



8420 West Beloit Road
West Allis, Wisconsin 53227

Parent/Student Guidelines

Phone :(414)327-4200

Fax :(414)327-4386

Email: gca@execpc.com

Web: www.gcaschool.org

Revised August 2010

TABLE OF CONTENTS

| | |
|--|----|
| Mission Statement | 3 |
| Administration | 3 |
| School Board Members..... | 3 |
| Ministry Association | 3 |
| Statement of Faith | 4 |
| School Philosophy | 6 |
| School Board | 9 |
| Faculty | 10 |
| Admission Procedures | 10 |
| Three, Four & Five Year Old Kindergarten | 11 |
| Parent's Agreement | 12 |
| Curriculum | 13 |
| Parent-Teacher Conferences | 14 |
| Report Cards/Mid-Quarter Grades | 14 |
| Promotion/Retention | 15 |
| 7th-8th | 15 |
| 9th-12th | 15 |
| High School Graduation Requirements | 16 |
| Home School Students | 16 |
| Grading Scale | 17 |
| Testing Program | 17 |
| Conduct & Discipline | 18 |
| Late Pick-Up Policy | 18 |
| Discipline | 18 |
| General School-Wide Principles | 19 |
| Offenses Handled by Administrator | 20 |
| Detentions | 20 |
| Dismissal | 20 |

TABLE OF CONTENTS (continued)

| | |
|---|----|
| Covenant | 21 |
| Sports | 22 |
| Absences | 23 |
| Health Department Requirements | 25 |
| School Hours | 25 |
| Tardiness | 25 |
| Withdrawals | 25 |
| Dress Code..... | 26 |
| Girls | 26 |
| <i>Shorts</i> | 26 |
| <i>Shoes and Socks</i> | 26 |
| <i>Hair</i> | 27 |
| <i>Make-Up</i> | 27 |
| Boys | 27 |
| <i>Shorts</i> | 27 |
| <i>Shoes and Socks</i> | 27 |
| <i>Hair</i> | 27 |
| Fridays (<i>Boys and Girls</i>) | 28 |
| Chapel Days | 28 |
| Gym Uniforms..... | 28 |
| Student ID | 29 |
| Business Procedures | 29 |

MISSION STATEMENT

In partnership with Christian parents, Grace Christian Academy provides a quality education for K4-12th grade students. This is accomplished from a Christian world view, with a spirit of excellence, and a solid commitment to Biblical standards of behavior.

ADMINISTRATION

Mrs. Cynthia Hummitzsch

Administrator

SCHOOL BOARD MEMBERS

Brent Schoepke, President

Walt Price, Secretary

Richard Andrews

Glen Bergersen

Jim Harpole

Kurt Sonnenburg

Jason Spitzer

Mark Swan

Tim Zielinski

MINISTRY ASSOCIATION

Grace Christian Academy is an independent non-denominational private Christian School offering classes K3 through 12th grade.

Grace Christian Academy enjoys students from many different Christian churches though it is not formally or directly affiliated with any individual congregation or denomination. We do however share a building and property with *Grace Community Church*.

It is the intention of *Grace Christian Academy* to create and maintain an association with three local and independent congregations for prayer, counsel, arbitration, and an umbrella of protection not commonly afforded to independent private schools. This is an informal relationship that does not imply any legal authority or financial obligation. *Ecclesiastes 4:12* *Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.*

Grace Christian Academy is governed by a School Board that is responsible for the financial records and statements. We are incorporated by the State of Wisconsin and are a tax exempt 501 (c)3 organization.

STATEMENT OF FAITH

- I. We believe the Bible, both Old and New Testaments, to be the inspired word of God; inerrant and authoritative in the original writings; the final point of reference and authority in all matters of Christian faith and life: God's Holy Word being the objective creedal standard which judges either sin or fruitfulness. (*2 Tim. 3:16-17; 2 Pet. 1:20-21*)
- II. We believe in one God, Creator of all things, eternally existing in three co-equal persons: Father, Son, and Holy Spirit. That they created the earth in six literal days and rested on the seventh. (*Deut. 6:4; Heb. 1:3; II Cor. 13:14*)
- III. We believe the Father is sovereign and immutable in all His ways, sending His Son to accomplish His will on earth as it is in Heaven. We, therefore, acknowledge our dependence upon God as a school, a community and a country. (*Deut. 4:39; I Chron. 29:12; Ps. 29:10; Ps. 33:12*)
- IV. We believe Jesus Christ is fully God and fully man and recognize His virgin birth, sinless life, sacrificial death, bodily resurrection and ascension, and reign at His Father's right hand in glory. (*Isa. 9:6-7; Dan. 7:14; Matt. 28:18, Jn. 1:1-2; Col. 2:9; Heb. 1:3; Heb. 12:2*)
- V. We believe in the ministry and power of the Holy Spirit as He convicts, regenerates, seals, indwells, guides, and instructs individual Christians: empowering the Church to reveal the glory of her divine husband, Jesus Christ. (*Jn. 14:15-17; Jn. 16:7-15; Rom. 8:11; 2 Cor. 1:22, Tit. 3:5; 1 Pet. 1:12*)
- VI. We believe in the necessity of salvation for sinful man, by grace, through faith in Jesus Christ, His shed blood and atoning death upon the cross; the only means to the forgiveness of sin and eternal redemption. This grace engenders love, and out of this love grows a desire to serve both God and our neighbor. (*Acts 4:12; Rom. 3:21-26; Rom. 5:8-10; Eph. 2:4-10*)

- VII. We believe that it is of the utmost importance to give our Lord Jesus the pre-eminence in all things, as Prophet, Priest and King, in view of His having been given, by His Father, all power and authority in heaven and on earth. (*Heb. 1:1-2; Heb. 6:19-20; Col. 1:12-20; Ps. 29:2; Jn. 4:23-24; Phil. 4:4*)
- VIII. On earth, we are as it were, ambassadors for Jesus. Our command is to re-establish a testimony for God and His law in this nation and to equip our children to do likewise. We, therefore, believe it is our duty to teach them to keep covenant (maintain fidelity in their allegiance) with God, as our forefathers did. We unapologetically believe in a patriotism that promotes devotion to God and country. (*Dan. 2:20-21; Dan. 5:21; Acts 5:17-29; Rom. 13:1-7; Tit. 3:1-7*)

SCHOOL PHILOSOPHY

(Our school's Philosophy of Education is in complete alignment with and does fully affirm our Statement of Faith.)

God is the Creator and Sustainer of all things. Because man is created in the image of God, man's ultimate purpose, meaning and very definition of being must all come from God. Thus, man, as a finite creature, is dependent upon divine revelation for all ultimate truth. (*Gen. 1:1; Gen. 2:1, Gen. 1:26-27; Ex. 3:14; Isa. 55:6-9; Col. 1:15-17*)

Concerning the "nature of truth": Truth reveals God and is a revelation from God. God reveals Himself (generally) through His created universe, (specifically) in the Scriptures and (personally) in His Son, Jesus Christ. (*Deut. 8:1-3; Isa. 40:6-8; Jn. 1:14, Jn. 14:6; Rom. 1:19-20; 2 Tim. 3:15-17*)

Since the moment Adam and Eve disobeyed God in the Garden, man's essential nature has been corrupted by sin and, in sin, man's understanding has been darkened. At enmity with God in his spirit, man has embraced the falsehood that man's ways are better than God's ways. From the time of the fall, man has believed he could explore, understand, relate to and even teach the laws and facts of the created universe, independent of God's revealed truth and without need of "the grace of God to comprehend and receive it". (*Gen. 3:1-7; Gen. 3:14-19; Gen. 6:5; Rom. 1:21-22; Rom. 3:10-11*)

As Christians, we believe we are commanded by God to adopt, maintain and perpetuate (teach our children) a totally Christian worldview or Christian Philosophy. We believe our philosophy to be centered upon God (our Creator); that God is Truth; that God's Word is completely trustworthy (inerrant) and that God can be known. From this Christian Philosophy of Life we derive our Philosophy of Christian Education. (*Ex. 13:8; Deut. 6:6-9; Ps. 78:1-11; Ps. 111:10; Prov. 22:6; Rom. 11:35; Rom. 12:2; 2 Cor. 10:3-5; Col. 2:8; Col. 3:1-2; Ja. 1:5*)

Living in a created world means living in a reality of created facts, which can be rightly understood only in relationship to their Creator. We hold firmly to the philosophy that man's reason does not determine God's revealed truth about Himself and all that He has created. Rather, God has graciously given man reason; in order that God's truth (by the power of His Holy Spirit) might be discovered, understood, categorized and passed down from generation to generation in the systematic approach of training and discipline that is Christian Education. (*Ps. 119:89-91; Prov. 1:7; Prov. 3:5-7; Prov. 22:6; Eph. 6:4; 2 Tim. 2:15; 2 Tim. 3:16-17*)

Biblical truth must validate experience and knowledge at all times. In all subjects: mathematics, geography, economics, history or English; the Bible is the key to true understanding. The Bible gives us the perspective we need to see God as He is, ourselves as we are, our relationship to others and to the world that we live in. It provides the necessary principles, without which, there can be no true understanding. Thus, Biblical Truth will undergird the teaching of all subjects and provide the standard; qualifying all other texts, materials and supporting media used in our classrooms. (*Prov. 1:7; Prov. 9:10*)

Moreover, we hold the Scriptures to be Divinely inspired, authoritative, and inerrant. The Word of God is our heritage and our birthright. Our Philosophy of Christian Education, this document and every policy and practice hereunto will regard the Word of God as the final authority in all matters of faith and practice. (*2 Tim. 3:16*)

Grace Christian Academy's purpose is to provide a distinctly Christian academic environment in which God's mandate to train, instruct, and nurture each student in the Truth may be fulfilled. Administration, faculty and staff shall seek to minister to each student, providing a Christ-like example, while promoting that student's spiritual, physical, academic, and social development.

We recognize that children are a heritage of the Lord (*Ps. 127:3*). We believe that, to the Christian parent(s) of every Academy student, God has delegated a special "stewardship responsibility" for the instruction, nurture and discipline of children. The process of "training up a child" starts in the home. The Bible declares: "Train up a child in the way he should go, and when he is old he will not depart from it." (*Prov. 22:6*) God has additionally granted (in Christ Jesus) the authority of the parent(s) to train and instruct their children (particularly in matters of Christian faith and

life). Again, the Scriptural mandate is clear and repeated: "These commandments that I give you today are to be upon your hearts. Impress them on your children." (*Deut. 6:6-7*) and "Fathers do not exasperate your children; instead bring them up in the training and instruction of the Lord." (*Eph. 6:4*)

At Grace Christian Academy, we hold to the Biblical position that while parents can never delegate away their responsibility (before God) to instruct and discipline their children, they may 'share' the authority (given to them by God) for the teaching of their children, with our faculty and staff. Children will be blessed as parents and teachers share in their instruction, so long as the instruction is provided with God-given and rightly shared authority. "Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" (*Matt. 19:14*). **The Academy is committed to its mission of: *fostering academic excellence in a genuinely Christ-centered scholastic community.***

For this reason, the parent(s) of Academy students will be expected to clearly communicate with their children God's design in and the necessity for respect of teacher's authority in the classroom at all times. Academy students, learning to be in submission to the authority of their teachers in the classroom, even as they learn to submit to the authority of their parent(s) at home, actually engage in the larger process of learning obedience to God.

We desire to create an optimal learning environment based on academic excellence that compliments the Christian home. We strive to promote an atmosphere where students learn to live their lives for Christ, developing their character and achieving their highest potential (in Him). As we seek to train students, we believe that the school and the home need to work cooperatively in providing the best educational experience for every student. Our goal is to bring out of each student their natural creative desire to learn and to assist them in developing the required academic disciplines. It is critical that individuals master the basic academic skills needed to be productive in our society.

As to their spiritual nurturing, our goal is to develop within each student, an inclination to study, learn, and apply God's Word in every area of

his/her life. We will diligently work to instill in our students a sense of appreciation for the heritage that is theirs in Christ.

Ultimately, in all that we shall teach, in all that we shall say, do, plan, and promote; we shall direct all to the glory of God, exalting the name of our Lord and Savior, Jesus Christ. We will, at every point, seek to promote an experience of education and discipleship in the lives of Grace Christian Academy students; imparting God's Truth, thus preparing them for faithful service in the cause of Jesus Christ and the Gospel, that their involvement in the home, church, workplace and community might manifest the glory of Jesus Christ for the world to see. (*Ps. 22:23; Ps. 57:5; Matt. 5:16; 1 Pet. 4:11; Rev. 4:11*)

SCHOOL BOARD

Grace Christian Academy has a self-perpetuating board. Board members are chosen on the basis of **I Timothy 3**, and it is their function to be the general overseers of the school's operation. Additions to the Board are made generally from the parent population of the school who have proven to be involved supporters of the school and fulfill the mandate of **I Timothy 3**. At times, a specific function of the Board may be filled by a non-parent. (See By-Laws of Constitution)

The Board meets on the second Thursday of every month at 6:00 p.m., unless otherwise announced. There is an *"open door"* policy, all *Grace Christian Academy* teachers and parents are welcome at these meetings. The first thirty minutes of each Board Meeting will be set aside for parents and/or teachers to address the Board with comments/questions. It is to be understood that the Matthew 18 principle will be followed before bringing an issue to the Board.

The Board Secretary or Administrator will write an updated report after each Board Meeting. This is kept on file in the school office. The Board will hold periodic parent meetings.

FACULTY

The faculty of *Grace Christian Academy* is superior spiritually and academically. Each faculty member has been selected and interviewed by the administration. Only those teachers who have turned to God in repentance, and have faith in our Lord Jesus Christ have been selected. (Acts 20:21) They are interested in individual student needs, and will press on toward the goal of instilling a unique Christian worldview. Their motivation and desire is to... *Raise Up A Standard*.

ADMISSION PROCEDURES

1. Complete an application form in its entirety for each student you are enrolling.
2. Send the completed application(s) to *Grace Christian Academy*, 8420 W. Beloit Rd., West Allis, WI 53227.. This should be done as *soon as possible*. DO NOT WAIT UNTIL ALL OF THE OTHER FORMS ARE COMPLETED to submit your application(s).
3. An application received without the registration fee of \$100 will not be processed.
4. Upon receipt of your application(s), a formal request for the applicant's school records will be made to the school last attended. This request will be made by the school.
5. Each new family must be personally interviewed by the Administrator of *Grace Christian Academy*. Presence of both parents at this interview is required except under unusual circumstances. Report cards should be brought at the time of the interview. Parent(s) will be notified by the school office when this interview will be scheduled.
6. Each new student applicant entering 1st through 12th grade must be tested. The results of the test will be discussed with parent and/or guardian prior to admission to the school. Placement is based on the results of the testing.

7. Have your pastor or his designated representative complete the Pastoral Reference on each of the student application forms. At least one parent and/or guardian must profess faith in Jesus Christ as their *Lord and Savior*.
8. Students transferring into Grace Christian Academy must have a record that does not include any disciplinary actions for the previous semester. (expulsions, suspensions, truancies, involvement with drugs or alcohol, etc.)
9. After the above steps have been completed, a final evaluation will be made. This evaluation is based upon the following:
 - Application Form and Test Results
 - A personal interview with the Administrator
 - Past School Records and Health/Medical Forms
 - Pastor's Reference
10. After the final evaluation, all applicants will be notified regarding their acceptance.
11. Following acceptance, the remainder of the forms must be submitted prior to attendance.
12. GCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

THREE, FOUR & FIVE YEAR OLD KINDERGARTEN

1. The student's birthday must occur before September 1st of the school year.
2. Students will be accepted, all things being equal, in order of the date of receipt of application and registration fees paid.

PARENT'S AGREEMENT

The School Board and Administration of *Grace Christian Academy* must have the full cooperation of parent(s) in order to provide the consistency between home and school. *Grace Christian Academy* feels there must be a mutual understanding with regard to the **Statement of Faith, Philosophy of Education**, standards of appearance, conduct, discipline, and financial responsibility. Therefore, parent(s) are asked to sign this agreement.

- We, the parent(s) of _____ have read and are in full agreement with Grace Christian Academy regarding the above mentioned areas.
- We will pray regularly for Grace Christian Academy students and staff.
- We will teach our child to respect those in authority, to be a diligent worker, to have a cheerful attitude, and to serve the Lord Jesus Christ.
- We will pay our financial obligations on time. We also understand that we will be required to pay for any damage to school property, equipment, books, etc., if maliciously caused by our child.
- We will attend parent/school functions and be supporters of Grace Christian Academy.
- We give permission for our child to take part in all school activities including the use of the playground equipment and school-sponsored trips away from the school premises. We agree to relieve the school and any of its employees from any liability in connection with these activities.
- We will contact the school immediately concerning any problems. We will not discuss a school problem with friends, other parents, or church members until it has been dealt with through the proper channels using the principle found in Matthew 18:15-17.
- We understand that the school reserves the right to dismiss any student who fails to comply with the established regulations and disciplines or whose financial obligations remain unpaid.

There is a separate form in your information packet that should be signed and turned in with your other admission papers.

CURRICULUM

A blended curriculum of A Beka, Bob Jones University, Pro-Christian Series, ACSI and Saxon (7th - 12th grade math) are superior, high standard curricula. This, along with reference and text material, complements our creative and well-structured format.

Weekly supplemental classes include Physical Education, Art, and Music. Reading is taught using proven and established phonics methods. Oral reading and comprehension is emphasized. Additional reading is strongly encouraged with a focus on the classics.

Mathematics is taught using traditional methods from Kindergarten through Twelfth grade.

Science program incorporates God's laws and principles into and understanding of the universe. Creation is taught stressing Biblical principles.

History and patriotism are combined in evaluating the past to form a framework for the present and format for the future.

Biblical truths are taught in all subject areas with Scripture memorization part of the educational program.

Physical education is an integral part of the curriculum. The program teaches students to establish fitness goals and practice sportsmanship.

Fine arts are an important part of the program. The Drama Team ministers within the school.

Character training takes place throughout every day with "*values*" being reinforced as they are developed in the Christian home.

Weekly Chapels are given by local pastors, missionaries, teachers or parents.

Special all-school events and relevant and age appropriate field trips take place throughout the year.

Appropriate homework assignments are given for grades 1-12, with a parent-signed homework policy for grades 1-6.

A correction packet is sent home on Fridays to be reviewed by parent(s). A letter is attached to the correction packet and should be signed by the parent and returned to school. A signature is required for grades 1 - 8. A signature is required for high school on an individual basis as requested by teacher and/or parent.

Each teacher sends home an overview of the next week's activities.

In the situation of a combined grade classroom, subjects that have no grade-level difference, such as history, science or Bible may be taught together.

PARENT-TEACHER CONFERENCES

Mandatory conferences are scheduled in the fall and spring of each school year. Parents are encouraged to seek a conference with a teacher at any time it is found to be necessary.

REPORT CARDS/ MID-QUARTER GRADES

Grace Christian Academy is set up on a nine week grading period. Each student will be given a report card stating the academic and behavioral progress made during the period. It will also show areas of conduct that need to be improved. Halfway between each quarter, a mid-quarter report will be sent home for each student. Honor Roll is determined by the average of quarter grades. In high school, cumulative GPA is determined by the final course grade, which includes exams.

In the event that a high school student transfers to another school, his/her official transcript will be available July 1st of that school year. The transcripts and records are sent directly to the other school.

All accounts must be paid in full before any grades or records are released to another school.

PROMOTION/RETENTION

Elementary Grades

Failure of one subject will require successful completion of summer tutoring, and/or the student will be promoted on a probationary basis for the first marking period of the next school year. Failure during probation will return the student back to the previous grade. Failure of two subjects may result in repeating the grade.

7th-8th Grades

Failure of one or more subjects automatically requires retention for 7th-8th grades or successful completion of summer school. Math is the only subject that may be repeated if failure occurs.

9th-12th Grades

Passing and receiving credit for course work is based on a passing average during both semesters. This also includes semester exams. Failure of one or more subjects automatically requires the student to attend summer school. Math and Spanish are the only subjects that may be repeated if failure occurs.

If a student is in danger of failing a subject or has significantly dropped in his/her average, the teacher is required to send written notification to the parents.

High School Graduation Requirements

| | | |
|---------------------------|--|-----------|
| Bible | 4 credits or 1 credit for each year grades 9-12 | attending |
| English | 4 credits | |
| Speech | ½ credit | |
| Drama | ½ credit | |
| Senior Writing Lab | 1 credit | |
| History | 4 credits | |
| Math | 4 credits recommended for college (3 credits acceptable –Algebra I, Geometry and Algebra II) | |
| Science | 4 credits recommended for college (3 credits acceptable) | |
| P.E. | 2 credits | |
| Intro. to Computers | ½ credit | |
| Foreign Language | 2 credits | |
| Required Block Elective** | 1 credit per year | |

*Choices are Consumer Math or Pre-Calculus, with Pre-Calculus being strongly recommended for college.

**Elective Course requirements are posted each year and must be cleared with Administration.

Credits are given according to the final grade in each subject. Students transferring may need to have adjustments made. Students transferring into Grace Christian Academy for their senior year are not eligible for class valedictorian or salutatorian.

HOME SCHOOL STUDENTS

Home School students are accepted on a *tutorial basis* in grades 7 to 12 if space is available. Registration, book fees, and tuition are based on the number of classes attending. In addition, there is a building fund fee. Students are expected to be responsible for class work and to comply with all school policies.

GRADING SCALE

The following grading scale is used throughout Grace Christian Academy:

| <u>Percentage</u> | <u>Letter Grade</u> | <u>Grade Point</u> |
|-------------------|---------------------|--------------------|
| 99-100 | A+ | 4.3 |
| 95-98 | A | 4.0 |
| 93-94 | A- | 3.7 |
| 91-92 | B+ | 3.3 |
| 88-90 | B | 3.0 |
| 86-87 | B- | 2.7 |
| 84-85 | C+ | 2.3 |
| 79-83 | C | 2.0 |
| 77-78 | C- | 1.7 |
| 74-76 | D+ | 1.3 |
| 70-73 | D | 1.0 |
| 65-69 | D- | 0.7 |
| 64 and under | F | 0.0 |

An *incomplete* on report cards is given when requirements have not been met. All *incomplete* work must be completed within two (2) weeks. Grades will be averaged without the make-up work.

TESTING PROGRAM

All students in grades K-12 are given achievement tests in the spring of the year. Cognitive Abilities Testing is also given to grades 3-12.

CONDUCT & DISCIPLINE

Late Pick-up Policy

Parents must pick up students by 3:45 p.m. In the event that a student is not picked up by the designated time, the student will be placed in the after school care program (located in the lunchroom) and will be charged accordingly.

Children should be dropped off and picked up at the school each school day and all school activities/functions. If your child is walking or riding a bike we ask that this distance be reasonable (approx. one (1) mile). Student drivers are required to have a note on file in the office and a parking pass is required. Notify the Administrator if any special circumstances occur.

Discipline

High standards of behavior and respect for those in authority must be maintained at all times. This includes the Administrator, all teachers (no matter if they are your child's teacher or not), and also the parents or volunteers working with our students. These standards should first be taught in the home and re-emphasized at school.

"Why do we as students need to respect authority?"

1. Out of respect for our parents (**Ephesians 6:1-3**)
2. Out of respect to authority (**Ephesians 6:5-7**)
3. Out of respect for others (**Philippians 2:3-4**)

General School-wide Principles

1. Students may not chew gum or eat candy at school or on busses. Eating outside of the lunchroom or classroom is not permitted except with permission.
2. No hats are to be worn in the building.
3. Students may not pass or write notes *anytime* throughout the school day.
4. Students are not to bring things which distract from academics (magazines, puzzle books, walkmans, pagers, cell phones, CD's, DVD's, ipods, mp3 players, games, toys, etc.). These items will be confiscated. Parents will be allowed to pick up the items at the end of the school year or after a meeting with the Administrator.
5. Students riding the city bus or riding their bikes to school may check their cell phones into the office each day. Student drivers need to leave their cell phones in their vehicles.
6. Students need permission from a teacher or office staff for non-emergency phone calls. There is a 35¢ charge for each call.
7. Students will properly respond to adults with respect.
8. Soda is limited to high school students during the lunch hour.
9. Students will refrain from physical displays of affection during school hours and at school functions.
10. All school policies and procedures apply to ***Grace Christian Academy*** students whether at school or at school functions (i.e. sports, open house, banquets, field trips, plays, etc.).
11. All students must be in class for the full day.
12. Snow throwing is not permitted.
13. Locker policy for grades 7-12: Grace Christian Academy retains ownership of all lockers. Lockers can be searched without the student's prior notification or consent. Searches may be conducted by the Administrator or his/her designee.

The Following Offenses Will Be Handled By The Administrator

- Skipping Class
- Smoking/Tobacco use
- Cheating
- Possession of Answer Keys or Manuals
- Lying
- Vulgarity/Profanity
- Immoral Behavior
- Defacing school property
- Drugs*/Alcohol use
- Pornography/Lewd materials
- Stealing
- Expulsions from class for disruptive behavior

*Drugs are defined as any substance that alters perception or behavior reducing that individual's ability to function appropriately in the academic environment.

Detentions (Grades 7-12)

Detentions will be served on the following Tuesday, Wednesday or Thursday or at the discretion of the administrator.

Detention Time: 45 minutes (3:45 p.m. until 4:30 p.m.)

3 Detentions: The Student will pay \$5.00 for each detention beyond three for the semester.

10 Detentions: Ten detentions during a semester will result in a 2-day in-school suspension. Additional detentions will result in further actions.

DR Room (Grades K-6)

The Detainment Room is used to hold students that exhibit inappropriate behavior. It is used during recess and lunch hour. An Accountability Form is sent home for parent signature. Under certain circumstances, the teacher and Administrator may issue an after school detention.

Dismissal

A Student may be dismissed from the school at any time they are found to be out of harmony with the policies and philosophy of the school. Decisions in these matters are the full responsibility of the administration and School Board. Once dismissed, a student will not be considered for readmission.

A COVENANT

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control " (Galatians 5:22)

As a student of *Grace Christian Academy*, I commit myself to a high standard of behavior as evidenced in the following:

I desire to grow in obedience to Christ and the knowledge of His Will.

*"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)*

I will show respect to my teachers, the Administrator, and all parent volunteers by my words and actions, and I will obey instructions from the same.

*"Listen to advice and accept instruction, and in the end you will be wise."
(Proverbs 19.-20)*

I will show appreciation of my teacher's efforts and time and will be faithful in completing all of my assignments.

*"Apply your heart to instruction and your ears to words of knowledge."
(Proverbs 23:12)*

I will treat others with kindness and respect.

"In everything, do to others what you would have them to do to you." (Matthew 7:12a)

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves." (Philippians 2:3)

I will strive to build bonds of friendship with my fellow students and will not take part in physical or verbal arguments.

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Ephesians 4:32)

I promise to be truthful and honest.

*"Therefore, each of you must put off falsehood and speak truthfully to his neighbor..."
(Ephesians 4:25)*

I will show respect toward property belonging to other persons, the school, and/or the building.

"... You have been faithful with a few things; I will put you in charge of many things." (Matthew 25:21)

I will come to school with an attitude of cooperation and eagerness to learn and participate.

"Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus." (1 Thessalonians 4:16-18)

"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)

SPORTS

1. Students must maintain a C- average (77.00) to participate in any sports program. Averages are done prior to each individual sports season with the exception of Soccer. Eligibility for Soccer is based on the fourth quarter averages of the previous year for all returning students. During the season, players falling behind on school work will be dealt with on an individual basis.
2. Athletes must come prepared for practice. That includes:
 - being on time
 - proper equipment
 - T-shirt and shorts or sweats
 - athletic shoes
3. Athletes must attend all scheduled practice sessions. The only exception is a valid excused absence which will require a written note from the parent(s) explaining why the student will be (was) missing from practice. Detentions are not considered a valid excuse.
4. Uniform and proper athletic shoes are required to play in competition.
5. During competition, only team members are permitted on the team benches. The team members not playing should be sitting with the coach or in one designated spot.
6. Athletes and coaches will follow GCA guidelines and dress in "Team Dress" for every game day including travel to and from competition. Tennis shoes are not permitted with Team Dress.
7. During arranged transportation for out-of-town games, athletes will travel to and from the games on the bus as a team.
8. Athletes will, at all times, respect coaches, referees, all players, spectators, parents and school administrators.
9. Profanity, unnecessary physical roughness or any other unsportsmanlike behavior will not be tolerated. Players violating any conduct codes will be subject to game or team suspension.

10. Coaches should at all times be dressed in "Chapel Attire" or in some cases casual clothes for outdoor activities. Coaches should be well groomed.

**ANY QUESTIONS OR POLICY EXCEPTIONS WILL BE HANDLED BY
ADMINISTRATION**

ABSENCES

Attendance is a character quality which we want to encourage and develop here at ***Grace Christian Academy***. Attendance every day is very important. We urge students to be present each day unless circumstances will not allow this.

**PLEASE CALL THE SCHOOL OFFICE TO REPORT YOUR CHILD'S ABSENCE
BY 8:30 A.M.**

On the day of absence, homework assignments can be picked up in the school office after 3:30 p.m.

Absences of more than three days require a doctor's excuse.

If your child will be absent for any reason other than legitimate illness, a written request must be received one (1) week prior to the absence for approval by the Administrator.

If a student becomes sick at school, parents or contact person on the student's emergency card will be called.

ILLNESS: Students with a fever of 100 degrees or higher, vomiting, or diarrhea may not attend school. ***Students must be symptom free, without fever reducing medication, for 24 hours before returning to school.***

**ABSENCES ARE EXCUSED ONLY
FOR THE FOLLOWING REASONS:**

1. Legitimate illness
2. Death in the immediate family
3. Doctor or dentist appointments which can not be scheduled outside school hours
4. **A written trip notification and approval to be received one (1) week ahead of time by the Administrator and teacher involved.** *Failure to follow this procedure will result in an unexcused absence.*

Any other absences, unless approved by administration prior to absence will be considered unexcused. An unexcused absence means a student will receive zeros for all missed work, tests or otherwise. In order to avoid an incomplete for the grading period, the student will still be required to do the work.

When a student has been sick and unable to complete homework, the timeline for making up work will be arranged on an individual basis. If a student knows of an assignment several days before becoming ill, it will be his/her responsibility to have ready as much of the assignment as possible. If a student has been absent in a situation that does not prevent him/her from studying (doctor or dentist appointment), he/she is responsible for any assignments, tests, or projects without any days for make-up. Dentists and doctor appointments will not be excused if a student is unnecessarily out of school for the entire day.

No student may leave the building without permission. Parents wishing to have students dismissed early or for a part of the day should send a written request to the office one (1) week prior to the dismissal stating the reason and time of dismissal. Students are not allowed to leave early for work commitments or other non-school related activities such as swim lessons, drivers education, etc. **Parents should sign out and pick up the student in the office.**

It is the student's responsibility to talk with the teacher concerning make-up work when they are absent with an excuse. Parents and students should request a makeup schedule for any tests and quizzes that were missed. Makeup tests and quizzes are to be taken at 8 a.m. on the days designated by the teacher.

Health Department Requirements

1. Prescription medication must be in the original pharmacy container with the pharmacy label attached.
2. There must be a signed permission form for acetaminophen (Tylenol) or ibuprofen (Advil) to be dispensed from the office.
3. Non-prescription medication, other than fever/pain reducing meds, must have a doctor's note accompanying them.
4. Please, notify the office in the case of contagious illness.
5. A record of immunization must be provided to the office to be kept on file.

SCHOOL HOURS

- First bell rings at 8:40 a.m.
- Classes start promptly at 8:50 a.m.
- Playground is supervised starting at 8:00 a.m.
- Classes are dismissed at 3:30 p.m.

TARDINESS

Punctuality is important at *Grace Christian Academy*. For a tardy to be excused, the parent must call the school office by 8:45 a.m. or send in a written note with the reason upon the student's arrival at school. Tardy students need to report to the office where they should sign in and receive a tardy slip. Three (3) unexcused tardies per quarter per class for grades 7 through 12 will result in a detention. A detention will be received for each additional unexcused tardy after the third.

WITHDRAWALS

We ask that when first considering withdrawal from school, the parent contact a member of the Administration before a final decision is reached. After the appointment, notify the School Office. All tuition will continue until the withdrawal requirements are complete.

DRESS CODE

The student population is to maintain a respectfully modest appearance. The dress code is in effect from 8 a.m. to 3:45 p.m.

GIRLS

Brand names that are printed on shirts may be worn everyday but Thursday. Dates, Numbers, or Slogans are NOT PERMITTED on clothing worn on Monday, Tuesday, Wednesday or Thursday.

Shirts with other writing on them may only be worn on Fridays. Shirts do not need to be tucked in if they fit properly. Form fitting/tight shirts are not allowed. When standing or sitting, midriff may not be showing. Shirts or sweaters that tie at the rib cage are not permitted. Parents may be called to bring in an appropriate change of clothes.

No sweatpants, wind pants, or loungewear may be worn. Dress pants and blue jeans that are neat and clean may be worn.

All layers of skirts and dresses must touch the knee. Slits on skirts may not be higher than the knee. Form fitting/tight skirts are not allowed.

Girl's sleeveless shirts must have a turtleneck or a collar. Tank tops, tube tops, tattered or worn blue jeans, halter tops, sun dresses, short skirts, and sweatpants may not be worn. No *oversized* shirts, shorts or pants may be worn to school or any school functions. Also, pants must be modest and properly fitted.

Girls Shorts

From **April 15th** thru **October 15th** modest shorts and capris may be worn. These may be no higher than the lower third of the thigh.

Biking, stretch lycra, soccer shorts, shorts not hemmed (cut-offs), and fleece sweat shorts may not be worn.

*Shorts **may not be worn** on Chapel Days.*

Girls Shoes and Socks

Sandals and flip-flops may be worn April 15th through October 15th. Students must have socks and athletic shoes for gym time. Students will not be allowed to participate in gym class if they do not have appropriate shoes.

Girls Hair

*"Tails", "steps" and "designs" shaved into the hair, or **extreme styles and colors/bleaching** are not allowed. Traditional hair cut is required.*

Make-Up

A moderate amount of make-up can be worn by girls in grades 9 -12. No make-up, including lip gloss, is to be worn in grades K - 8.

Body piercing other than ears is not allowed. No more than two earrings on each ear allowed. Tattoos (real or pretend) are not permitted. Black nail polish is not permitted.

BOYS

Brand names that are printed on shirts may be worn everyday but Thursday. Dates, Numbers, or Slogans are NOT PERMITTED on clothing worn on Monday, Tuesday, Wednesday or Thursday.

Shirts with other writing on them may only be worn on Fridays. Shirts do not need to be tucked in if they fit properly. Dress slacks as well as blue jeans that are neat and clean may be worn.

Sweatpants and wind pants may not be worn. Tank tops and sleeveless shirts may not be worn. Tattered or worn jeans may not be worn. No *oversized* shirts, shorts or pants may be worn to school or any school functions. Pants must be properly fitted.

Boys Shorts

From **April 15th** through **October 15th** modest (must come to the lower third of the thigh) shorts may be worn.

Biking, stretch lycra, soccer shorts or shorts not hemmed (cut-offs), and fleece sweat shorts may not be worn.

*Shorts **may not be worn** on Chapel Days*

Boys Shoes and Socks

Sandals and flip-flops are permitted April 15th through October 15th.

Students must have socks and athletic shoes for gym time. Students will not be allowed to participate in gym class if they do not have appropriate shoes.

Boys Hair

"Tails", "steps" and "designs" shaved into the hair, or *extreme styles and colors/bleaching* are not allowed. Traditional hair cut is required (bangs no longer than eye brows, sides not longer than the ear, and back not over the collar). Male students are to be clean-shaven, no facial hair.

Piercings/Tattoos

Body piercing and earrings are not permitted to be worn by male students. Tattoos (real or pretend) are not permitted.

FRIDAYS (Boys & Girls)

Every Friday students may wear their favorite "*appropriate*" shirt with writing and or numbers.

CHAPEL DAY DRESS CODE

ALL STUDENTS

**Shorts, capris, gauchos, blue jeans or any shirts with writing on them,
MAY NOT BE WORN on Chapel Day.**

Grades K-6: Girls – dresses and skirts of appropriate length, or dress pants

Boys - shirts with collars (ties optional) and long pants.

Grades 7-12: Girls - dresses or skirts (see guidelines for dress length), No slacks.

Boys - button front dress shirt with collar and tie. No Polo Shirts or Sweatshirts.

Gym Uniforms

Gym uniforms need to be purchased for students in grades 5-12.

Appropriate court shoes should also be worn. Please be sure to clearly mark you child's name inside the uniform. Uniforms are required for every gym class. Fines will be issued if uniforms (and gym shoes) are not worn to class.

Dress Code Fines

A **five dollar** fine will be assessed for each dress code violation such as pants not fitted properly, writing that goes beyond the brand name on shirts, no ties on chapel days, no gym uniform, etc.

Any decisions on "*questionable*" dress code issues will be handled by the Administrator.

Dress Code for School Events & Activities

A relaxed school dress code is in effect for all school activities and functions. This means shirts are not required to be tucked in and may have "appropriate writing" or pictures. **However, shirts must still fall within the dress code guidelines (no tank tops, spaghetti strap tops, or halter tops, etc.).** Pants are required to fit as stated in the dress code guidelines.

Student ID

Grades 9-12 are required to carry their student ID with them. If a student's ID is lost, he/she may purchase a new ID from the school office for \$10. One week notice is required for replacement.

BUSINESS PROCEDURES

The School Office is open **Monday - Friday, 8:00 a.m. to 3:45 p.m.** and is closed only for school holidays. If you have any questions please call **(414) 327-4200**.

Monthly Tuition Payments are due by the 1st of each month (See Tuition Agreement). Late tuition payments are subject to a \$10 late fee OR 1.5% interest per month (whichever is greater).

Note: monthly statements/reminders are not sent out by the school.

All parents, volunteers, and visitors are welcome in school and **MUST** check in at the office upon arrival. A name tag will be issued and is required to be worn in the building.