout for more detailed information.
- Shoes - Elementary students can wear tennis shoes. Backless, slip-on, or zippered shoes are not permitted. **Tennis shoes must be laced and properly tied(on top of the shoe tongue, not under) at all times.** Tennis shoes must not have cartoon characters or gadgets. High top tennis shoes may be worn as long as they are securely tied and the top of the socks can be seen.
- Wheelie shoes are not allowed on campus at any time.
- Solid navy, black, or brown dress shoes may be worn but are not required. No platform shoes, sandals, flip flops, high heels, or clogs are permitted.
- Note: If shoes become a distraction, the principal will have the discretion to ask for a change. Parents will be expected to make an immediate response.
- Hairstyles are to be neat, clean, moderate, combed and in good taste. Hairstyle extremes are not acceptable. Non-traditional or extreme changes in hair color are not permitted. Boys' hair length should not extend beyond the top of the shirt collar or come over any portion of the ear. Hair may not come past the top of the eyebrow. A haircut must be obtained on the Monday following the student's notification of need.
- Girls' hair should not have excessive hair ornaments, bandannas, scarves, beads or hats.
- Jewelry should be worn in moderation and in good taste. If jewelry becomes a distraction, the director will have the discretion to ask for a change. Boys may not wear earrings to school or to any school activity.

E.4.6 Dress Code Non-Compliance

Inappropriate dress will necessitate the following action:
First violation: Violation form sent home by student to the parents.
Second violation: Violation form sent home by student to the parents and signed and returned to school the following day.
Third violation: Violation form will be mailed home along with a request for parental assistance.

E.4.0 Conduct

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

E.4.1 Behavior Guidelines

Discipline at Grace Christian Academy is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in scripture.

After exhausting all behavior management procedures adopted within an individual classroom, a teacher may find it necessary to send a student to the Director for one or more of the following actions:

1. Discussion of problem.
2. Development of contracts (parent informed).
3. One-hour detention or appropriate work (parent informed).
4. In-school suspension. Class work must be made up to the teacher's satisfaction.
5. Conference with teacher, parents, and/or Director.
6. Out-of-school suspension.

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the student. When parents have a question, they should contact their student's teacher immediately. Often a conference or note can eliminate the difficulty. Should the problem continue, the Director will be consulted.

The Director, after consulting with all parties involved, has the right to evaluate any unacceptable behavior to determine and administer the appropriate disciplinary action. Persistent unacceptable behavior could result in student being placed on Disciplinary Probation with the ultimate possibility of expulsion from school.

Office Referrals: An office referral may be issued by a faculty member or an administrator for a student demonstrating unacceptable behavior that requires immediate action.

E.4.2 Classroom Standards

Students are expected to be on time and properly prepared for each day. Each teacher will establish the rules for classroom behavior that shall prevail in his/her classroom. Students shall heed these expectations for both academic and conduct. Teachers will communicate to students how grades will be determined.

E.4.3 Discipline Policies

The Board of Directors and the Administrators of Grace Christian Academy believe that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm, but fair and moral/spiritual values are emphasized within a loving, caring Christian atmosphere.

It is our belief that students learn self-discipline through four aspects which reflect God's principles of human behavior.

1. ORDER is the organization which provides a good environment for learning.
2. TRAINING is the process of practicing what is right.
3. CORRECTION is the discouragement of wrong behavior.
4. PRAISE or AFFIRMATION is used to encourage students to continue in obedience.

HOMEWORK WILL NOT BE FAXED.

EXTENDED ILLNESS

When a student is absent due to illness or hospitalization for more than four consecutive days, the following guidelines should be followed:

1. The parents should contact the school as soon as they become aware that the student will be absent for several consecutive days. The following information will be requested:
 - Doctor's statement of reason for absence.
 - Location of the student (home, hospital, etc.)
 - Approximate length of absence.
 - School work and materials needed.
2. Make-up work should be picked up and dropped off in the office each day if possible.
3. If the student is to be absent more than 10 consecutive school days, the school will have the option to release the student to an approved homebound instructor. It is responsibility of the parents to engage a qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.
4. Parents should notify the school administrator two days prior to the student's return to class so that the school can make an effort to ease the student's return to school.
5. Upon return to school the following information is required:
 - A signed release from the doctor.
 - An up-to date evaluation of the student's academic progress from the homebound teacher.
 - A list of medications the student will be taking at school.
 - A written description of permissible and non-permissible activities.

E.2.3 Early Dismissal

Students who must leave school early for a doctor's appointment or some other emergency are to present a note from their parents to their classroom teacher. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early and parent's signature. Student will be sent to the office for parent to pick up and sign out. **Students should never be picked up at the classroom. Prior notification is required for early dismissal for medical appointments.**

E.2.4 Late Arrival to School

It is important for students to always be on time to school and to class. Being prompt demonstrates self-discipline, responsibility, and maturity. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits which are characteristic of success and good citizenship in every walk of life. Lateness is usually considered a form of rudeness and lack of adequate planning. Whenever a tardy student enters a class late, the learning process is either interrupted or delayed for all students in the class. Since school years are the habit-forming years of life, it is crucial for attention to be given to the importance of promptness. By being prompt, students demonstrate and practice desirable behaviors of adult life.

A good rule of thumb is to plan to be at school at 8:10am. This plan provides a cushion of several minutes to deal with unavoidable delays encountered in route. An elementary student should never be brought to the classroom door if arriving late. Any student arriving after 8:30am must report to the front desk to sign in. The reason for the late arrival will be recorded.

It is imperative that elementary students are in their classroom by 8:30. Students with an accumulation of more than five tardies during a school year are not eligible for a perfect attendance certificate.

E.2.5 Illness During the Day

Students who become too ill to remain in class must report to their teacher and then to the office. Contact will be made with the home and a decision reached whether the student is to remain at school and return to class or go home. Any student leaving school due to illness must be signed out through the front office by the person assuming responsibility. Please be prepared to present identification, if requested.

❖ Students must be fever free (less than 100°, unmedicated), diarrhea/vomiting free, and symptom free, with no excessive coughing or runny nose, etc. for 24 hours before returning to school. Unmedicated means that no drugs such as Ibuprofen (Motrin, Advil) or Acetaminophen (Tylenol) have been given to the child within the past 24 hours. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or have been ill with the same at home in the previous 24 hours, will be sent home. ❖

If home contact cannot be made, the student will remain at school unless contact can be made with an emergency number that has been provided by the parents, or the illness or injury is serious enough to call the EMS unit. Over-the-counter medications (such as Tylenol, Ibuprofen, Sudafed, cough medications, Tums) will be provided by the school nurse. These medications as well as prescribed medicines can be administered by the nurse or director if a Medication Release Form with a parent's signature has been completed and is on file with the school. Prescription medications must be properly labeled with the name of the student, the name of the medication, and the method of administration. Medication improperly labeled will not be administered. Updated immunization records, physical examinations (when necessary), and birth certificate as required by state law, must be on file in the nurse's office in order for the student to continue enrollment at GCA.

E.3.0 Bible

My goal is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.
Colossians 2:2-3

E.3.1 Bible Class

We believe that the Bible is God's direct revelation to man and contains the divine answers to man's problems and needs. We teach the Bible both as a textbook and as a guide to enable students to develop a personal relationship with God and to critically evaluate all life's situations by the standards set forth in the Bible so that they can make proper decisions based upon Biblical mandates and its examples. Therefore, the Bible is the center of our curriculum and the foundation for Christian Education in the elementary grades at Grace Christian Academy. A Bible lesson is taught each day in accordance with our curriculum.

E.3.2 Chapel Program

All students attend regular Chapel programs. Chapel is a time of worship through music and Christian speakers that have been invited to speak. Students participate in Chapel programs through drama, music, or sharing of their testimony. Grace Christian Academy welcomes the support of parents and extended family members who would like to take part in our service.