



STUDENT HANDBOOK

Kindergarten-12th Grade

*“...But those who hope in the Lord will renew their strength. They will soar on wings like eagles;
they will run and not grow weary, they will walk and not be faint.”*
Isaiah 40:31 NIV

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Disclaimer Statement

The following policies represent the most recent expression of the Board and administration of Grace Christian Academy in order to provide for the equitable and consistent educational treatment of students. This handbook gives guidelines to be observed by students and parents. To assure that Grace Christian Academy's administration achieves and maintains the purpose of this Handbook and the school's ability to meet the needs of its students under changing conditions, Grace Christian Academy reserves the right to modify, augment, suspend, or revoke any policies, procedures, practices, and statements contained in this handbook at any time. The administration reserves the right to interpret the written policies of this handbook. This handbook is not to be considered as a legal contract in terms of contract law theory. If you have any questions that are not answered in the handbook, please call the office at (570) 358-8052.

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Introduction

The responsibility of Christian parents is to “Train up a child in the way he should go and when he is old he will not depart from it” (Proverbs 22:6). Grace Christian Academy seeks to assist parents in shaping their children’s lives. Successful Christian living hinges on three areas: the home, the church, and the school. The home and church cannot be teaching one way while the school is teaching another, without confusion and strife reigning in the minds of our young people. It is essential that parents provide a home atmosphere where Christian principles are taught. Since church involvement is also important to development, parents are expected to involve the family in a local Bible-believing church.

Our desire is to work arm in arm with parents, who have been given the responsibility by God to train their children. Both the home and the school share this responsibility. Cooperation between the home, church, and school is the key to the most effective instruction and discipline of children. Therefore, we pledge to you to “present Jesus Christ and the highest quality education possible,” and we ask you to pledge to do your part.

This handbook provides information about the organization, philosophy, program and policies of Grace Christian Academy. It may be changed or added to as the school continues to grow and policies are developed. Please take time to make yourself familiar with the school by reviewing the information included. Glance through it periodically to be reminded of the purpose for the Christian education provided at GCA. Please do not hesitate to contact the school if you have unanswered questions.

History

In 1982, a small group of parents, led by Pastor Carroll Brentlinger of the North Rome Wesleyan Church and Pastor Larry Burke of the Herrickville Wesleyan Church, gathered together with the shared conviction that God wanted to raise up a school where children and young people would be educated in “the fear of the Lord.” Throughout the year, these visionary pastors and parents gathered weekly to pray for God’s direction and seek His provision in making Christ-centered education a possibility in the North Rome area. Many late nights were spent at the home of Dr. Donn and Tina Laudermilch, along with hours around the parsonage table at the Burke’s residence. Decisions from the school’s statement of faith, curriculum, tuition and salary, schedules, dress code, school name and location, etc., were decided at this level.

When the North Rome Wesleyan Church completed a new sanctuary and gymnasium, it became the vision of Pastor Brentlinger and Pastor Burke to see a Christian School in these facilities. However, their vision was not shared by some of the parishioners, many of whom were concerned about the financial cost of a school, since the church had just acquired a hefty mortgage on the new building. Meetings were held, and eventually, it came time for the church membership to vote on

whether or not they would begin a Christian school. That first night in early June of 1983, a NO vote was given and it looked as if there would not be a school that year.

Yet, the group continued to pray and look for God's direction and will for the school.

God was working in the heart of one of the church members who had voted NO. The Wesleyan Discipline allowed for a member who had voted NO to bring the item up for the membership to vote again. At the request of church member, Shirley Rockwell, a second meeting was held. Through much prayer, the school committee presented to the membership a proposal that would allow the school to operate in the building on a cost-sharing basis. North Rome Christian School would be a separate organization, establish its own board, take responsibility for its own finances, and be a separate ministry from the church. The only stipulation at that time was that all school board members must be from a Wesleyan church. The vote was YES!

The summer of 1983 became a whirlwind of decisions and activities. Finally, a board was chosen, Miss Lori Blue (now Mrs. Brelsford) was the first teacher hired, and a school was born. Miss Blue bravely took on the responsibility of teaching 14 students in grades K – 4 in one room and each board member committed to absorb \$1,000 of debt should the school close in the red. Parents took on the role of classroom aides, tutoring, lunch and recess monitors, and all electives; art, music, gym, and chapel. The value of parent involvement was instrumental from the beginning of the school's history and continues to this day.

The school grew in the ensuing years. Teachers were added, grades were expanded, and for many years NRCS operated as a K–8 school. After praying and many more meetings, ninth grade was added on in 1995, with an additional grade added the following year. NRCS graduated its first group of seniors in 1999 and was officially a K–12 educational institutions.

God's blessing and the strong parental structure has been the foundation for the school's success. Since its beginning in 1983, North Rome Christian School has been committed to providing students with quality education from a Christian perspective and our prayer is that the school will continue to grow and impact young people for Christ.

Again, the spring/summer of 2022 was full of decisions and activities. The school had outgrown its facilities at the church and realized the need to become an independent location to allow for expansion. With huge financial support from the community and local businesses, the school raised all the funds and purchased a former elementary school building in Ulster, Pennsylvania. While the school continues to operate under the legal name North Rome Christian School, the school is now doing business "DBA" as Grace Christian Academy, located at 100 Robert Gabriel Drive in Ulster, Pennsylvania.

Organizations and Administration

The Grace Christian Academy is owned and operated by the Grace Christian

Academy Association, a non-profit organization made up of the parents of Grace Christian Academy students. The duties of the corporation are to elect members to the Board of Directors and approve the annual budget. All other authority is given to the Board of Directors. The board is selected from among qualified members of the Association. The duties of the board are setting policies and programs of the Association in accordance with the Corporation's Constitution, appointing and contracting for administrative and teaching personnel, and employing people as may be necessary. The ultimate authority for governing and operating the school is the Board of Directors.

Association Membership

Parents who have children enrolled at Grace Christian Academy shall, by virtue thereof, be members of the association.

Members are encouraged to pray for the school, assist in maintenance and improvement projects, as they are able, and share in promoting the aims and objectives of the school.

Members are expected to attend and participate in the annual association meeting and any other association meeting duly announced.

Members shall have voting rights in electing the Board of Directors and on any issue brought to the association for action.

Members are asked to renew membership every year by signing a membership pledge form.

Mission Statement

The mission of the Grace Christian Academy is to provide outstanding educational programs that reinforce Christian family values, prepare students to excel academically, and motivate them to develop a Christian lifestyle that results in service to God and mankind.

Vision Statement

Striving to attain excellence in education and Christlikeness.

Statement of Faith

Grace Christian Academy adheres to and maintains the Statement of Faith listed below:

- We believe the Bible to be the inspired, the ONLY infallible authoritative, inerrant Word of God. (I Timothy 3:15, II Peter 1:21).
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 26:19; 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 (I Corinthians 15:3,

Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Rev. 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 men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:28-29).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I 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, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).
- We believe that God wonderfully foreordained and immutably created each person as male and female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26-27).
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture. (Genesis 2:18-25).
- We believe that God intends that sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4).
- We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

Purpose

The purpose of our school is to offer to families and their children a quality education in light of the principles in God's Word and training in a Biblical lifestyle.

Goal

The goal of Grace Christian Academy is to work in cooperation with the home and the church to help students reach their full potential in developing his or her personal worldview. We desire that our students grow in each of the following areas as modeled by Jesus Christ, who grew in wisdom, in stature, in favor with God, and in favor with man. (Luke 2:52).

Objectives

Intellectual Progress - I Cor. 11:7; 2 Tim. 2:15; Luke 2:52; Deut. 6:4-9

- We seek to provide our children's growth in knowledge and related skills:
 - By guiding students to a fuller knowledge and appreciation of the Bible as the source of all truth.
 - By guiding students to integrate discovered truth and revealed truth.
 - By offering a program of study appropriate for each grade level to enable students to acquire proficiency in the fundamental communication process of reading, writing, speaking, listening, understanding, and critical thinking.
 - By teaching for an understanding of and appreciation for the sciences, mathematics, and technology and their appropriate uses.
 - By helping students to apply themselves to disciplined study, wholesome activities and responsibilities.
 - By emphasizing the wise use and conservation of natural resources.

Physical Improvement - I Cor. 6:19; I Tim. 4:8; Prov. 4:20-22; John 9:1-3

- We seek to help students gain self-understanding and respect:
 - By emphasizing the unique worth of each individual created in the image of God.
 - By encouraging acceptable expressions of emotions and the exercising of Christian graces.
 - By teaching the significance of the family and the meaning and value of the various stages of life.
 - By promoting good health and hygienic practices and appreciation of the body as the temple of God.
 - By giving moral training through example, teaching and provision of opportunities for decision making.
 - By providing opportunities for students to explore and develop gifts of creative expression and wholesome personal interests.
 - By sharing knowledge and appreciation for our history as people of God.

Spiritual Growth - 2 Tim. 3:16-17; Rom. 3:23; Rom. 6:23; John 3:3; Acts 17:31

- We seek to nurture students in Christian faith:
 - By teaching student's principles of the Christian faith at appropriate grade levels.
 - By emphasizing the value and need of a personal faith in God, trust in Christ as Savior and obedience to the Holy Spirit.
 - By integrating Christ and Scripture with other learning group or personal experiences.
 - By emphasizing the importance of both believing and practicing the Word of God.
 - By helping students see the needs of humanity and how these relate to the Christian faith and call to Christian service and mission.

- By providing opportunities for fellowship, obedience and sharing through which the Holy Spirit can operate freely within the school as a Christian community.

Social Maturity - Matt. 5:13-16; Psalm 133:1-3; I John 1:7

- We seek to develop in student's social awareness and involvement in:
 - By providing a social atmosphere within the school that is accepting and supporting of each individual with Biblical worldviews.
 - By promoting responsible citizenship and appropriate responses to the varied forms of authority in life.
 - By emphasizing respect for the rights and opinions of others.
 - By fostering an appreciation for our nation and government, with the understanding that national, cultural and racial barriers cease to exist in Christ.
 - By encouraging responsible participation in the larger Christian community, including family, school, church, and other appropriate community organizations.
 - By helping students understand and practice stewardship in all areas of life.
 - By placing primary emphasis on cooperative ventures and experiences rather than on competition.
 - By acquainting students with the world wide mission of the church.

Emotional Stability - Col. 4:5; Gal. 5:22-23

- We desire to enhance understanding of each person's individuality:
 - The student will learn to apply Biblical principles in handling failure, success, stress, and emotions.
 - The student will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
 - The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

Statement of Philosophy

Grace Christian Academy is strongly committed to an emphasis on Christian Education, including a personal faith in Jesus Christ as Lord and Savior and living according to Biblical principles. Each staff member has professed a personal faith in Jesus Christ and is conscious of setting an example by which others may also be brought to the Savior.

GCA is committed to a strong academic program. The goal of GCA's teachers and staff is to equip each student academically, spiritually, physically, socially, mentally, and morally. Along with educating students, we desire to exemplify Christ in a way that encourages spiritual growth. The purpose is to equip each child with the necessary skills in making decisions and choices based on a Biblical

worldview. With God's help, we will fulfill these responsibilities with those students that have been entrusted to us.

- The fear of the Lord is the beginning of knowledge (Proverbs 9:10) and all knowledge has its foundation in the ultimate standard of truth, the Bible.
- Children are an inheritance from the Lord (Psalm 127:3) and actually belong to God, as do all good things that God gives His people. Children are a trust placed in the parent's care to bring up in the discipline and admonition of the Lord (Ephesians 6:4).
- God as creator and sustainer of this universe created man in His own image. But because of Adam's disobedience, man inherited a sinful nature, and when left to himself, he will not naturally do what is right.
- Our goal is to teach children academically and spiritually through our curriculum.
- God has revealed Himself in a general way in His world and universe, and in a specific way in the Bible. By faith in God's Son Jesus Christ, man's soul is regenerated and brought back into fellowship with God.
- The Christian school should provide an atmosphere for knowing Christ personally, for nurturing Christian growth, and for encouraging a commitment to Christian service.
- We believe discipline is Scriptural. Children need discipline; it gives them security within bounds. Parents appreciate discipline, and a teacher's efficiency is greatly increased by good discipline in the classroom.
- We believe that children need to learn to honor and respect parents and others in authority, that a man's word is his bond, that they should be proud of America, and that the free enterprise system is still the best system.
- The child's home, church, and school experience and training should complement each other in promoting academic, spiritual, physical and social growth and should be preparation for life: a life of dependence upon and fellowship with God and service to man.

Marriage Gender and Sexuality Policy

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture (Gen 2 18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6: 9-10). We believe that in order to preserve the function and integrity of GCA as a Christian ministry, and to

provide a biblical role model to our families, it is imperative that all persons employed by GCA in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality (Matt 5:16; Paul 2:14-16; Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:1-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated with Scripture.

Final Authority in Matters of Belief and Conduct Policy

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of GCA's faith, doctrine, practice, policy and discipline, our School Board has final interpretive authority on the Bible's meaning and application.

Sanctity of Human Life Policy

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life (PS 139).

Marriage Policy

Because God has ordained marriage and defined it as the covenant relationship between a man and a woman and Himself, GCA will only recognize marriages between a biological man and a biological woman.

GCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. If and when a student and /or a student's family lifestyle becomes contrary to, or in opposition to the expressed biblical lifestyle contained herein, GCA reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, sex outside of marriage, homosexual acts, bi-sexual acts, gender identity different than the birth sex chromosomal level, promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:279:4-6).

Restroom/Locker Room Use

Staff, faculty, parents, students, and guests at Grace Christian Academy shall use appropriate restrooms and locker rooms, participate in sports and other gender specific events according to their biological gender at birth.

Lifestyle Statement for Students

Grace Christian Academy (GCA) is a non-profit Christian school representing Jesus Christ throughout the evangelical Christian community. GCA requires its students and their families to be born-again Christians (believers in Jesus Christ) and living their lives as Christian role models, 24/7/365 (Romans 10:9-10; I Timothy 4:12). Students will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity, appropriate personal and family relationships, academic and classroom conduct, and moral behavior. A student is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under the authority of their teachers and administration, and a commitment to follow the Matthew 18 principle when an issue arises with fellow students and/or staff.

Moral misconduct, including but not limited to the refraining from such activities as the misuse of alcohol and tobacco, the use of illicit drugs, the use of recreational marijuana, legal or illegal, the use of vulgar and profane language, homosexuality, heterosexuality, sexual orientation, gender expression or identity, or living together outside of marriage, as defined by scripture, violates the bona fide requirement of families and students being Christian role models (24/7/365). Students acknowledge that the unique roles of male and female relationships are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20).

Students will maintain a lifestyle based on Biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from school. There are additional grounds whereby a student may be dismissed from GCA. It is the goal of GCA that each student has a lifestyle where “[Jesus] might have the pre-eminence” (Colossians 1:18).

Holiday Policy

Grace Christian Academy endorses Christmas and Easter as holidays that have their roots in the Judeo-Christian belief system. Christmas is a day in which we celebrate the birth of our beloved Savior and Lord Jesus Christ. Easter is the completion of the work He accomplished having rode triumphantly into Jerusalem, was crucified and buried, on the third day rose from the dead, and then ascended into heaven to take His rightful place on the throne at the right hand of God. GCA does not endorse Halloween nor any of the practices which accompany that day.

Having stated this, we do not promote, endorse, or allude to the figures that the “world” associates to those days. Therefore, the fictional characters of Santa Claus and/or the Easter Bunny have no place in Grace Christian Academy’s institution or holiday celebrations.

Please assist Grace Christian Academy in this endeavor by making sure that all holiday celebrations and associated decorations are in accordance with the above stated policy. Any parties or ornaments are to be Christ-centered and appropriate to the Grace Christian Academy environment. Thank you for your help!

Non-Discrimination Policy

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 of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and other school-administered programs.

Admissions Policy and Procedure

- Parents and students must be active in an evangelical Bible-believing church as confirmed by their pastor.
- Parents and students shall express their agreement with the school's philosophy and handbook policies.
- Parents who desire to enroll their children in the Grace Christian Academy shall express their primary motive for enrollment so to supplement the Christian training which has begun in the home. Parents must show evidence of motivated Christian training already in progress in the home.
- The students exemplify by their attitudes and lifestyle that they are committed to being a follower of Christ, to be obedient to God's Word and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in fruit evident to believers around them.
- The board, administration, and faculty of Grace Christian Academy believe that when a student enrolls, he or she assumes privileges that carry with them certain responsibilities. One of those responsibilities is to represent themselves, their parents, their school and the Lord Jesus Christ in a manner that is above other students. Grace Christian Academy students represent not only the image of the school, but also the image of the youth today, and they should be challenged to be the best they can be. Being from Grace Christian Academy develops obligations for students to carry the name of the school wherever they go, neighborhood, marketplace, community, etc. Their actions are a reflection upon the Lord, themselves and their fellow students. The Bible clearly teaches us that our bodies are a temple of God (I Corinthians 3:16) and abusing them is sin.
- Individualized Education Programs (IEP): We neither develop nor follow the practice of IEP's or 504's, but we will endeavor to assist in that process. We will work with a family to the best of our ability, but we are not required to do so.

Admissions Procedure

- 1) An application for admittance is to be completed for all pupils who attend Grace Christian Academy.

- 2) A personal interview will be held with each new applicant and his/her family.
- 3) GCA administrator will inform the school board of all new student applicant's approval for processing toward enrollment.
- 4) When entering our school for the first time, an applicant must have:
 - Current report card and achievement/assessment testing results.
 - Official documentation of all required immunizations and/or stipulated exemptions on file.
 - Student applicant academic/disciplinary file folder from last school attended must be received prior to final approval for actual enrollment.
- 5) Upon approval, parents are informed of the student's acceptance. Conditions on probationary status may be required for acceptance. Continued enrollment is dependent upon completion of all probationary requirements. All new students are considered probationary for a period of 45 days.
- 6) Enrollment will be considered complete for that school year when all of the above steps have been finalized and the annual registration fee has been received.
- 7) Students will not be able to start classes until the registration fee has been paid.
- 8) GCA does not admit students after the second marking period with exception to extenuating circumstances, i.e., relocation, etc. In such a case, the school may waive that deadline.

Transferring To and From Grace Christian Academy

Transfer students shall be reviewed and accepted or rejected on a case by case basis at the school board discretion. Normally, students will not be accepted back to our school after transferring away two times, i.e., leaving due to finances, homeschooling, etc. All GCA bills must be paid in full in order for records to be transferred from GCA to any other school.

New Student

All new students are admitted tentatively for a 45-day probationary period through the first quarter or marking period. During this time, the student must meet the school's spiritual, academic, physical, and social standards. It's suggested that new parents have a teacher conference in the month of November. At the close of this 45-day period, the administrator will review each new student's progress and report card as to whether that student is placed on second probation. If the probation continues further, withdrawal or removal is given consideration, because of failure to meet aforementioned standards. The Administrator will notify parents in writing as to the status of the student, if a probation period continues, is asked to withdraw, or be removed.

Financial Information

Tuition charges meet only a part of the school's annual operating budget. The remainder must be raised from other sources including gifts from individuals, congregations, businesses, as well as from special fundraising projects. All gifts to the school (not including tuition) are tax deductible.

Registration Fee (per child)

- When registering for the upcoming school year ...
 - If paid before May 1st, the fee is \$100.00
 - If paid on or after May 1st, the fee is \$150.00
 - And on or after August 1, will increase to \$200.
- New students will remain at \$100.
- All students must pay the entire registration fee at the time of enrollment/reenrollment.
- The registration fee is non-refundable and non-transferrable.
- The school will not accept reenrollment forms from families who are behind in their tuition payments.

Book Fee

- The book fee for all grades is \$200.00 per student.
- The fee will be charged annually for each student.
- The book fee shall be paid before or with the first tuition payment at the beginning of the school year.

Tuition

- 1st Student — \$4,200.00
- 2nd Student — \$3,750.00
- 3rd Student — \$3,500.00
- 4th Student — \$3,400.00
- High School Students (9th –12th grades) add \$200.00 each.
- Tuition fees are calculated for the oldest to the youngest students.
- Tuition may be paid using one of three payment options - annual, semi-annual and 10 monthly payments.
- Any family paying tuition in full by the end of the first billing cycle will receive a 5% discount
- Monthly payments can be broken down to 10 equal payments beginning August.
- Tuition fees are calculated on the basis of an entire calendar year; therefore, no reductions can be made for vacations or holidays.
- If a student leaves the school for any reason, or enters after a school year has begun, charges will be prorated according to actual number of days enrolled.
- Monthly billings are prepared and sent home with students or will be mailed in the summer. Payments are due on the 15th of each month. If monthly payments are not received in full by the last day of the month, a \$25 late fee will be added.
- If payments are two (2) months behind, the student will be suspended from

school until the tuition account is made current. After the second offense, the child will not be allowed to return for the remainder of the school year and will not be able to reenroll until the account is current.

- Please note that scholastic records will not be released for transferring students with an outstanding financial obligation to the school. There will be NO exceptions.

Parent Participation Hours

Each family is expected to perform 30 hours per school year of “Parent Participation” services to Grace Christian Academy. In the event this requirement is not accomplished by June 15th of the current school year, a fee of \$450.00 will be billed to the school family. Should a family accomplish a portion of this requirement, then any unfulfilled hours will be billed at a \$15 per hour rate.

Hours may be worked in the summer (after July 1st) to be credited for the next school year.

Athletics Fees

GCA students – \$50.00 per student or \$65.00 per family for the year.

Homeschool students – \$120.00 + \$25.00 application fee per student or \$160.00 + \$25.00 application fee per family for the year.

Coaches are not required to pay sports fee for participating students.

Fundraising

- Fundraising projects must be coordinated and approved by the administration and school board.
- Fundraising should not interfere with the regular giving to the school for current operating funds.
- The projects should have a particular purpose which will be of benefit to the educational program of the school.
- The projects will be of benefit to and assist in the unity and cohesiveness of the school community and the student body.
- Fundraising projects should be spaced out on the calendar so organizations are not in competition with each other.
- Organizations within the school may conduct various minor fundraising projects to raise funds for their organization for some specific purpose, (e.g. sports, library, etc.). Each organization is responsible for ideas, planning, promotion, etc.
- Fundraising or organizations or projects not connected with the school SHALL be submitted for review and authorization by the school administrator and the board.
- Students may not sell personal items for personal profit.
- Only fundraising done on school grounds can be for the benefit of GCA.

Transportation

Transportation is provided by Athens, Northeast, Sayre, Towanda, Troy, and Waverly, NY school systems. Parents should request transportation at the time of registration. Grace Christian Academy does not provide transportation but will assist in this process. If public school transportation is not requested, the parent is responsible for transporting their child to and from Grace Christian Academy.

All students who ride the bus will be sent home on their bus to their regular bus stop unless parents notify the school in advance.

If for any reason a change is to be made, parents must send a note of explanation in the morning. Parents are expected to notify the school if any other person is picking up their child. If we do not receive a note (or telephone call), the student will leave school in their regular mode of transportation.

School districts do not permit students outside of their district to ride on district buses.

When on the bus, students will be governed by the rules established by that school district. These rules will be enforced by GCA administration.

Student Driver's Policy

Being a student driver at Grace Christian Academy is a privilege. This privilege will be granted only as long as the following guidelines are met. Students who fail to uphold those conditions will be subject to loss of driving and parking privileges and potential disciplinary actions.

1. Student drivers must secure a Student Driver Privilege Form from the school office. This form must be completed and signed by the student driver and his/her parents.
2. A copy of vehicle driver's license, vehicle registration, and current insurance must be turned in to the office.
3. When student drivers arrive at school, they must lock and leave their car and go to the designated area to wait until school begins. Upon arrival, student must sign in and car keys must be placed in the key container at the school receptionist's desk. They are not to return to their car without permission until the school day ends. Student drivers are responsible for being in homeroom by 8:20 AM or prior to lunch when returning from Northern Tier Career Center. When students leave, they must sign out when getting their keys. See Student Handbook for Tardiness rules and consequences.
4. Extreme caution is to be exercised at all times when driving in the parking lot.
5. Pedestrians have the right of way.
6. Drivers are not to visit, socialize, or loiter in or around any vehicle before or after school.
7. Radio music should be kept down when on school grounds.

8. When snowy or icy conditions exist, student drivers will be permitted to leave school early only upon specific parental request or when administration deems necessary.
9. Student drivers may lose driving privileges for offenses such as speeding, reckless driving, etc., that occur both on and off school grounds. A speed of 10 mph on the school grounds must be obeyed at all times.
10. The student driver may transport only those passengers for whom written permission has been granted by parents of both parties involved through the school office. Student Driver's Passenger Application forms must be completed and kept on file in the office.
11. Students will park in the designated student parking area.

Attendance

Regular attendance at school is required of every student. Please schedule doctor, dental, music and other appointments for after school hours. It is important for students to be in school. When they are absent, they miss instruction which can impact academic progress.

Arrival

Grace Christian Academy is open Monday through Friday at 8:05 a.m. Students must arrive by 8:20 a.m.

Should a student be tardy or need to leave early for an appointment, the parent/guardian or student driver, with note from home, must sign the in/out form in the office area.

Excuse notices for absences, tardiness, or early dismissals must be filled out, signed by parents and returned to school promptly. If a student must leave school during the day for a doctor's appointment or other business, parents are asked to send a note to the office at the beginning of the school day.

Students who are absent will be allowed to request homework. Request for homework must be called in by 10:00 AM. A Pass-A-Note will be sent around to all the teachers involved. You may pick up the homework list at the reception area at the end of the day or arrange for homework to be sent home with someone. If any books are needed, please let us know. If a vacation is being planned, homework must be requested one-week prior of scheduled departure. All attempts will be made to secure this work before leaving; however, it is not always possible for the teacher to provide everything in advance.

Legal (Excused) Absences

Students may legally be absent because of:

1. personal illness (medical),
2. doctor or dental appointments,
3. quarantine,

4. impassible roads,
5. death in the immediate family, other compelling emergency situations affecting the child, or
6. “Special” excuse, such as a family trip, etc.

Students must obtain a *Special Absence Request* slip from the office prior to the date of absence. This slip requires authorized approval with the school administrator’s signature. The teacher is instructed to give assignments to the students.

If a student is absent for more than three consecutive days, he/she will be required to obtain a doctor’s excuse when returning to school. After 20 absences, a student evaluation will be given by the administrator, teacher, and a board member. Every day a student is absent after he/she has reached a total of 20 days, before being readmitted to school, the student must provide a handwritten note from a medical professional or other legal entity affirming the reason for the illness or family crisis which necessitated the student’s absence.

Advance written requests for excused absences, such as a family trip having educational value, should be submitted to the administrator at least two weeks in advance.

Illegal (Unexcused) Absences

Absence for any reason other than those listed above are considered unexcused. After three days of illegal absences, the school is required by law to report such persons to their school district superintendent.

Weather Related (Calamity) Days

In case of a school closing, two-hour delay, or early dismissal due to inclement weather or other emergencies, there will be notification given via our One Call Now message system and announcements broadcast regarding GCA on the local radio and TV stations. Typically, we do not follow any one school district’s determinations regarding weather related issues, however, we will make decisions based on all school districts represented at Grace Christian Academy. The quickest and most accurate resource is www.wnep.com or Sycamore Education.

We are registered with the Pennsylvania Department of Education (PDE) as an Hour school. This means that we must have 450 hours of education for kindergarten age students, 900 hours of academic training for elementary students, and 990 hours of instruction for high school or secondary students.

Grace Christian Academy exceeds PDE’s expectations for educational institutions. Therefore, the GCA School Board has determined that we will not make up missed school days regarding weather or other emergencies unless we surpass 5 calamity days. For example, if we miss 5 days of school due to a combination of severe weather or other emergencies and then we miss a 6th day, we will schedule into our school calendar a makeup day for that and any further missed days.

Absence Breakdown

Tardiness will be recorded as follows:

Tardy = not in homeroom on time to start the school day

Four (4) tardies will result in one (1) Disciplinary Referral (DR)

Tardiness & Early Dismissal

Students are expected to be at school on time.

A high school student who is not in homeroom by 8:20 a.m. will be given an unexcused tardy (except when road conditions are snowy or icy).

Whenever a student is late to school, the student must report to the office.

Tardiness will be excused for similar reasons as absences, i.e., medical, doctor or dental, impassable roads, family emergency. Transportation failure, however, shall be limited to mechanical breakdown or ice/snow and shall not include causes related to not leaving home on time, slow traffic, etc. A student with an “excused” tardy to school will still be marked tardy but will have no academic or behavioral discipline.

Excused Tardy- the student must bring a written note from parents stating the date, the reason, and the parent’s signature. The administration will determine whether a tardy meets the “excused” criteria.

Unexcused Tardy- The policy for unexcused tardies will be administered the following way for a full semester (two marking periods):

- First unexcused tardy = Verbal Warning
- Second unexcused tardy = Verbal Warning
- Third unexcused tardy = Verbal Warning
- Fourth and each subsequent unexcused tardy within one full semester (two marking periods) = One Disciplinary Referral (DR)

Continual tardiness or absences will need to be evaluated by the administrator, teacher, and board members. Student drivers may lose driving privileges for a designated period of time unless the administration approves an alternate course of action due to hardship/emergency needs.

Early Dismissal

If there is an early dismissal for GCA or your public school district and your child normally uses your public school district’s transportation, you will need to call the school office, if you do not want your student sent home on the normally scheduled bus or van. If we do not hear from you, **we will send your child home on the bus, van, or parents as usual.** We strongly encourage you to make prior arrangements with a neighbor or to have some type of plan for your child in the event that they would arrive home early and you would not be home.

Closed Campus

Grace Christian Academy is a closed campus. To leave school prior to the end of the day a student must have written excuse from his/her parents/guardian. Students needing to leave campus for any reason must sign out in the school office and sign back in when they return. Permission to leave early must always be with parental permission.

Medical Guidelines

- Physicals:

Any new student is required to have a physical by their family doctor before entering school in August.

Physicals are required for grades Kindergarten, Sixth, and Eleventh.

A physical form (see Appendix A), provided by the school, must be completed and submitted to the school office to be kept in the student's file.

- Dental:

Dental check-ups are required grades Kindergarten, Third, and Seventh.

- Immunization Records:

It is required by law that all students have their immunization current upon entering school. The only exception to this law is to have a signed religious exemption statement on file in the school office.

The State Health Department has now ruled that children must have the mumps vaccine and Hepatitis B vaccine before starting school, in addition to the other required immunizations. The complete list of immunizations needed before a child starts school is as follows: Diphtheria-3 doses; Tetanus-3 doses; Sabin Oral Polio-3 doses; Measles, Mumps, and Rubella-1 dose after 12 months of age and a second dose before admittance into school, and Hepatitis B - 3 doses. Parents are advised to check with the family doctor to be sure that all requirements can be satisfied so that the child may start school on time.

- Illness/Medical Attention

When a student becomes ill at school, he or she should come to the office. The office will call the parent or emergency contact; especially if the student is running a fever.

No staff member will be permitted to administer any medications without parental authorization. Non-prescriptive drugs will not be administered unless the parent has given permission in writing including the student name, dosage, and time of administration. Prescribed drugs must have written permission by the parent and the physician. All medicines must be kept and administered at the office. All medications must be sent into the office, upon arrival, in the original prescription bottle, clearly marked what it is, directions for administration, and the child's name on it. By law, we cannot accept medications that are in bags or non-prescription containers. Each parent is responsible to send in any/all medication.

- **When to Keep Your Child Home**

You should keep your child out of school if he or she **needs frequent, one-on-one care from an adult or lacks the energy or alertness to learn or to play.**

Keep your child home if he or she has a contagious condition such as chicken pox or strep throat. Let your doctor decide when it is safe to allow your child to return to school.

Your child should take the day off or will be sent home from school if he or she has any of the following symptoms:

- A fever of 100 degrees or higher within the last 12 hours, especially when combined with other symptoms.
- A fever that recurs as medication wears off.
- Nausea, vomiting, or diarrhea.
- Persistent headache or body aches.
- Undiagnosed or contagious skin rash.
- Excessive sleepiness, tiredness, or irritability, even if caused by medication.
- Loss of appetite for more than a day.
- An excessively runny nose or eyes that show sign of infection.

A sick child needs more care than we can provide in our school setting. Keeping your child at home is not only the best thing for him or her, but also shows consideration for classmates. Let's work together to keep all of our students as healthy as possible.

A child who is unable to function in the classroom on any given day due to physical or emotional reasons such as excessive tiredness, inconsolable crying, or extreme anger or aggression may be sent home. A parent will be called to pick up the child and they will be marked absent for the day.

Student Conduct and Discipline

I Timothy 4:12 exhorts: "Let no one look down on your youthfulness; but rather in word, in conversation, in charity, in spirit, in faith, in purity, show yourself an example of those who believe."

All Students must dress in conformance with one's biological sex; Use restrooms, locker rooms, and changing facilities conforming with one's biological sex; and Abstain from all intimate sexual conduct outside of the marital union of one man and one woman (see the Statement of Faith 9th section "We believe that the term 'marriage'....") Students should not possess behaviors such as cheating, stealing, lying, coveting another's possessions, etc., and shall have respect for authority and other students.

The school generally follows its discipline procedures contained herein. However,

there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, a student should take it quickly to the teacher. Often a conference or even a note can clear up the difficulty. Should the problem remain, the student should then feel free to consult the administrator.

Such disciplinary measures, considered reasonable by the teacher or the administrator, will be handed out to the offending student. This includes detentions, suspension, and expulsion from the school program.

By enrolling children in GCA, a parent is stating their willingness to cooperate as fully as possible with the disciplinary policy of the school. If a serious disciplinary situation develops, parents are expected to work closely with the teacher or administrator to resolve the situation. Refusal or failure to do so could result in the child being “held out” from classes until a parent/ Administrator meeting can be scheduled.

Behavior

As Christians, we should always strive to obey God and His Word, not only as our service to God, but also to be an example of “salt” and “light” to the world around us, both in and out of school. Therefore, GCA students must agree to regularly attend the services of a church where the Bible is honored as the Word of God, and the message of salvation through faith in Jesus Christ is clearly proclaimed. We, as Christians, are required to abstain from activities and practices which are contrary to the word of God and accepted Christian behavior. We must refrain from such activities as the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language as well as promiscuity, homosexuality, or other deviant sexual behavior.

Conflict Resolutions

It is not uncommon for students to become angry at one another over perceived wrongs. We expect our students, as Christians, to learn how to resolve these issues, as Christ would have us to. Gossiping, name-calling, snubbing, mocking, making fun and harassing one another are definitely not God's standard and will not be tolerated. When conflict occurs, we will lovingly confront students and encourage them to accept, care for and forgive one another. Students unwilling to resolve conflict may be subject to disciplinary action.

Harassment and Bullying

Grace Christian Academy is committed to maintaining a safe academic environment in which all individuals are treated with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment. Such behaviors include, but are not limited to threats, bullying, name calling, teasing, and put downs. Such acts may be verbal or physical in nature. We are prepared to take action to prevent and correct any violations of this policy.

Violators will be subject to discipline, up to and including, suspension or expulsion. Students who observe conduct of a harassing nature are also encouraged to report the matter to a teacher or staff member. Suspected incidents of harassment and bullying should be reported as soon as possible.

Behavioral Policies

- *Smoking/Vaping Policy*

The use or promotion of tobacco products on school grounds and off-campus school sponsored events is detrimental to the health and safety of students, staff, and visitors. Grace Christian Academy prohibits smoking, chewing, or otherwise ingesting tobacco or tobacco products in or on our K-12 school grounds including all school facilities, whether owned, rented, or leased. This policy is also designed to prohibit the possession, use, sale, or transfer of the following items on our campus (inside or outside) and at our off-campus events or school sponsored events.

The definition of prohibited tobacco products includes current and future tobacco products such as cigars, cigarettes, smokeless tobacco, pipe tobacco, roll-your-own tobacco, and vaping. Smokeless tobacco means any snuff or chewing tobacco, also included are the other tobacco like products and tobacco related devices, imitation tobacco products, lighters, vaping, and electronic cigarettes and associated paraphernalia.

- *Drug Policy*

All illegal drugs will be held to a no tolerance policy. All prescription medication needs to be handled through the school nurse in the front office. The student will manifest by example a Christian virtue both in and out of school, and as an example to fellow students in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the misuse of alcohol and tobacco, the use of illicit drugs, the use of recreational marijuana, legal or illegal, or the use of vulgar and profane language. (Col. 3:17, Titus 2:7-8, I Thess. 2:10, I Thess. 5:18, 22-23, and James 3:17-18).

- *Locker Rules*

In order to implement the Grace Christian Academy's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Use of Lockers. Lockers are to be used to store school supplies and personal

items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drug, drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.

2. Authority to Inspect. The Grace Christian Academy retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 1. All inspections of student lockers shall be conducted by the administrator, designee, or a member of the administrative staff designated in writing by the administrator or GCA Board.

Abuse or Mistreatment Student-to-Student

Grace Christian Academy has a zero tolerance for abuse, mistreatment, or sexual activity among students. GCA is committed to providing all students with a safe environment and will not tolerate the mistreatment or abuse of one student by another student. Conduct by students that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the school.

In addition, GCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, GCA will take the necessary steps to eliminate such behavior.

- Sexual Harassment Policy

Grace Christian Academy is committed to a positive and productive educational environment, free from discrimination, including sexual harassment. Sexual harassment of students, employees, and others involved in school activities is prohibited. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting. Among the types of conduct that would violate this policy would include the following: visual conduct, such as leering, making sexual gestures, displaying suggestive pictures, cartoons or posters; verbal conduct, such as making or using derogatory comments slurs and jokes, verbal abuse with sexually degrading words, suggestive or obscene letters, notes, or invitations, physical conduct such as touching, assaulting, impeding or blocking movements. Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant. Other forms of school discipline may also

follow.

- Threats

Threats against the school or the welfare of students and school personnel are grounds for suspension and/or expulsion. Local authorities may also need to be involved.

- Weapons Policy

Grace Christian Academy considers student possession of/use of/ or threat of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student.

Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a “threat.”

The possession of any weapon, including but not limited to guns or knives, is not allowed in or around the school or at any school function. Any object, including facsimiles of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violation of this rule will result in suspension and is grounds for expulsion. Additionally, it may be necessary to report the situation to the local police department.

Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant.

Other forms of school discipline may also follow.

- Vandalism

Vandalism to property of the school, its personnel, or students is prohibited and will result in school discipline. In addition, the school may intervene if acts of vandalism directed at an individual are judged to be intimidation or harassment. School discipline may include restitution, suspension, or expulsion. Local authorities may also be involved to impose public restitution, suspension or expulsion. Local authorities may also be involved to impose public law. Any student who accidentally damages or destroys school property as the result of carelessness or rowdy conduct will be expected to make payment in the amount of loss to the school for any repair or replacement.

- Video/Camera/Cell Phone Personal Privacy

No videos or photos taken at school may be posted to a public website without explicit permission from the administration and a signed release from the parent/guardian of all minors appearing in the photo. The GCA office will gather information regarding the exclusion of use of students being photographed in or outside of school.

- Violation of the Law

Students who are involved in violation of the law will be brought before the administration for disciplinary action. Courses of action could include suspension, probation, and /or recommendation for expulsion. Counseling will be required.

Academic Matters

We believe every student ought to excel in all areas of life. It is our desire that consistent and reasonable progress be evident in each student. We hope that each child will do his/her best and be content with that accomplishment.

We do not release the names, telephone numbers, and/or addresses of a particular student or group of students that attend or have attended Grace Christian Academy under any circumstances to anyone without the signed, expressed written consent of the parents of the student or students.

The school year consists of two semesters. Each semester consists of two 9-week marking periods.

Grade Scale

The following grading system is used for all grades:

A+	98-100	4.0	C	80-82	2.0
A	95-97	4.0	C-	78-79	1.7
A-	93-94	3.7	D+	75-77	1.5
B+	90-92	3.5	D	73-74	1.0
B	88-89	3.0	D-	70-72	0.7
B-	85-87	2.7	F	0-69	(Failing)
C+	83-84	2.5	I	Incomplete*	

*Any incomplete grades will have to be completed or an average of current assigned grades, which are recorded, will be posted the next quarter. Incomplete grades need to be converted to numeric/letter grades within 7 calendar days. That means all unfinished assignments need to be handed in for grading to that subject teacher before the report cards go home, unless there is an extended illness or injury. In that case, the parameters set up under *Make up Quizzes and Exams* apply. If work is not completed within the predetermined timeframe, then all incomplete subjects will be given a “0” for those subjects.

Academic Prerequisites

Since foundational knowledge is necessary to be able to successfully proceed to a higher level in each subject, students are required to pass their grade level in a subject prior to attempting the next level. Any subject failures must be repeated, if optional, or successfully completed in a summer school program.

Mid-Term and Final Exams: All High School Students (9-12) are required to take mid-term and final exams. These exams consist of material for the entire first or second semester of the school year.

Our writing and research documentation format follows the Modern Language Association (MLA) and American Psychological Association (APA) standards for all subjects and grades.

Homework Policy

Homework is an integral part of the school academic program and will be assigned to students for the following reasons:

- Drill – most students require solid drill to master material
- Practice – “Practice makes permanent”
- Remedial Activity – As instruction progresses, various weak points become evident. Homework helps strengthen and helps overcome difficulties.
- Special Projects – book reports, compositions, and research can be carried through homework to assure deeper understanding of a subject or related area.

Students must have homework ready when the class begins. If a homework assignment is a day late, the student will receive a 5-point deduction. If the homework assignment is two or more days overdue, then the maximum numeric grade a student will receive is an 80. Four missed homework assignments in any class during a semester will result in a detention and a daily grade of zeroes.

Honor Roll

The Honor Roll system is designed to give those students recognition and reward for their outstanding achievement. The grading system is used to determine which students are eligible for the honor roll in grades 1-12. Two honor roll systems have been adopted: High Honors and Honors for the Honor Roll.

The honor roll for each marking period is determined according to the following:

- High Honors 95 - 100%
- Honors 93 - 94%

Make up Homework, Quizzes, and Exams

Students have two class days for every day absent after an excused absence from school to make up any work. The day of the student’s return is counted as the first day.

Should a student miss the day of a scheduled test/quiz, it must be made up on the day of return. If a student misses a day or days prior to a scheduled test/quiz, then the above paragraph applies. However, if the student has been notified of an upcoming test/quiz while in school and no new material has been covered, then he/she must make up the test/quiz upon return, unless communication with the class/subject teacher has been predetermined differently.

If a vacation or planned absence is scheduled during the school year, students must get the form signed by their parents, have each teacher record assignments to complete, then given to the office prior to the planned absence. When the student returns to school from his or her trip, homework must be handed in to each teacher. It is the student's responsibility to make arrangements with the teacher to make up any quizzes and exams. If a student does not make up the work during this allowable time period, he/she will receive a 0.

Report Cards and Progress Reports

Report cards will be sent home at the end of each quarter to the parents, except the 4th quarter high school report card will be mailed.

Report cards are to be signed by a parent and returned to the school within one week. Parents are invited to enclose their comments.

Conferences with teachers are encouraged.

Progress reports will be sent home in the middle of each of our four quarters of the school year. These are for parent's information only and need not be returned to the school. Progress reports/report cards will not be sent home if the students account is not current (please refer to the "tuition" section of this handbook for further clarification).

Access to Academic Files

The custodial parent, eligible student, guardian, or designated representative shall have access to the student's academic/educational file by submitting a written response to review an academic or medical record.

Access shall be provided within three (3) days of receipt of request. For the purposes of security, access shall be in the presence of the administrator or teacher or designee(s).

A custodial parent, eligible student, guardian, or designated representative who believes that information in the student's academic/educational file is inaccurate or misleading has the right to request that the school amend the inaccurate, misleading, or violating information.

General Class Conduct

When class starts, students are to be in their seats with all necessary class materials ready as specified by the teacher.

Students may not chew gum in school or on the school grounds (Elementary)

Students must have a teacher's permission (with a pass) to leave the classroom.

Specific classroom guidelines set by each individual teacher must be observed by students.

Classroom Conduct

- Each teacher will establish classroom rules designed to promote an effective

teaching and learning environment. If a student violates a classroom rule, there will be consequences.

- Students are not to be in any classroom unless a teacher is present.
- The teacher's computer, printer, desk, bookshelves, file cabinet and supplies are off limits to students without a teacher's permission.
- Food and beverages are allowed in the classroom at the discretion of the teacher except for the computer lab or around any computers or electronic devices in the school.

Excessive problems or major infractions will involve administration.

Parent-Teacher Conferences

An official parent-teacher conference will be held early in the school year. The parents will be notified of the exact date and time that the conferences can be held. Teachers may request a conference at this time. If a parent has any concerns, they are urged to call and schedule a conference for this time.

Parents should not feel limited to this scheduled conference, but are encouraged to request additional conferences as the need arises.

Parents are asked to make appointments with the teachers several days in advance.

Grade Promotion

Since foundational knowledge is necessary to be able to successfully proceed to a higher level in each subject, students are required to pass their grade level in a subject prior to attempting the next level. Students who receive all satisfactory grades in all subjects (70 or higher) are promoted to the next grade.

Students who receive unsatisfactory grades, exhibit learning difficulties, or lack of maturity to progress will be evaluated by the teacher and administrator to determine grade placement. The decision of non-promotion will be made after a conference with the parents, teachers, and administrator. Factors other than grades which could influence a decision are ability (aptitude), age, attitude (approach), emotional development, health, motivation, social maturity, and standardized tests.

General rules of promotion are:

- If a child receives more than two D's as a final average in any of the major subjects, the grade should be repeated.
- If a child receives two or more F's as a final average grade in any of the major subjects, the grade must be repeated.
- Students failing a course needed for graduation may make up the credits by one of these methods:
 1. Taking and passing a course through your local school district's summer school program.
 2. Taking and passing a correspondence course approved by Grace

Christian Academy (course must be equivalent to the course failed).

Any major subject failures (Bible, English, history, math, science, French) must be successfully completed in a summer school program taught by a certified school teacher with strengths in that subject area, a cyber-school program specified in that subject, or arrangements made with the GCA administrator, failed subject teacher, and failing student's parents for an acceptable plan of action.

If a schedule and space permits, it may be possible to repeat the course in the regular classroom.

Academic Probation Policy

The purpose of this program is to assist the student who is in need of extra assistance in order to complete class and/or homework assignments.

Step One: The first occurrence (3 incomplete homework assignments) will result in a verbal warning and a telephone call to the parents notifying them that a warning has been given and identifying the incomplete assignments.

Step Two: The second occurrence will result in a (1½) hour period of extended school beginning at 3:00 p.m. and ending at 4:00 p.m. The extension will continue on consecutive school days (Tuesday, Wednesday, and Thursday) until the assignments are completed. Parents will be notified one day in advance of the extension in order to arrange transportation.

Step Three: If the student fails to adhere to this program and shows no intentions of completing back assignments, the student and his/her parents will be required to appear before the administrator, and if continued, the student and parent will meet with the school board for further action.

This policy is not meant to punish any student for having difficulty in learning, but is meant to help us help the student to keep from being slothful in work. If a particular course seems to be too difficult, other options are available to help the student. Parents and student should seek help from the administration in scheduling. Students, upon failing courses, make it extremely difficult for the teacher and the class. That's the reason why scheduling individual courses for the following year becomes nearly impossible.

Any student in grades 7-12, upon failing three subjects in any quarter, will automatically be placed on academic probation. The student must show significant improvement within the following quarter to be removed from the probation list. Should the student continue on the list for more than *two consecutive* quarters, a decision by the school officials could result in dismissal from GCA. Should a student fail specific courses for grades 9-12 and should these courses be necessary for graduation, students would be expected to make the course up in summer school, or through an approved correspondence course.

Cheating and Plagiarism

Academic integrity is of the utmost importance at GCA; therefore, it is essential

that each student take responsibility for his/her own work. Cheating and plagiarism are unacceptable practices.

Cheating is the giving, receiving, or using help not authorized by the teacher on any form of assessment. This means that students should not copy from another's work, provide answers to another, or use any source of information not allowed by the teacher on class work, homework, projects, quizzes, or tests. This also includes copying of another's answers on a test, the use of crib notes during an exam, the copying of someone's homework assignment, or the sharing of information to obtain or give an unfair advantage on an exam.

Students are expected to complete their own work: tests, quizzes, reports, homework assignments, essays, papers, and in-class assignments. They are to acknowledge contribution of others when they collaborate, or use other sources of information. Particularly, students are expected not to participate in another student's academic dishonesty.

Plagiarism is intentionally presenting someone else's work as one's own. This would include copying or paraphrasing from a book, journal, or the internet without acknowledging the original writer. Paying another person for their material is still a form of plagiarism. It also involves copying many works or ideas from a source that it makes up the majority of your work, whether or not you give credit.

Students who are caught cheating or plagiarizing could receive a zero for the assignment or may be asked to resubmit the assignment for partial credit (80% maximum). Other disciplinary measures, such as detention or suspension, could be expected.

Academic or Disciplinary Probation

While on probation, the student will be given an opportunity to correct his or her problem under the continued evaluation of the faculty and administration. Parents will be notified in writing should this situation occur, and may be called in for a conference with their child. If there is no improvement displayed to an acceptable level determined by the faculty and administration, the Administrator will give the parents and GCA School Board members a recommendation that the student be withdrawn from Grace Christian Academy.

Positions of current class or organizational leadership within the school, athletic competition, and/or extra-curricular participation must be relinquished until probation has been lifted. Future consideration of a leadership position or sports cooperation will be carefully deliberated.

The length of probation is for 3 weeks, which is equivalent to 15 academic school days, or longer as decided by the administration and GCA Board on a case-by-case basis. At end of the probation period, faculty and administration will do academic or disciplinary probation reevaluation.

Reasons for probation:

1. Insufficient academic progress,
2. A consistent negative attitude that creates a distracting influence upon other students,
3. A pattern of deliberate disobedience or a rebellious spirit even after attempts by the faculty to effect needed change,
4. Personal conduct inside or outside of the school environment which would be a detriment to the testimony of the Lord and GCA, or
5. Failure of the student to comply with the policies and recommendations of the school.

Behavioral Discipline Policy

The discipline policy is intended to be a complement the discipline in the home. Since the school is partnering with the parents to educate their children, it is incumbent upon GCA to clearly delineate its position and code.

GCA endeavors to operate within the context of a Biblical worldview. It is within this context that a direct relationship between a quality education and a student body's overall conduct is linked. Ultimately, a school's success can rise or fall on these concepts alone. For example, honor and respect are solid cornerstones to a solid discipline system. However, these cornerstones are forged out of a bedrock of God's love (Revelation 3:9). If love, honor, and respect break down, then the whole organization loses momentum in other pursuits, and eventually, can become dysfunctional.

The Bible presents discipline as an act of love for the purpose of instructing a child in ways that are right, wise, and helpful for life's later challenges. The faculty and staff take these responsibilities very seriously, because they understand their accountability (Proverbs 6:23, 10:17, 29:15-17; Galatians 5:22-23; Colossians 1:28, 3:20; Hebrews 13:17).

The Christian home and Christian school must work together to discipline children. The students are to be taught to honor, obey, and respect the teachers and staff in the same manner as they would their own parents (Exodus 20:12). Therefore, honor and respect toward one another will be expected among all ages of children.

It is with this in mind that our standard for discipline is broadly defined. Consistency will dominate the school's discipline policy, but there is latitude for teachers to establish age appropriate standards for their classes.

GCA Discipline Code

The administrative staff and teachers have authority over all students. In the classroom, the teacher will set the guidelines of expected conduct and will correct unacceptable behavior. Students who choose to be insubordinate or disrespectful after being corrected will be referred to the administrator. Any student who

addresses a teacher or other staff member using disrespectful or insulting language will be sent to the administrator.

The school's discipline code is as follows:

While discipline is basically positive training in the right direction (Proverbs 22:6), there is the negative side as well. It would be impossible to make rules to cover every type of infraction. Good behavior must come from the heart and not be the mere conformity to man-made regulations.

Such disciplinary measures, considered reasonable by the teacher or the administrator, will be handed out to the offending student. This includes detentions, suspension, and expulsion from the school program.

By enrolling children in GCA, a parent is stating their willingness to cooperate as fully as possible with the disciplinary policy of the school. If a serious disciplinary situation develops, parents are expected to work closely with the teacher or administrator to resolve the situation. Refusal or failure to do so could result in the child being "held out" from classes until a parent/ administrator meeting can be scheduled.

We expect respect be shown to the authority of the administration, faculty, and fellow classmates, and duly elected student officers.

Although we at GCA recognize that we have no direct control of the students when away from the school, any violations of accepted behavior of GCA students in all behavior and activities shall be considered serious and consequences for that specific behavior will result. The testimony which the students give forth for, or against, the Lord Jesus Christ when out in public is also the testimony which is reflected upon GCA.

Our goal is to teach our students that they have choices to make concerning their behavior. A poor choice results in a consequence.

Please see specific grade level to view the GCA Discipline Code for that grade.

Elementary (Kindergarten through Fifth Grade):

- Rules and consequences are listed in each classroom.
- The behavior is verbally addressed with the student by the teacher.
- Each offense will be clearly discussed with the student.
- The teacher may apply spiritual applications and pray with the student.
- Parents will be notified by the teacher of significant behavior problems.
- The student may be sent to the office and the administrator will determine if further discipline is necessary.
- Repeated offenses will result in a phone call or letter home from the administrator.
- If the problem persists, disciplinary referrals and detentions may be considered.

High School discipline occurs in a progressive manner in the following chain:

- The behavior is addressed to the student by the teacher.
- If it continues it is followed with a discussion between the teacher-student-parent.
- Continued behavior will result in a meeting with the student-teacher-parent and administrator.
- Prolonged misbehavior will result in the administrator addressing the board of the situation. The board will then have the ability to vote on the student's continuation at the school.

Disciplinary Referrals and Detentions: (Seventh through Twelfth Grade):

A student may receive a *Disciplinary Referral* (DR) for a variety of offenses.

Generally, a *Disciplinary Referral* is given for situations involving obedience, attitude and/or respect. *Disciplinary Referral* offenses will be written on a *Disciplinary Referral* form by the faculty or staff member administering the discipline.

Student Discipline

Level 1 – Lunch Detention

- Tardy to school five or more times
- Dress code violation and change clothes
- Bullying 1st offense
- Minor profanity
- Minor student to student disruption
- Disrespectful behavior (minor)
- Failure to follow directions
- Public Display of Affection

Level 2 - In-School Suspension/Multiple Day Lunch-Detention

- Repeated level 1 infractions
- Minor physical aggression
- Internet violation
- Cheating/Academic Integrity Violation
- Minor vandalism
- Truancy or repeated tardy
- Disrespectful Behavior/insubordination
- Profanity/obscene gestures
- Repeated Public Display of Affection
- Bullying

Level 3 - Out of School Suspension

- Repeated level 2 infractions
- Vandalism and pay for damages
- Alcohol, Tobacco, Drug violation
- Fighting
- Theft

Level 4 – Expulsion

- Sexual Harassment
- Weapons violation
- Terroristic Threat

Depending on the circumstances, the administration has the right to move discipline issues from one level to another.

*NOTE: *Disciplinary Referrals and Detentions* are recorded and kept in Sycamore Education for the entire school year.

Detentions

Detentions are accumulated throughout the year and given in three areas. These categorical detentions are recorded by the specific teacher

1. Disciplinary - A disciplinary detention is given for a serious offense in violation of the discipline code as spelled out in the handbook.
2. Tardiness - Detentions for tardiness are given after the third time and each additional occurrence thereafter during a marking period.
3. Missed Homework Assignments - Missed homework detentions result from missing a total of 4 homework assignments during one semester in a specific class.
4. If a student is given a detention, it will be the responsibility of his or her parents to pick up their child at the conclusion of the scheduled detention.

In-School Suspension

Internal suspension removes the student from the classroom for a designated period of time and is served within the school. This will occur in an area specified by the administrator, which is isolated from other students, with the freedom of the student severely curtailed.

Out-of-School Suspension

External suspension is used when necessary to discipline a student based upon his/her collective misbehavior or major school violation. External suspension for an individual student will require a parental conference with the administrator prior to the student's reinstatement to school.

Order and peace will be promoted in the classroom in order to create a good

environment for learning. The general approach will be to confront and correct students who are not respectful or obedient, and to encourage those who are. Ideally, each student will be dealt with consistently in relation to clearly communicated expectations (as outlined in this handbook, or otherwise delivered by classroom teachers and/or administration of GCA).

“Obey them that have been given authority over you, and willingly submit yourselves, that they may exercise their authority with joy and not with grief.”

Hebrews 13:7

Grace Christian Academy forbids corporal punishment by faculty, staff or volunteers.

Suspension Policy

Suspension: the temporary removal of a child from school for a violation of school policies or rules.

Suspensions will generally be imposed by the GCA administrator or authorized designee on the account of pupil disobedience or misconduct and can last up to 10 consecutive school days.

Conditions for suspension process:

- A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond to the GCA Administrator.
- Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
- The parents or guardians shall be notified immediately by phone and in writing when the student is suspended.
- When the suspension is going to exceed 3 school days, the student and parent shall be given the opportunity for an informal hearing with the GCA board.
- Suspensions may not be made to run consecutively beyond the 10 school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments which will be graded/weighted in the customary fashion.
- A probationary period of up to 30 school days will be assessed following the students return to school to ensure student is meeting GCA stated academic and behavioral expectations and standards.

The GCA administrator will provide the student and the student’s parent, guardian, or custodian with written notice of intention to suspend and the reasons for the intended suspension.

When the suspension is going to exceed 3 school days, the student, the student’s parent, guardian, or custodian will be offered the opportunity to appear before the school board for an informal hearing in order to challenge the reason for the

intended suspension or otherwise explain their actions.

The student will have a right to bring witnesses and/or present evidence to support or refute the basis for impending suspension/expulsion.

The hearing will be scheduled no earlier than three school days and no later than five school days after the notice is given, UNLESS the board is unable to convene a quorum. Exceptions will be considered on a case by case basis.

(Note: this does not apply to "in-school" suspensions)

Expulsion Policy

Expulsion: a more permanent removal of a child from school for a violation of more serious school policies or rules.

Expulsions will generally be recommended by the GCA administrator following a 10-day suspension (you're suspended first, then the administrator will notify you that he/she is recommending you for expulsion).

The GCA board reserves the right to make or consider modifications of expulsion requirements for a student on a case-by-case basis. A consideration for immediate expulsion will be determined if a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold an informal hearing within the period of a suspension. In these incidences a student may be excluded from school immediately. A GCA student should not be excluded from school for longer than 15 school days without a hearing before the board unless mutually agreed upon by both parties. The responsibility for providing the required education rests with the student's parents or guardian, and may require placement in another school, tutorial or correspondence study, or another approved educational program.

For further discussion: medical issues, pregnancy, run-away status, alleged violations of the crimes code, etc.

Consideration for re-enrollment after an 'Expulsion' must be board approved.

Some examples of serious offenses would be:

- Acts of violence
- Bringing a firearm/weapon to school or to an GCA sanctioned event/extracurricular activity, or other school-related function. The term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- Making a bomb threat to a school
- Committing an act that would be a crime if committed by an adult
- Being convicted of a delinquent act
- Illegal drug offenses or misuse of prescription medications.
- Bullying; "bullying" shall mean an intentional electronic, written, verbal or

- physical
- Act, or a series of acts, directed at another student or students which occurs in a school setting that is severe, persistent or pervasive, and that may be substantially interfering with another student's education; creating a threatening environment; or substantially disrupting the orderly operation of the school.

The provisions of this section shall not apply to the following:

- (1) a weapon being used as part of a program approved by a school by an individual who is participating in the program; or
- (2) a weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

Extra-Curricular Activities Participation Policy

All students who desire to participate in athletics and extracurricular activities must maintain acceptable effort and exhibit a positive attitude in their regular classroom obligation. All students participating in athletics and/or extracurricular activities must maintain a 70% or higher average in all of their classes. They also must maintain discipline eligibility. Students must have a physical from their doctor within the last twelve months (from the beginning of the sports season) and pay the sports fee before they begin participating in any sports. Behavior, academics, and attitude will be evaluated on a weekly basis by the regular classroom teachers. If the student has not met his/her obligations, that student will not be eligible for participation in any extracurricular activities for the following full week. If at the end of the next full week of ineligibility such obligations are evaluated positively, the student may resume participation. Negative evaluations will result in continued ineligibility for participation. If evaluations remain negative for the fourth week, then the student will no longer be a part of the team and cannot participate in that activity. If at any time a student receives a detention (after school or weekend) that student is ineligible to play for one week.

Eligibility for Sports and Extracurricular Policy

Grace Christian Academy participates in the NYPENN and league and competes against other schools during the fall (girls' and boys' soccer), winter (girls' and boys' basketball), and spring (volleyball). Physical exams are required from a family physician using school supplied forms before any student can participate for that year. Students are to maintain respectable grades and behavior (please see Athletic Handbook). Students are expected to support the overall sports program with the commitment to practice with the team at all practices, participate in all games or meets with a reverence toward Christ, and dedicate time to help benefit themselves, teammates, and fellow students.

In order for a student to be eligible to participate in the sports program or extra-curricular activities at GCA, he/she must maintain an overall D- (minimum 70) average in every subject. For more information on eligibility, please obtain information from the office.

Miscellaneous Information

Address/Telephone Change

Any time contact information, address or telephone number is changed, please notify the school immediately with that new information.

After School Guidelines

All students being dismissed at 3:00 who do not go directly to their bus or car should immediately go to the area designated for supervision. Students may not wander about the building. Students waiting for their rides (including staff children) are bound by the same guidelines as all the other students. When students remain at the school or are returning from an event, they remain under the supervision of the staff members. When there are no adults available (between school time and time of event) the students are to go home and return at the appropriate time. Students are not to be left unsupervised in the building at any time.

Birthdays

Students may bring in a birthday treat to be passed out to their class during lunch time. Birthday invitations passed out in school must be for an entire class. If the entire class is not invited, invitations should be delivered to invited students outside of school.

Bus Guidelines

Bus conduct should be the same conduct as expected at GCA.

Incidents reported by the bus driver will come under Grace Christian Academy discipline and can result in bus privilege suspension and/or other disciplinary measures.

Cell Phone Usage

Parents may provide students with a cell phone to use in case of an emergency. **All students will drop off their cell phones in the main office upon entry for the school day. Should a parent need to contact their son or daughter, please call the school (570-358-8052) and we will notify your child.** Students may not keep their phones in their backpack or use them throughout the day. Students may retrieve their phones from the office when leaving at the end of the school day to go home. Any violations to this amendment will result in the parent having to come to the office at the end of the school day to get their child's phone.

Chapel

Each week the school has a chapel service. Pastors, patrons, staff and others are invited as speakers. Student participation includes singing, flag salutes, prayer and testimonies.

Child Abuse

Grace Christian Academy teachers and administrator are under legal obligation to report to appropriate authorities when evidence of child abuse is perceived.

Clearances

Clearances are required by the state of Pennsylvania to perform any volunteer work. Required clearances include the Pennsylvania State Police Criminal Record Check, the Child Abuse History Clearance, and Mandated Reporter (Act 126 or Act 31). These clearances will be required to be on file in the front office prior to beginning your volunteer hours.

Communication Envelopes

Grace Christian Academy uses special envelopes to send home important papers to parents. These need to be returned to the school promptly.

Field Trips

Individual teachers will be planning field trips throughout the course of the school year not to exceed 3. The administrator approves all Field Trips. Trips are properly chaperoned and ends at the time parents have been told to expect. An authorization form (see Appendix B) should be signed and returned to the school granting permission for such trips.

When a field trip is planned, the teachers or leaders need to examine the safety factor for the students involved.

Fees may be necessary for some trips to help defray the cost of transportation and admissions. Field trips must pay for themselves.

Each employee or volunteer will receive a list of the students in his or her group. Any adult (parent) supervisor should always remember that the children they have been assigned to must be their first priority and they need to always be actively watching out for their behavior and safety.

Develop a plan for employees and volunteers to communicate with each other while off-site. Supervising teacher will have an emergency plan for responding to incidents.

Parents may be asked to participate in car-pooling arrangements. All drivers must have clearances prior to the field trip, as well as a copy of current driver's license, registration, and insurance.

If a class is running late on a field trip, someone in the office will get a message to the parents.

If it is an overnight/evening field trip or event, the following procedures will be followed:

- Specify employee/volunteer to student ratios in cabins/rooms;
- Identify blind spots in the cabin/rooms/
- Monitor cabins/rooms during the day – even while students are participating in other activities;
- Plan for students to return to the cabin/room to change or use the restroom throughout the day;
- When possible, assign chaperones different times to shower and change;
- Assign chaperones to supervise specific areas during evening activities and transition time before the activity begins;
- Chaperones will do random head counts;
- Designate specific chaperones to monitor the restrooms and cabins/rooms/sleeping areas during evening/overnight activities.

After each field trip, an evaluation of the field trip is to be completed. This will enable teachers to know whether the trip is worth repeating or not.

Fire Drills

Fire drills will be conducted periodically. Students are to leave the building immediately under a teacher's direction. If a student sees a fire, it should be reported to a faculty member promptly. DO NOT try to put a fire out yourself. Your personal safety and that of other persons is more important than the building.

Homework

Students are expected to complete assignments by the deadline specified by the teacher.

Parents share in this responsibility to assure the students are completing their assignments.

Assignments for 6-12 grades will be posted on Sycamore Education.

Library

The Grace Christian Academy Library is established to provide books with spiritual principles and philosophies, material that offers insight and understanding into specific subject matter, reference material that will encourage research, and wholesome reading. The library will include books that model positive character traits, show conclusive results to actions, draw a line between good and bad, not contain objectionable language, and emulate wholesome values.

To ensure that books being selected follow GCA guidelines, criteria will be established to evaluate book selection. It is the school's desire to teach students to

critically evaluate what he or she reads. There are books in the library that do not emulate Christianity. It is important for parents to know that they should be actively involved in helping their child evaluate what they read.

The purpose for the GCA Library is to uphold the Word of God and remain in alignment with the goals, objectives, and philosophy of our school. We seek to encourage learning and growth, provide literature not found in public libraries, and to provide certain resources for the student to effectively fulfill assignments, supplement instruction, and mold character.

In the selection of books, GCA agrees to purchase items that harmonize with our purpose. Curriculum needs to carry first priority regarding texts that support our guide for the use by faculty, students, and administration. Other reading selections will include fiction, drama, poetry, essays, etc. Selecting materials should center on sharpening moral understanding, assisting the reader to make good decisions, and serving the reader to be more like Christ. Books should engage imagination, provide an enjoyable experience, lead to greater understanding of cultures, provide strengthening of one's faith, and increase discernment of right and wrong.

Lost and Found

Items left unattended at the end of the day may be located in our lost and found. Please ask at the school office for access to the lost and found box. Lost and found items will be disposed of on a bi-weekly basis.

Lunch & Fruit Break

Grace Christian Academy does not have a cafeteria. Students are to pack a lunch each day. Please make sure that this is a nutritious meal that is sufficient to make your child comfortable throughout the day. We ask that each family send in a can of food to be kept in the cupboard to be used in the event that a lunch is forgotten. Occasionally, hot lunches are available for students; menus will be sent home monthly. Students in grades K-5 have a time in mid-morning to have fruit break. We ask that this snack always be healthy (i.e. fruit, crackers, granola bars), not sweets or desserts.

Open House

An Open House is scheduled during the school year for prospective parents wishing to attend GCA in the near future. Parents may meet the teachers and preview their textbook, materials, long range plans, goals, and objectives for the year. Dates to be determined.

Pledges

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 Savior crucified, risen, and coming again with

life and liberty for all who believe.

Bible: I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Snack Cards

The school sells white and chocolate milk and a variety of snacks each day. Rather than having the children bring money daily, we ask parents to send in \$5.00 to purchase a snack card. This card is marked off into increments of 25¢, which is the cost of the drink. Snacks usually are around 50¢. Parents may request milk only or snack once a week.

School Insurance

School accident insurance is available for a nominal cost at the beginning of each year. Forms will be sent to you for this optional program.

School Supplies

Books and instructional supplies are usually supplied by Grace Christian Academy. Small designated items (i.e. crayons, pencils, notebook paper) which are specified at the beginning of the school year are the student's responsibility. Grace Christian Academy utilizes all allocation of loan of texts and materials through the Pennsylvania Department of Education. In the event that there is excessive abuse or damage to books and/or other school property, that student is responsible for all costs of repair or replacement and may receive further disciplinary actions.

Student Pictures

Student pictures will be photographed in the fall for the yearbook portraits, which may be purchased by students. Spring pictures are also taken and are available for purchase.

Sycamore Education

Sycamore is our primary source of communication between the school and families. Parents should frequently monitor it for school and academic updates.

Telephone Calls/Usage

Students may use the telephone at the discretion of the school personnel in the main office. In general, student phone calls will be limited to emergency needs. Student use of the telephone for school related calls is restricted. Student calls will be limited to legitimate needs to communicate with parents or other responsible parties. It is not to be used for frivolous reasons. Permission must be obtained before using the school phone for personal reasons.

Visitors

A student who plans to have a visitor come to the school with them for a day should obtain a visitor pass from the administration prior to the day of the visit. No one is

allowed on campus without permission from the administration.

DRESS CODE

Grace Christian Academy believes that there is a close relationship between positive scholarship, neatness, and appropriate dress.

All Students must dress in conformance with one's biological sex; use restrooms, locker rooms, and changing facilities conforming with one's biological sex. The purpose of the dress code is to be obedient and to provide the best possible atmosphere for learning. Our attire should be modest and attention should be more on improving the inner person rather than the outer person. It is the school's conviction that parents are responsible for the modest dress standards characterizing a Christian young person. Students should also recognize their responsibility and respect for the school by desiring to attend school in appropriate attire. Traditional styles of clothing are expected. Nothing that will distract from learning and/or draw attention to oneself will be acceptable. The way we dress affects our attitude and desire to learn.

"Whether you eat or drink, or whatever you do, do all to the glory of God," (I Corinthians 10:31). We believe that standards of dress contribute to a safe, respectful environment for all students and staff. Clothes that students wear to school should be modest, clean, and neat. The intention of the guidelines below is to clarify what is acceptable and what is not according to GCA school dress code.

GCA Dress Code

Students have the following choices of what to wear as long as the clothing is modest, clean, and neat.

Our goal in setting these standards is to promote a respectful, safe environment for all students.

Choices for Monday-Thursday

TOPS: Polo-style shirt with collar, any color or pattern
School issued dress code logo T-shirt or long sleeve
Sweatshirts free of hoods
NO witness wear (except for special days)

BOTTOMS: Blue or black jeans
Blue, black or tan khakis or dress pants
Skirts for girls (MUST be below the knee and MUST wear shorts or solid color leggings under)

LAYERS: Long sleeve shirt may be worn under polo or school issued dress code logo apparel or a zip up sweatshirt free from characters or logos other than school logo (must have dress code on under)

Choices for Chapel-Wear (Fridays and any other day)

GIRLS: Skirts (MUST be below the knee and MUST wear shorts or solid color leggings under)

Knee length or longer dresses (MUST wear shorts or solid color leggings under) (Must have sleeves no sleeveless)

Dress pants with a dress top. Must have sleeves no sleeveless

GUYS: Dress pants and belt with tucked-in button-down shirt and tie

Choices for Special Days

Witness Wear: T-shirts or sweatshirts with logos that promote Christ or Christianity, including school logos, Christian college logos, or Christian band logos

Spirit Days: Special dress options announced in advance must be neat, clean, and modest

Choices for Warm Weather Days (August- October and April- May)

GIRLS: Bermuda shorts to knees or capris or ankle pants with school-appropriate top

GUYS: Knee-length shorts with school-appropriate top

**No athletic shorts except for gym class

Choices for Footwear

Shoes should be suitable for the weather and for play (elementary).

Shoes for K-6th graders must have a heel strap. No heels or flip-flops.

Stockings or socks are required for all students with sneakers or boots.

Hair:

Girls: Cut neat, no extreme hair styles and must be own natural color.

Boys: Neatly trimmed, no longer than back of collar and out of eyes, and own natural color, no extreme hair styles

Choices for Gym class for High School:

GIRLS & GUYS: T-shirts or sweatshirts, shorts to knee or sweats, socks, athletic shoes

Some fashion choices are not appropriate at school

Students wearing inappropriate clothing will be asked to change and will face disciplinary action for repeated offenses. See disciplinary actions below:

- *Not wearing approved dress code
- *Earrings or gauges on guys
- *Too-tight or too-baggy tops or jeans
- *Too-short skirts, dresses, and shorts
- *Jeans with holes
- *Hats on heads inside the building
- *Sleeveless tops or muscle shirts
- *Excessive make-up or jewelry
- *Extreme hairstyles or hair colors
- *Shoes with heels or flip flops
- *No visible piercings (except ears) or tattoos
- *Pictures or messages on clothing (except witness wear)

Dress code violations

Violations are at the discretion of the administrator and include but are not limited to clothing that is not dress code, immodest, tight, or revealing, torn or ripped jeans, extreme low rise jeans, short skirts, sweatpants, leggings without appropriate length dress on chapel day, sleeveless tops or dresses, shirts that reveal the midriff, any logos except small manufacturer's logos, not appropriate chapel attire, and hats.

If violation is found student will be asked to:

- 1) Buy a school shirt and change
- 2) Have parents bring in a change of clothes that conform to dress code
- 3) Sit in the administrator's office until clothes can be changed.

***As issues arise, this list may be amended**

A Word for our Parents

You, as parents, have one of the most important roles in your child's education. Your attitude and involvement will often affect your child's success and the success of the school. The school cannot operate without your support in work and prayer and for this reason, some parental responsibilities are listed below:

1. I will pray earnestly for Grace Christian Academy.
2. I will cooperate fully in the educational functions of GCA, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ in all of his or her life.
3. I will pay all of my financial obligations to GCA on or before the date due. If I am ever unable to pay on time, I will notify the administrator or financial personnel in advance and in writing, (a) giving a reasonable explanation for the delay and (b) stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables.
5. I will undertake volunteer duties and responsibilities for GCA as opportunities arise, and as God provides time and strength.
6. I will recommend GCA to other people as opportunities arise.
7. I will attend meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the teacher or school staff member involved rather than begin to speak criticism or hold a negative attitude in my heart. I won't criticize rules or guidelines that are established by the school, because this destroys the authority of the school and limits the help the school can give my children.
(See Matthew 18)
9. I will seek the advancement of GCA in all areas - spiritually, academically, and physically.

As an GCA parent, I recognize it is my privilege and responsibility to strive toward observance of the above, as God enables me by the power of His Holy Spirit.

KINDERGARTEN
and
FIRST GRADE

Welcome to Kindergarten and/or First Grade!

In addition to all of the information previously stated in the Handbook, the following are details regarding the student's experience at GCA.

Kindergarten

Kindergarten is provided for children who will be at **five** years old on or before **August 31st** of the upcoming school year. Kindergarten is also a five-day-a-week program. It is important to our teachers that every student knows they are special!

Requirements for Enrollment:

A child must be:

1. Toilet-trained - Child is expected to be fully independent in the restroom. (See Toilet-Trained Definition and Policy)
2. Five years of age on or before August 31.
3. Given a Placement Screening prior to enrollment.

First Day of School

On the first day of school, it is best for the parent to leave the child with the teacher. Need for adjustment is not unusual at this young age. The teacher is trained and prepared to deal with such situations. When the parent remains in the classroom, it makes the period of adjustment more difficult for the child. Always instill a positive attitude about school before the year starts. Reassure your child that kindergarten will be a time for learning, exploring, and having fun with other children.

Communication with the Teacher

A note is the best way to communicate important messages to your child's teacher, especially any changes in your child's routine. Notes should be placed in your child's envelope.

Playground

As weather and class schedules permit, we will go outside and use the playground.

The school provides toys and games for the students. No toys are to be brought to Kindergarten or First Grade without prior approval of the teachers.

Please note that siblings are not permitted to attend Field Trips, Parent Visitation Days, or Class Parties with parents who are volunteering at the school.

Commencement

Commencement for Kindergarten will be held on the stage. Graduation fees must be paid in full for each student.

Toilet Trained Definition and Policy

One of the requirements to be enrolled in Kindergarten at Grace Christian Academy is that a child **must be toilet-trained**. A child who is toilet-trained consistently realizes his or her need to use the bathroom without reminders. Kindergarten students are expected to be fully independent in the restroom. He or she is able to undress, use the toilet, wipe, and put his or her clothing back on by themselves.

An occasional accident is understandable, but should not be a regular occurrence. A change of clothes, including underwear, must be kept in your child's backpack throughout the school year. If an emergency arises and your child does not have a change of clothes at school, you will be called to bring clothing when it is needed.

Please note that if your child needs their clothes changed, they need to be able to do independently without the assistance from an adult. The soiled clothing will be placed in a plastic bag and sent home without rinsing it out. We are following recommended standards for infection control. Please remember to send a clean change of clothes to school the next day.

The following is a list of clothing suggestions that will encourage independence.

- *Elastic-waist, loose-fitting pants:* We recommend these instead of bib overalls or pants with belts, buckles, snaps, or buttons because they are easier for children to pull up and down themselves.
- *Waist-length undershirts:* Many children cannot snap and unsnap Onesie-type undershirts or bodysuits. In addition, the long backs can fall in the toilet and get wet.
- *Skirts and loose-fitting tights:* Using the toilet can be difficult for little girls when they need to use one hand to hold up their dress. Skirts that can be pulled up and down like pants work better. Close-fitting tights are usually difficult for little girls to manipulate.
- *Shirts with sleeves that can be easily pushed up:* Hand washing is an important part of learning to use the restroom independently. Shirts with long sleeves that button at the cuffs are difficult for children and frequently get wet in the hand-washing process.

In case of emergency (drink spills, bathroom accidents, illness, etc.), a change of clothes, including underwear, must be kept in your child's backpack through the school year. If an emergency arises and your child does not have a change of clothes at school, you will be called to bring clothing when it is needed.

Curriculum

Kindergarten:

Bible (stories, memory verses, practical application)

Spelling

Reading Readiness (phonetic approach)
Arithmetic
Library & Story-time
Penmanship
Social Skills & Development
Music/Art
Physical Education
Science
Social Studies

Grades 1 through 5:

Bible (stories, memory verses, interpretation, practical application)
Social Studies—Patriotism and Citizenship
Reading (phonetic approach)
English (grammar and composition)
Phonics (Grades 1 & 2)
Arithmetic
Spelling
Science and Health
Penmanship
Music/Art
Library and Story-time
Physical Education
Social Skills and Development
Literature

GCA Discipline Code: Elementary (Kindergarten – 5th Grade

- Rules and consequences are listed in each classroom.
- The behavior is verbally addressed with the student by the teacher.
- Each offense will be clearly discussed with the student.
- The teacher may apply spiritual applications and pray with the student.
- Parents will be notified by the teacher of significant behavior problems.
- The student may be sent to the office and the administrator will determine if further discipline is necessary.
- Repeated offenses will result in a phone call or letter home from the administrator.
- If the problem persists, disciplinary referrals and detentions may be considered.

Disciplinary Referrals and Detentions: (2nd – 6th Grade):

A student may receive a Disciplinary Referral (DR) for a variety of offenses. Generally, a Disciplinary Referral is given for situations involving obedience, attitude and/or respect. Disciplinary Referral offenses will be written on a

Disciplinary Referral form by the faculty or staff member administering the discipline.

Five (5) Disciplinary Referrals will result in a Detention. Also, students can immediately earn a Detention for negative behavior. Detention offenses will be written on each Detention Notice. If a faculty or staff member serves a student with a detention, that employee will complete the Detention Notice.

Detention lasts for 60 minutes and will be served on the date assigned, unless other arrangements are made by the parent with the teacher. During Detention, the student(s) will be given a writing assignment or academic responsibilities to be completed during that time frame.

Students who serve three (3) Detentions may be suspended. All suspensions will be served in school apart from his/her classmates for three consecutive school days. While a student is serving a suspension, he or she may not participate in any sports or extracurricular activities for the duration of that suspension. The administrator and school board will determine if expulsion is necessary.

If the problem persists, an In-School or Out-of-School Suspension may be considered.

NOTE: Disciplinary Referrals and Detentions are recorded and kept in Sycamore Education for the entire school year.

Detentions

Detentions are accumulated throughout the year and given in three areas. These categorical detentions are recorded by the specific teacher

1. **Disciplinary:** A disciplinary detention is given for a serious offense in violation of the discipline code as spelled out in the handbook.
2. **Tardiness:** Detentions for tardiness are given after the third time and each additional occurrence thereafter during a marking period.
3. **Missed Homework Assignments:** Missed homework detentions result from missing a total of 4 homework assignments during one semester in a specific class.
4. If a student is given a detention, it will be the responsibility of his or her parents to pick up their child at the conclusion of the scheduled detention.

In-School Suspension

Internal suspension removes the student from the classroom for a designated period of time and is served within the school. This will occur in an area specified by the administrator, which is isolated from other students, with the freedom of the student severely curtailed.

Out-of-School Suspension

External suspension is used when necessary to discipline a student based upon his/her collective misbehavior or major school violation. External suspension for an individual student will require a parental conference with the administrator prior to the student's reinstatement to school.

Order and peace will be promoted in the classroom in order to create a good environment for learning. The general approach will be to confront and correct students who are not respectful or obedient, and to encourage those who are. Ideally, each student will be dealt with consistently in relation to clearly communicated expectations (as outlined in this handbook, or otherwise delivered by classroom teachers and/or administration of GCA).

Hebrews 13:7 "Obey them that have been given authority over you, and willingly submit yourselves, that they may exercise their authority with joy and not with grief."

Grace Christian Academy forbids corporal punishment by faculty, staff or volunteers.

GRADES

2ND - 5TH

Welcome to Grades 2nd – 5th!

In addition to all of the information previously stated in the Handbook, the following are details regarding the student's experience at GCA.

Curriculum

Grades 1 through 5:

Bible (stories, memory verses, interpretation, practical application)

Social Studies—Patriotism and Citizenship

Reading (phonetic approach)

English (grammar and composition)

Phonics (Grades 1 & 2)

Arithmetic

Spelling

Science and Health

Penmanship

Music/Art

Library and Story-time

Physical Education

Social Skills and Development

Literature

GCA Discipline Code: Elementary (Kindergarten – 5th Grade)

- Rules and consequences are listed in each classroom.
- The behavior is verbally addressed with the student by the teacher.
- Each offense will be clearly discussed with the student.
- The teacher may apply spiritual applications and pray with the student.
- Parents will be notified by the teacher of significant behavior problems.
- The student may be sent to the office and the administrator will determine if further discipline is necessary.
- Repeated offenses will result in a phone call or letter home from the administrator.
- If the problem persists, disciplinary referrals and detentions may be considered.

Disciplinary Referrals and Detentions: (2nd – 6th Grade):

A student may receive a Disciplinary Referral (DR) for a variety of offenses. Generally, a Disciplinary Referral is given for situations involving obedience, attitude and/or respect. Disciplinary Referral offenses will be written on a Disciplinary Referral form by the faculty or staff member administering the discipline.

Five (5) Disciplinary Referrals will result in a Detention. Also, students can immediately earn a Detention for negative behavior. Detention offenses will be

written on each Detention Notice. If a faculty or staff member serves a student with a detention, that employee will complete the Detention Notice.

Detention lasts for 60 minutes and will be served on the date assigned, unless other arrangements are made by the parent with the teacher. During Detention, the student(s) will be given a writing assignment or academic responsibilities to be completed during that time frame.

Students who serve three (3) Detentions may be suspended. All suspensions will be served in school apart from his/her classmates for three consecutive school days. While a student is serving a suspension, he or she may not participate in any sports or extracurricular activities for the duration of that suspension. The administrator and school board will determine if expulsion is necessary.

If the problem persists, an In-School or Out-of-School Suspension may be considered.

NOTE: Disciplinary Referrals and Detentions are recorded and kept in Sycamore Education for the entire school year.

Detentions

Detentions are accumulated throughout the year and given in three areas. These categorical detentions are recorded by the specific teacher

1. **Disciplinary:** A disciplinary detention is given for a serious offense in violation of the discipline code as spelled out in the handbook.
2. **Tardiness:** Detentions for tardiness are given after the third time and each additional occurrence thereafter during a marking period.
3. **Missed Homework Assignments:** Missed homework detentions result from missing a total of 4 homework assignments during one semester in a specific class.
4. If a student is given a detention, it will be the responsibility of his or her parents to pick up their child at the conclusion of the scheduled detention.

In-School Suspension

Internal suspension removes the student from the classroom for a designated period of time and is served within the school. This will occur in an area specified by the administrator, which is isolated from other students, with the freedom of the student severely curtailed.

Out-of-School Suspension

External suspension is used when necessary to discipline a student based upon his/her collective misbehavior or major school violation. External suspension for an individual student will require a parental conference with the administrator prior to the student's reinstatement to school.

Order and peace will be promoted in the classroom in order to create a good

environment for learning. The general approach will be to confront and correct students who are not respectful or obedient, and to encourage those who are. Ideally, each student will be dealt with consistently in relation to clearly communicated expectations (as outlined in this handbook, or otherwise delivered by classroom teachers and/or administration of GCA).

Hebrews 13:7 “Obey them that have been given authority over you, and willingly submit yourselves, that they may exercise their authority with joy and not with grief.”

Grace Christian Academy forbids corporal punishment by faculty, staff or volunteers.

HIGH SCHOOL

6TH – 12TH

Welcome to High School!

In addition to all of the information previously stated in the Handbook, the following are details regarding the student's experience at GCA.

Curriculum

Sixth Grade Courses:

- Bible
- Investigating God's World (Science)
- Math
- English
- New World History/Geography
- Spelling/Vocabulary
- Reading
- Physical Education
- Specials: Art, Music, Computer, Study skill
- Community Service

Seventh Grade Courses:

- Bible
- Life Science
- Math
- English (Grammar & Literature)
- World Geography
- Intro to Computer
- Study Skills
- Physical Education/Health
- Specials: Art, Music, Cooking, Sewing

Eighth Grade Courses:

- Bible
- Earth Science
- Math – Pre-Algebra
- English (Grammar & Literature)
- American Civics
- Intro to Computer
- Physical Education/Health
- Specials: Art, Music, Cooking, Sewing

Ninth Grade Courses:

- Bible
- Physical Science

- Algebra 1 or Algebra 2
- English (Grammar & Literature)
- American History
- Computer
- Physical Education
- French 1
- Community Service
- Electives

Tenth Grade Courses:

- Bible
- Biology
- Geometry
- English/World Literature
- World History
- Computer
- Physical Education
- French 2
- Community Service
- Drivers/Safety Education
- Electives

Eleventh Grade Courses:

- Bible
- Chemistry with Lab
- Math Electives*
- English/American Literature
- U.S. Government/Economics
- Computer
- Physical Education
- Career Counseling
- Community Service
- Electives

Twelfth Grade Courses:

- Bible
- Physics with Lab or Anatomy & Physiology
- Math Electives*
- English/British Literature
- World Views
- Computer
- Physical Education
- Introduction to Psychology
- Discipleship Groups

- Electives

Math Electives include: Consumer Math, Business Math, Algebra II, Pre-Calculus

Electives include but are not limited to: Chorus, Cooking, Drama, Newspaper, Praise Team, Student Council and Yearbook.

Grades 9 - 12:

We have a very strong academic program for upper grades at GCA.

Bible - Students are required to pursue four years of Bible training at our school. Bible class are held five days a week with a Chapel Service also. We certainly feel that the Bible is the most important book that there is, since God is its author.

English - Every student is required to take English each year in grades 9-12. In our English courses we stress the development of proper grammar skills, concise writing abilities, a study of fine literature from a Christian perspective, spelling, development of vocabulary and speech skills.

Foreign Language (Spanish/French I & II) – All students at GCA are required to take two years of foreign language toward earning a diploma upon graduation.

Mathematics - Every student is required to take four one credit courses of math. Offered to students: General Accounting, Algebra 1/2, Algebra I, Algebra II, Precalculus, Geometry, Advanced Math, Calculus, Business Math, and Consumer Math.

Science - Every student is required to take four one credit courses in science. Offered for the secondary students: Physical Science, Biology, Chemistry, Anatomy, and Physics.

History - Every student is required to take four one credit courses. The history curricula contains the following courses: US History, World History, Government, American History, World Cultures, and World Geography.

Physical Education - This is required for all students every year. This course is designed to provide physical exercise, enjoyment of physical exercise, maintenance and improvement of physical fitness, and a life-long pursuit of fitness. Exceptions are granted if GCA has a written doctor's statement describing proper reasons and length of time for exemption.

Electives - The following electives are available at GCA: Art, Music, Physics, Computer, Introduction to Education, and Introduction to Office Practice is available to Juniors and Seniors only.

Independent Study - For any interested students, we have independent study projects available with prior approval and need, if a student cannot schedule sequential courses.

Course Selection Form

A Course Selection Form for the following year's subject choices must be submitted before the completion of the prior year. Students have a two (2) week period to change, add, or drop a course from their schedules with parent/guardian written approval at the start of the new school year.

Graduation Requirements

1. Graduation requirements for all high school students in grades 9 through 12 are as follows:
 - Bible 4 credits
 - English 4 credits
 - History 4 credits
 - Math 4 credits
 - Science 4 credits
 - Foreign Language 2 credits
 - Computer .8 credits
 - Physical Education/Health 1.2 credits
 - Electives 1 credit
 - **Total 25 credits**
2. Students attending Northern Tier Career Center (NTCC) will receive three (3) credits upon successful completion of the program.
3. One (1) credit is equal to a full year, 5 day per week course, or the equivalent of 120 hours of classroom study.
4. Transfer students will be required to have one credit of Bible for each year that they have attended GCA.
5. In order to be considered a 10th grader, a student must have at least 6 credits. An 11th grader must have 12 credits, and a 12th grader must have 18 credits.
6. The senior with the highest overall GPA will be designated the class Valedictorian and will present a speech at the graduation ceremony. The senior with the second highest overall GPA will be designated the class Salutatorian and will present a speech at the graduation ceremony. In the event of a tie for highest GPA, we will have co-Valedictorians with no Salutatorian recognition. In the event of a tie for second highest GPA, we will have a Valedictorian and co-Salutatorians.
7. GCA determines both the Valedictorian and Salutatorian awards using only four full years or eight semesters at Grace Christian Academy and college Dual credit courses approved by GCA for their freshman, sophomore, junior, and senior classes and final grades in each.
8. Honor Cords are given to graduating seniors who have earned a 3.5 Grade Point Average (GPA) over his/her 4 GCA high school years from Freshman to Senior.

Any student in grades 7-12, upon failing three subjects in any quarter, will automatically be placed on academic probation. The student must show significant

improvement within the following quarter to be removed from the probation list. Should the student continue on the list for more than *two consecutive* quarters, a decision by the school officials could result in dismissal from GCA. Should a student fail specific courses for grades 9-12 and should these courses be necessary for graduation, students would be expected to make the course up in summer school, or through an approved correspondence course.

Mid-Term and Final Exams: All High School Students (9-12) are required to take mid-term and final exams. These exams consist of material for the entire first or second semester of the school year.

Student Government

The Student Government consists of class officers (President, Vice-President, Secretary/Treasurer) from high school classes. These officers will be nominated, elected, and will serve according to the standard established within the Student Government Constitution. From this body, a president, vice-president, secretary, treasurer, and chaplain will be elected to the Student Council. The purpose of the Student Council is to encourage spiritual growth, organize student services and social activities, present student opinion, promote enthusiastic school spirit, and provide opportunities for leadership experience.

Student Council

Members of the student council apply to be on the Grace Christian Academy student council. The student council will meet periodically to discuss matters of the school. They will work together with teachers and administration to go over concerns and ideas that they have. Student council is made up of members from each grade of the middle and high school.

New Clubs are introduced throughout each school year.

College Visits

The administrator must approve all college visits. College visits will be limited to juniors and seniors and shall not exceed 3 days in a calendar year for juniors and 6 days for seniors. Absences for college visits will be classified as excused only if the College Visitation Form is completed and submitted to the school office upon return to classes at GCA. A College Visitation Form can be obtained through the office.

GCA Discipline Code

High School discipline occurs in a progressive manner in the following chain:

- The behavior is addressed to the student by the teacher.
- If it continues it is followed with a discussion between the teacher-student-parent.
- Continued behavior will result in a meeting with the student-teacher-parent and administrator.
- Prolonged misbehavior will result in the administrator addressing the board of the situation. The board will then have the ability to vote on the student's

continuation at the school.

Disciplinary Referrals and Detentions: (Seventh through Twelfth Grade):

A student may receive a *Disciplinary Referral* (DR) for a variety of offenses.

Generally, a *Disciplinary Referral* is given for situations involving obedience, attitude and/or respect. *Disciplinary Referral* offenses will be written on a *Disciplinary Referral* form by the faculty or staff member administering the discipline.

Student Discipline

Level 1 – Lunch Detention

- Tardy to school five or more times
- Dress code violation and change clothes
- Bullying 1st offense
- Minor profanity
- Minor student to student disruption
- Disrespectful behavior (minor)
- Failure to follow directions
- Public Display of Affection

Level 2 - In-School Suspension/Multiple Day Lunch-Detention

- Repeated level 1 infractions
- Minor physical aggression
- Internet violation
- Cheating/Academic Integrity Violation
- Minor vandalism
- Truancy or repeated tardy
- Disrespectful Behavior/insubordination
- Profanity/obscene gestures
- Repeated Public Display of Affection
- Bullying

Level 3 - Out of School Suspension

- Repeated level 2 infractions
- Vandalism and pay for damages
- Alcohol, Tobacco, Drug violation
- Fighting
- Theft

Level 4 – Expulsion

- Sexual Harassment
- Weapons violation
- Terroristic Threat

Depending on the circumstances, the administration has the right to move discipline issues from one level to another.

*NOTE: *Disciplinary Referrals and Detentions* are recorded and kept in Sycamore Education for the entire school year.

Detentions

Detentions are accumulated throughout the year and given in three areas. These categorical detentions are recorded by the specific teacher

1. Disciplinary - A disciplinary detention is given for a serious offense in violation of the discipline code as spelled out in the handbook.
2. Tardiness - Detentions for tardiness are given after the third time and each additional occurrence thereafter during a marking period.
3. Missed Homework Assignments - Missed homework detentions result from missing a total of 4 homework assignments during one semester in a specific class.
4. If a student is given a detention, it will be the responsibility of his or her parents to pick up their child at the conclusion of the scheduled detention.

In-School Suspension

Internal suspension removes the student from the classroom for a designated period of time and is served within the school. This will occur in an area specified by the administrator, which is isolated from other students, with the freedom of the student severely curtailed.

Out-of-School Suspension

External suspension is used when necessary to discipline a student based upon his/her collective misbehavior or major school violation. External suspension for an individual student will require a parental conference with the administrator prior to the student's reinstatement to school.

Order and peace will be promoted in the classroom in order to create a good environment for learning. The general approach will be to confront and correct students who are not respectful or obedient, and to encourage those who are. Ideally, each student will be dealt with consistently in relation to clearly communicated expectations (as outlined in this handbook, or otherwise delivered by classroom teachers and/or administration of GCA).

"Obey them that have been given authority over you, and willingly submit yourselves, that they may exercise their authority with joy and not with grief."

Hebrews 13:7

Grace Christian Academy forbids corporal punishment by faculty, staff or volunteers.

NORTHERN TIER CAREER CENTER PROGRAM (NTCC)

I. Entrance

- A. GCA Prerequisite for student's participation in courses offered at NTCC
Students will:
 1. Demonstrate a good work ethic
 2. Obtain a 73 in a related course from prior year
 3. Maintain a minimum of a 73 (D) average in GCA core courses during the prior year
 4. Accumulate required course credits for graduation
 5. Establish regular school attendance, acceptable classroom behavior, proper manners with school staff
 6. Display an interest in a specific NTCC program of study to broaden knowledge in that field
 7. Attain teacher and administration recommendation and approval
- B. Must have student/parent agreement in the selection of NTCC course

II. Continuance

- A. Academic success each marking period in their field of study at NTCC (average 73 (D) or above)
- B. Academic success each marking period in scheduled GCA courses (average 73 (D) or above)
- C. If a student falls under the 73 (D) average, he/she will be given one more marking period to regain mandatory average
- D. Regular daily class attendance (set an example), acceptable classroom behavior, reputable character at GCA and NTCC
- E. Display self-motivation

III. Credits Earned

- A. 3 credits for Full-year attendance in chosen NTCC field of study
- B. Obtain a final 73 (D) average or above for the school year
- C. No partial credits will be given for non-completed course requirements

IV. Recommendation for Northern Tier Career Center

- A. Staff/administration makes recommendation for following year
Participation in the NTCC field of study
- B. Staff/administration makes recommendation for following year
Continuation with the NTCC field of study

- V. Circumstances - At the end of each quarter, student must have a 73 (D) average and demonstrate satisfactory compliance with GCA and NTCC. Any student failing two GCA subjects or their NTCC course in any quarter, will be placed on academic probation. The student must show significant improvement within the following quarter to be removed from probation. Should the student continue on academic probation for *two consecutive* quarters, a decision by the school administration could result in dismissal from NTCC.

VI. Grade Levels Offered: 11 – 12

VII. Overview

Morning Class Years: These programs are completed during a student's 11th and 12th grade years at the Northern Tier Career Center (NTCC) located in Towanda, PA. Students are transported to the NTCC in the morning by self, parents, or local school district. Students are transported to GCA in the afternoon to eat lunch and complete required scheduled afternoon classes.

Afternoon Class Years: These programs are completed during a student's 11th and 12th grade years at the Northern Tier Career Center (NTCC) located in Towanda, PA. Students are transported to GCA in the morning by self, parents, or local school district. After lunch and completion of required scheduled morning classes, students are transported to the NTCC in the afternoon by self, parents, or local school district.

More information about NTCC can be found on their website:
www.ntccschool.org.

Appendix A

H511.336 (Rev 5/02)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HEALTH

PRIVATE PHYSICIAN'S REPORT OF PHYSICAL EXAMINATION OF A PUPIL OF SCHOOL AGE

DATE _____ 20____

NAME OF SCHOOL _____ GRADE _____ HOMEROOM _____

NAME OF CHILD			DATE OF BIRTH	SEX
Last	First	Middle		<input type="checkbox"/> M <input type="checkbox"/> F

ADDRESS

No. and Street	City or Post Office	Borough or Township	County	State	Zip Code
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MEDICAL HISTORY IMMUNIZATIONS AND TESTS

VACCINE	Enter Month, Day, and Year each immunization was given			BOOSTERS & DATES	
	DOSES				
Diphtheria and Tetanus (Circle): DTaP, DTP, DT, TD	1 / /	2 / /	3 / /	4 / /	5 / /
Polio (Circle): OPV, IPV	1 / /	2 / /	3 / /	4 / /	5 / /
Measles, Mumps, Rubella	1 / /	2 / /			
Hepatitis B	1 / /	2 / /		3 / /	
HIB	1 / /	2 / /		3 / /	
Varicella	1 / /	2 / /		Varicella Disease or Lab Evidence Date: _____	
Other: _____					

- MEDICAL EXEMPTION The physical condition of the above named child is such that immunization would endanger life or health
- RELIGIOUS EXEMPTION (Includes a strong moral or ethical conviction similar to a religious belief and requires a written statement from the parent/guardian)

If Applicable:

Tuberculin Tests Date Applied	Arm	Device	Antigen	Manufacturer	Signature
Date Read	Results (mm)		Signature		

Follow-Up of significant tuberculin tests:
Parent/Guardian notified of significant findings on _____.

Result of Diagnostic Studies: _____
Preventive Anti-Tuberculosis – Chemotherapy ordered. No Yes _____ Date _____

Significant Medical Conditions (√)
If Yes, Explain

	Yes	No	
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	_____
Asthma.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cardiac	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemical Dependency	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drugs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes Mellitus	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gastrointestinal Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing Disorder.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hypertension.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Neuromuscular Disorder.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Orthopedic Condition	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory Illness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skin Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vision Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (Specify).....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Are there any special medical problems or chronic diseases which require restriction of activity, medication or which might affect his/her education? If so, specify _____

Report of Physical Examination (√)

	Normal	Abnormal	Not Examined	Comments
▪ Height (inches)				
▪ Weight (pounds) BMI				
▪ Pulse ()				
▪ Blood Pressure				
▪ Hair/Scalp				
▪ Skin				
▪ Eyes/Vision				
▪ Ears/Hearing				
▪ Nose and Throat				
▪ Teeth and Gingiva				
▪ Lymph Glands				
▪ Heart – Murmur, etc				
▪ Lung – Adventitious Finding				
▪ Abdomen				
▪ Genitourinary				
▪ Neuromuscular System				
▪ Extremities				
▪ Spine (Presence of Scoliosis)				

Date of Examination

Signature of Examiner

PRINT Name of Examiner

Address

Telephone Number

Appendix B

Field Trip Permission Form

I hereby grant permission for my child to accompany his/her class on a fieldtrip to:

_____ on _____, ____ / ____ / ____.
(student) (day) (date)

I hereby waive, release, indemnify, absolve, and hold harmless Grace Christian Academy, its administration, teachers, supervisors, persons transporting my child, and other participants from any claim arising out of injury or illness.

I authorize the personnel at Grace Christian Academy to administer first aid to my child in the event of his/her involvement in an accident or illness. Furthermore, I authorize the personnel at Grace Christian Academy to use services of the physician of their choice to examine, recommend, or administer treatment to my child in the event of his/her involvement in an accident or illness.

Child's Name _____ Date of Birth ____ / ____ / ____

Name of Parent (Guardian) _____

Home Phone # ____ (____) ____ - _____

Business Phone # ____ (____) ____ - _____

Child's Physician _____

Physician Phone # ____ (____) ____ - _____

Parent's Signature _____ Date ____ / ____ / ____

Additional Information

Is your child covered by health insurance? Yes _____ No _____

Company Name: _____

Policy Name: _____

The school has student accident insurance available at modest cost. If interested contact the office. Thank you.

Volunteers

A volunteer is an adult, whose role is more than a visitor, who voluntarily offers a service to the school without receiving compensation from the school. A volunteer is not a school employee.

The two (2) classifications of volunteers are:

- Position volunteer – an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child’s welfare or having direct volunteer contact with children. Examples include, but are not limited to, tutors, coaches, activity advisor, recess or library aides, lunch or fruit break attendant, etc.
- Guest volunteer – an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in activities of GCA.

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of school policies, rules and procedures.

All volunteers shall be expected to maintain professional, moral, and ethical relationships with students that are conducive to an effective, safe learning environment.

The administrator or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the administrator or designee, a volunteer’s service may be discontinued at any time.

Prior to approval, all position volunteers shall submit the following information:

- PA Child Abuse History Certification – which must be less than sixty (60) months old.
- PA State Police Criminal History Record Information – which must be less than sixty (60) months old.
- Disclosure Statement for Volunteers – which is a statement swearing or affirming the volunteer has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as a perpetrator in a founded report of child abuse.

If the position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:

- Federal Criminal History Report – issued at any time since the volunteer established residency in PA.

The administrator or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by GCA and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of the child.

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the administrator or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

The administrator or designee shall immediately require a position volunteer to submit new certifications if the administrator or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal persecution.

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is a victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy, and administrative regulation.

Supervision

Each volunteer shall be under the supervision of a designated school employee or teacher.

Confidentiality

No volunteer shall be permitted access to confidential student information unless

the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building administrator.

Volunteers must conform to all school rules, conduct and dressed appropriately. All volunteers must have a pastoral evaluation on file at the school.

RECEIPT OF STUDENT HANDBOOK

I have opened or downloaded a copy of the **High School Student Handbook** on Sycamore School's left sidebar at >School >Documents pertaining to my child(s) grade level and have either read it or have had it read to me carefully. I understand that the Handbook has been prepared for the information and guidance of families and their children enrolled at Grace Christian Academy. It is intended to cover the procedures, rules, and policies most often applied to the day-to-day operation and activities. Some of the information will change from time to time since Grace Christian Academy's policies are under constant review and are revised when appropriate. Revisions are dated and uploaded as information changes. I understand that I will be notified in writing of such changes.

<hr/> <i>Father's Name (Printed)</i>	<hr style="border-top: 1px solid black; border-bottom: 1px solid black; height: 3px;"/> <i>Date</i>
<hr/> <i>Father's Signature</i>	<hr style="border-top: 1px solid black; border-bottom: 1px solid black; height: 3px;"/> <i>Date</i>
<hr/> <i>Mother's Signature</i>	<hr style="border-top: 1px solid black; border-bottom: 1px solid black; height: 3px;"/> <i>Date</i>
<hr/> <i>Mother's Name (Printed)</i>	<hr style="border-top: 1px solid black; border-bottom: 1px solid black; height: 3px;"/> <i>Date</i>
<hr/> <i>High School Student's Signature</i>	<hr style="border-top: 1px solid black; border-bottom: 1px solid black; height: 3px;"/> <i>Date</i>
<hr/> <i>High School Student's Name (Printed)</i>	<hr style="border-top: 1px solid black; border-bottom: 1px solid black; height: 3px;"/> <i>Date</i>