

STUDENT/PARENT HANDBOOK 2023-2024

Welcome to a great new year here at



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for back/front printing

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SCHOOL INFORMATION



Administrator:
Kevin Bowman



Address:
**415 Roxboro Street
Haw River, NC 27258**



Phone:
336-578-0291



Office Hours:
**7:30am – 4:00pm
Monday - Friday**



School Colors:
Red, Silver, Black & White



Mascot:
Grace Christian Academy Chargers

SCHOOL VISION, MISSION, DISTINCTIONS, AND DIRECTIVES

VISION

**To REACH, RAISE, and
RELEASE genuine followers of
Christ.**

MISSION

To assist Christian parents in fulfilling their God-given mandate to train up their children in the nurture and admonition of the Lord. (Ephesians 6:4)

FOUNDATIONAL DISTINCTIONS AND DIRECTIVES

1. The Bible will be the ultimate authority in all matters. (2 Timothy 3:16-17)
2. To pursue academic excellence. (Luke 2:52)
3. To pursue a culture of Kingdom honor in all personal relationships. (Acts 2: 44-47)
4. To impart a Kingdom worldview to and through our students. (Romans 12:1-2)

5. To prepare our students to be able to compete and contribute in today's contemporary marketplace. (Proverbs 18:16)
6. To express the glory of God through the arts. (Psalm 150)
7. To promote a spirit of patriotism honoring those who sacrificed to protect our God-given heritage in this nation. (Romans 13:1-7)
8. To instill in our students the servant heart of Christ understanding that true success in life is measured by serving humanity. (Matthew 25:34-40)

INTRODUCTION

This handbook provides general information about our school and highlights the policies and procedures. Please read this book carefully; it is the expectation that parents and students are apprised of the rules and expectations of Grace Christian Academy through the receipt and use of this handbook. Please be aware that the TLC Elders may revise policies from time to time after the publication of this document. You may refer to the Grace Christian Academy website (www.gca-nc.com) for updated Policies and Procedures. Should you have a question about any aspect of the school, do not hesitate to contact us.

HISTORICAL SUMMARY

Grace Christian Academy, as a ministry of the Lamb's Chapel Church, opened its doors in August 2018. The school will operate at the TLC campus in Haw River.

The educational focus of our school is to set a new standard in North Carolina for K-12 Christian education by motivating all students to achieve their full potential. The goal is to assist Christian parents in their mission to develop exemplary young disciples and citizens with superior academic preparation, a Christian faith ministry, and a biblical worldview. We will enrich the mind, body, and spirit as each student develops a strong relationship with Christ and others and becomes a light for the world.

GRACE CHRISTIAN ACADEMY VISION STATEMENT

**To know God, to know each
other, and to make Him known.**

SCHOOL ELIGIBILITY REQUIREMENTS

ADMISSIONS POLICY

Grace Christian Academy is a non-denominational Christian school. We seek to enroll students whose parents desire to partner with the school to ensure a Christian education. Both students and parents should be informed of the school's Christian emphasis and agree to support this vital part of the educational journey. Prospective families must first complete an online application and submit all of the required documentation. The student application will be evaluated for admission based on previous grade reports, attendance records, teacher / principal / pastor recommendations, parent cooperation with school, academic testing reports, and a student/parent visit and interview. The admissions process is designed to identify families and students for whom GCA provides a strong academic and spiritual fit and GCA will enroll students based on a variety of criteria. The school may give enrollment priority to siblings of currently enrolled students who were admitted to the school in a previous year and to the children of Grace Christian Academy staff.

During each period of enrollment, Grace Christian Academy will accept applications for new students. GCA offers priority enrollment for presently enrolled students, provided the re-enrollment forms and registration fees are submitted by the early registration deadline. Open space is determined by the number of current students planning to return. If an applicant meets the admission requirements for enrollment but is applying for enrollment in a grade level that is full, the applicant will be placed in a waiting pool for his/her grade level. When vacancies do occur, the school administrator will select from students in the waiting pool based on a variety of criteria.

The enrollment application process will begin in January and will last at least thirty (30) consecutive calendar days. Grace Christian Academy admits students of any race, color, national or ethnic origin and does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

ADMISSION REQUIREMENTS

While it is the responsibility of the parents to educate their children, GCA seeks to partner with parents to help their children obtain the academic, social, spiritual, and physical skills they need to be productive disciples of Christ in the world. The following are general guidelines for admission:

1. Parent/Student completes an on-line application and signs the Covenant Agreement and Statement of Cooperation, and GCA Statement of Faith. Application is submitted with non-refundable application fee.
2. At least one parent must be a true follower of Christ. High school students must be true followers of Christ.
3. Parent(s)/Student attends a meeting/interview with school administration.
4. Admissions testing and required documentation (birth certificate, health form/immunization records, report cards, standardized test results) are completed.
5. Admissions Committee reviews application and documentation and parents/students will be notified regarding acceptance decision.

Questions should be referred to the Administrative Office at 336-578-0291.

SCHOOL PROCEDURES AND POLICIES

ADMINISTRATIVE AND OPERATIONAL DECISIONS

The GCA School Administrator or his/her designee has executive authority to manage the school's day-to-day business operations and administrative decisions.

In case of an incident that endangers any person, a staff member, volunteer, committee member, board member, or parent is authorized to take reasonable action to alleviate the immediate danger only. The matter then must be referred to the principal for a permanent solution.

EXTENDED CARE PROGRAM

Grace Christian Academy provides an Extended Care program for parents who need to drop off before or pick up after regular school hours. Information about

the program is available in the school office and on the school website.

DAILY SCHEDULE

To ensure that we respect the time of all students and staff and not disrupt teaching environments, students must be prompt when arriving to school and their classrooms.

All students may be dropped off and enter the building beginning at 7:30 am. **Students are to be in their classrooms by the start of their grade’s start time as indicated in the table below.**

GRADE	SCHOOL DAY
Pre-K	8:00 am – 2:45 pm
Elementary	8:00 am – 2:45 pm
Middle School	8:00 am – 2:45 pm
High School	7:45 am – 2:45 pm

For the 2023-2024 school year, all grades will be dismissed at 2:45 pm.

Please be certain that you have a pick-up plan in place for your child(ren). Students may be checked-out and picked up early, however students will not be allowed to be checked-out and picked up after **2:10 pm**. This policy is to ensure organization and safety of the dismissal of the ensure school.

Students are not permitted to be on campus after school unless they are participating in a school sanctioned activity such as tutoring, interscholastic athletics, or clubs. Any student remaining on campus after 3:00 pm who is not participating in a school sanctioned activity will be escorted to the after-school program and the student’s parent will be charged an appropriate fee for this service.

Please take advantage of the after-school program if you need to make arrangements for your child after 3:00 pm. Information about the after-school program is available on the school website.

Parents are reminded that we adhere to a dismissal procedure. Students are not to be removed from the classroom at the end of the day by parents or

guardians. All students must report to car rider lines with their classroom teacher and fellow students.

SCHOOL LUNCH SCHEDULE

GRADE	LUNCH PERIOD
Pre-K	10:45 am – 11:15 am
Kindergarten 1 st Grade	11:00 am – 11:30 am
2 nd Grade 3 rd Grade	11:35 am – 12:05 pm
4 th Grade 5 th Grade	12:10 pm – 12:40 pm
6 th Grade 7 th Grade	12:45 pm – 1:10 pm
High School	1:10 pm – 1:40 pm

TARDY PROCEDURES

Students who arrive late to class after their grade’s start time must report to the front office to obtain an Admit Slip and students must have a parent/guardian sign them in. Students will not be admitted late to class without an Admit Slip. Doctor and dentist appointments, illness of the student, funeral services for immediate family, and court summons will be considered excused tardies. All other tardies, including car trouble and oversleeping, will be considered unexcused. Excessive tardies may be subject to disciplinary actions.

Students must be present for at least half of the instructional day in order to be counted present. Middle and High school students are held accountable for attendance on a class-by-class basis. Middle and High school students must be present for at least half of the instructional period in order to be counted present. Students must be at school before 11:18 am or sign out after 11:18 am in order to be counted present for the entire day. Students must be counted present in order to participate in extra-curricular activities on that same school day.

EARLY DISMISSAL

Parents of students in grades K3-10 must report to the front office to sign their student out for the day when they leave early. Doctor and dentist appointments, illness of the student, funeral services for immediate family and court summons will be considered excused

early dismissals. Habitual early dismissals are as disruptive to student achievement and learning as being tardy to school. Early dismissals will be noted as missed instructional time and will be documented accordingly.

Except in emergency situations, students should not be signed out between 2:10 and 2:45 pm. Please plan to pick your student up before 2:10 pm if he or she has an appointment. If the student returns to school the same day, he/she must bring documentation to the front office and secure an Admit Slip to be admitted to class.

REGULAR DISMISSAL

After 2:10 pm, parents should pick their child(ren) up in the car rider line. Parents are asked to be respectful of the car rider line. Please do not park and walk in to pick up your child(ren) or cut in front of other vehicles waiting to pick up students.

Parents are reminded that we adhere to a dismissal procedure for the safety of all students. Students should not be removed from the classroom at the end of the day by parents or guardians. All students must report to car rider lines with their classroom teacher and fellow students.

AFTERNOON DISMISSAL SCHEDULE

Students will be dismissed according to the dismissal time detailed in the Daily Schedule portion of the handbook. Pick up will operate normally for 30 minutes after the student's grade dismissal time. Students remaining after pick up will be escorted to the after-school program and the student's parent will be charged an appropriate fee for this service.

PHYSICAL EXAMINATION REQUIREMENT

All pupils must show evidence of immunization against diseases as outlined in state law. Such evidence of immunizations must be provided in the form of an official document from a licensed health care provider or a health department clinician.

LUNCH POLICY

Grace Christian Academy provides a lunch option for students every day. Meals must be pre-ordered and will be billed via FACTS on the first of each month for the previous month. Providing this service helps us to

assist parents in giving students nutritious, balanced meals. Students are welcome to bring meals from home. The price of lunches will be published on the school website.

CLASSROOM VISITS

Parents of GCA students are always welcome and encouraged to visit our school. Visitation to the classroom must be restricted to the classroom in which your child is a member and scheduled at a time convenient for the class. Siblings and other children are not permitted to visit in the classroom except during special classroom events arranged by the teacher. Parents desiring conferences are asked to schedule these with the teacher at a time when instruction will not be interrupted for the children. Please remember that classroom visits are not conference times. All school safety and visitation policies must be followed. **ALL VISITORS** on campus must register in the school office and receive a visitor's badge.

TELEPHONE USE, MESSAGES/DELIVERIES

Please make all transportation arrangements before your child leaves for school each day. Students will not be released from class to make personal calls. Students may only use the office phone to make emergency phone calls. Students will not be called out of class to accept phone calls. If you have a message for your child or your child's teacher, please understand that this message will be given to them sometime before the end of the day. This is to minimize class interruptions. If transportation changes are necessary, please contact the office prior to 1:30 pm so that the office staff has time to deliver the message to your student prior to dismissal.

Student Cell Phones are not permitted on the school campus at Grace Christian Academy. If a middle or HS student brings a cell phone to school, they need to turn it in to their home room teacher. Students and parents should understand that possession of these devices could pose a risk of loss. The school will not be liable for lost or damaged devices. The School Administrator reserves the right to confiscate these devices if found in a student's possession.

We do not accept responsibility for delivery of gifts/flowers to students from parents and friends. Should they be delivered, students may pick them up at the end of the school day from the office. It would be greatly appreciated if gifts/flowers were delivered elsewhere. Grace Christian Academy will not accept Valentine's Day deliveries.

EXTRACURRICULAR CLUBS AND SOCIAL MEDIA POLICY

This policy is designed to guide extracurricular coordinators in the use of social media.

Definitions

Social Media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, allowing for but not limited to:

- Video and photo sharing
- Social Networking
- Blogging
- Micro-blogging
- Use of a Wiki
- Instant messaging
- Use of Short Message Service (texting), and Snapchat
- Web conferencing

GCA Representative is defined as any officer, leader, or director of any extracurricular group who may not be employed by the school but still represents the school to the community.

Context

Grace Christian Academy (collectively GCA) recognizes the importance of social media tools both when used as a curricular resource, and as part of a larger communication network, that fosters education and personal growth, as well as institutional development. This policy is meant as an application of the principles of respect and reverence for every person.

Interacting with people online is no different than interacting with individuals face-to-face in that anyone representing GCA is expected to maintain the respect, dignity, and professionalism that is consistent with our mission, and act with concern for the safety and protection of students, GCA, and themselves.

Policy

With specific regard to social media, as a representative of GCA, you must:

- Understand that you are accountable for your postings and other electronic communications that are GCA-related — particularly online activities conducted with a school email address, or while using school property, networks or resources, or while discussing school-related activities.
- Recognize that:
 - o Your ability to serve as a positive role model for students and as a representative of GCA is a critical aspect of your involvement;
 - o Social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members; and
 - o You must exercise discretion when using social media (even for personal communication) when those communications can reflect on your role with GCA.

Guidelines

1. Use of social media for marketing/alumni relations purposes.
 - a. GCA Representatives may not engage in official marketing through their personal social media accounts without the express approval of the School Administrator. For example, the President of a GCA extracurricular group may not, on their own, create an alumni page for GCA on their personal blog.
 - b. Class blogs, Facebook pages, Twitter accounts, wikis, podcasts or other social media tools used by an GCA Representative for extra-curricular purposes must be actively monitored for proper online etiquette and adherence to US copyright laws and should have at least one adult administrator.
2. "Friending" students
 - a. GCA Representatives are urged to use extreme caution in connecting to students, alumni, and parents using social media; there are legitimate reasons and uses for these connections, but personal boundaries all around need to be respected.

- b. GCA Representatives must be mindful of the power dynamic involved in making Friend requests and must leave that to students.
3. Non-school-related “friends”
 - a. Remind other members of your social network of your position as an GCA Representative whose profile may be accessed by students and other members of the school community. Please ask them to monitor their posts to your network accordingly.
 4. Posted content
 - a. Exercise care with personal profile data and posted content, to insure that this information does not reflect poorly on your ability to serve as a role model or otherwise create a conflict of interest.
 5. Privacy settings
 - a. Inherent in social media technology is the capability to limit access to profiles and posted content. GCA Representatives are encouraged to check their privacy settings on a regular basis to ensure that they are revealing only what they wish to, only to those they wish to reveal it.
 6. Protecting confidential information
 - a. No social media posts may communicate any confidential information.
 7. Use of logos, trademarks, and intellectual property
 - a. GCA representatives are not permitted to use the school’s logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings to social media without the consent of the School Administrator.

STUDENT/PARENT FINANCIAL RESPONSIBILITIES AND PROCEDURES

Grace Christian Academy (GCA) will utilize the FACTS Enterprise System for setting up payment processing for tuition payments as well as Mandatory Fees and Voluntary Fees, as defined in the School Fees Policy.

FACTS personnel accepting credit cards for payment of services or goods will make every effort to protect and secure all credit card data collected, regardless of how it is stored (physically or electronically), including

but not limited to account information, card imprints, correspondence and Terminal Identification Numbers. In addition, FACTS personnel will ensure compliance with the Payment Card Industry Data Security Standard (PCI DSS).

PENALTY FOR NON-PAYMENT OF FEES POLICY

Students who owe money for mandatory fees, including but not limited to, tuition payments, cafeteria meal accounts, PE fees, laptop fees, library fees or fines, returned checks, or voluntary fees, including but not limited to, outstanding obligations to Grace Christian Academy or any school related organization will not be issued progress reports/report cards and access to the online FACTS SIS Parent Portal will be blocked. In addition, students will not be allowed to attend school functions which charge a fee, to purchase items sold by the school or any school related group or organization, and will not be allowed to try out and/or participate in athletics, extracurricular activities, clubs, field trips, field day, awards programs, prom (juniors and seniors), graduation (seniors), or any school functions that are not part of the regular instructional program. Club sponsors, coaches, and others who supervise extracurricular activities will be instructed to remove students who consistently fail to meet their financial obligations from rolls or rosters until such obligations are met.

RETURNED CHECK POLICY

Grace Christian Academy is charged a fee when we receive a check that cannot be processed due to insufficient funds. In accordance with approved NSF Check Handling Procedures, via certified mail, the Finance Manager will notify anyone whose check is returned and request that the matter be resolved as soon as possible. A service charge will be added to the original amount of the returned check.

Unresolved payments or repeated returned checks will be handled in accordance with the approved Board of Elders NSF Check Handling Procedures.

ACADEMICS

CURRICULUM

Grace Christian Academy offers an outstanding learning environment led by a team of highly-qualified and nurturing teaching and support staff. GCA's challenging and sequenced curriculum will provide students with an excellent academic education through a biblical worldview. We will utilize a combination of instructional materials from BJU Press, Abeka, and other appropriate online and hands-on resources. We are intentional and thoughtful in our review and selection of curriculum materials and active learning experiences. The curriculum strongly emphasizes the basic skills of reading and math augmented by studies in English, spelling, handwriting, healthful living, science, history, and Bible. The Literacy and Math models will be implemented with phonics-based reading and small-group instruction. Computer application training begins in kindergarten and is integrated with academic classroom instruction. Students will also receive instruction in Art, Library, Music, STEM and Physical Education.

TESTING AND ACCOUNTABILITY

Grace Christian Academy will participate in all required testing of students in grades 3 - 12 by the North Carolina Department of Non-Public Instruction. Student academic achievement will be assessed annually through nationally standardized achievement testing programs.

GRADING SYSTEM

Grades K and 1st

Mastery Learning Standards

Grades 2nd through 12th

GRADE	REMARK	POINT SCALE
A	Superior	90 – 100
B	Above Average	80 – 89
C	Average	70 – 79
D	Below Average	60 – 69
F	Failure	59 or below

Individual teachers are responsible for determining and publishing their system of grading for their class

or subject. Parents and students are to address any concerns regarding grading policies with the individual classroom teacher.

Questions or concerns regarding grades must be addressed promptly when report cards are issued. Grades will become permanent four weeks after the end of each grading period.

Incomplete grades on report cards may only be given with a written plan of work approved by the School Administrator. Incomplete grades must be changed to a numeric grade no later than two weeks after report cards are issued. The School Administrator must approve any special concerns.

GCA SCHOOL PROMOTION POLICY

For students to be promoted in K-1, they must meet expected growth in Reading, Math, and Writing. For students to be promoted in grades 2-8, they must meet expected growth in Language Arts, Math, Social Studies, and Science.

Teachers of students in grades K-12 who do not achieve these minimums may submit a portfolio of student work to the School Administrator for an alternative means to promotion. A Student Success Plan must be in place for all students who must use the alternative means to promotion.

STUDENT RESPONSIBILITIES AND BEHAVIOR POLICY

ATTENDANCE POLICY

The goal of Grace Christian Academy is a 95% attendance rate for all students. All GCA students are required to be in attendance for at least 90% of the total school days each year. If a student is absent from school for more than 10% of the school days in a single academic year, the School Administrator or an Attendance Committee established by the School Administrator will consider whether the student's grades will be reduced or whether promotion or high school graduation will be affected because of the absences.

The School Administrator or committee will review other measures of academic achievement, the circumstances of the absences, the number of

absences, and the extent to which the student completed missed work.

A written note must be brought in and submitted to the homeroom teacher within three (3) days, for an absence to be considered EXCUSED.

Absences other than short-term illness and death in the family may require additional documentation, or, in certain situations, prior approval of the School Administrator. Students who have medical appointments should bring confirmation of the appointment in order for the absence to be considered excused.

“Prior approval” requires one-week written notice by the parent/guardian to the School Administrator, prior to the first day the student proposes to miss school. The prior approval request must explicitly state the nature of the absence. With the exception of religious holidays, absences requiring prior approval – educational opportunity and immediate demands of the home – should be limited each year. Absences granted this prior approval require that the student complete all work in advance when possible (depending on arrangements made by teacher for work).

Students must be fever free for 24 hours before they may return to school. Please do not send your child to school if he/she is running a fever over 99 degrees. If your child begins to run a fever over 99 degrees, you will be called to come and pick up your child. We do not have a sick room on campus.

EXCUSED ABSENCES (LAWFUL)

Absences for the following reasons shall be classified as excused absences when the indicated documentation or approval is provided:

- A. Illness of the student – extended illness may require verification by a doctor who is licensed to practice medicine in North Carolina.
- B. Medical or dental appointment – verification by doctor required.
- C. Death in the immediate family.
- D. Quarantine – a copy of quarantine order required by the State Board of Health or the Health Department.
- E. Religious holiday – prior approval required.

- F. Court summons – verification by court system required.
- G. Immediate demands of the home – prior approval by required.
- H. Valid educational opportunity (travel) – prior approval by School Administrator required.
- I. Suspension from school.

Students are eligible for make-up work for excused absences (with the exception of out-of-school suspension, please see below) and are responsible for securing make-up assignments. Students will have three days for each day missed with a maximum of five days for make-up work.

UNEXCUSED ABSENCES (UNLAWFUL)

Any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused absence shall be classified as unexcused.

ABSENCES DUE TO OUT-OF-SCHOOL SUSPENSION

Absences due to out-of-school suspension are considered involuntary absences for attendance accounting purposes and are not considered a violation of the compulsory attendance law. Absences due to out-of-school suspension are excused absences from school. **Students shall not receive credit for daily class work but shall be allowed to make up missed work such as homework and tests.**

All make-up work due to out-of-school suspensions must be made up within the specified time (three days for each day suspended with a maximum of five days for all make-up work). Make-up work not completed in the allotted time will result in a zero. Parents may pick up their student’s assignments from the front office while their child is serving a suspension. Students who are suspended from school are not permitted on campus nor are they permitted to attend or participate in extra-curricular activities.

ATTENDANCE APPEALS

Each student’s absences will be reviewed by the administration prior to report cards being issued. A school attendance policy appeals committee shall be established to hear appeals. This appeals committee

shall consider student/family hardships and any extenuating circumstances, in addition to the student's attendance record. Parents and guardians will have the opportunity to appeal absences to the Attendance Appeals Committee. Parents and students must present documentation to the appeals committee justifying all class absences. Parents are responsible for providing evidence that the excessive absences were lawful.

ACADEMIC CONDUCT

GRACE CHRISTIAN ACADEMY'S HONOR CODE

On my honor, I have neither given nor received help on any assignment without the teacher's approval. To the best of my ability, the information I have provided has been truthful and cited appropriately.

STUDENT BEHAVIOR AND CONDUCT

At Grace Christian Academy, we are entirely committed to maximizing the potential and success for each of our students. It is our responsibility to provide a positive and safe learning environment. To achieve that goal, our students must comply with all of the rules and regulations of the school and report all potential problems to school personnel.

Scope

Conduct and behavior (including the dress code) applies to students while on the school grounds of GCA and at any event where students are representing GCA off of the school grounds (i.e. athletic or academic events at other schools, field trips, etc.)

School Grounds Defined

The school grounds include all buildings, areas between buildings and the parking lots. It also includes any vehicles used for transportation to and from school or events (such as church vans or buses), as well as personal vehicles on school grounds.

BEHAVIOR TOWARDS FACULTY AND STAFF

Students shall comply with the instructions of all GCA personnel at all times while on the school premises or while attending or participating in any school sponsored activity. Failure to do so will result in disciplinary action, including possible suspension.

No student shall strike, push, shove, or verbally abuse school personnel. Students and parents are reminded that school employees are considered state government officials and that there are specific laws in place to protect these individuals. Improper behavior toward faculty or staff will result in disciplinary action.

Grace Christian Academy administration and/or staff will incorporate appropriate means to maintain and restore a safe and orderly environment.

INFRACTION DEFINITIONS

Inappropriate Conduct is anything that interferes with the educational environment or teaching/learning process, including but not limited to, excessive talking, excessive laughing, disruptive behavior, horse playing, not following instructions, video game playing, card playing, eating and drinking in class without permission.

DISCIPLINARY PROCESS

Should a student become a disturbance or display inappropriate behavior while in an educational setting and/or while on school grounds, the teacher has the authority to address the student using the following steps:

- I. **Verbal Warnings:** A verbal warning will be communicated to the student to address the inappropriate behavior or disturbance (with the expectation that the student will correct his or her inappropriate conduct immediately). A student can be addressed verbally three times before next disciplinary actions are taken.

- II. **Parent/Teacher Conference:** If the student fails to correct his or her inappropriate conduct after three verbal warnings, the teacher shall then contact the student's parent or guardian and set up a parent/teacher conference. During this conference, parents/guardians must be prepared to address the behavior of their student and communicate actions to prevent the behavior from occurring again.
- III. **Administrative Disciplinary Referral:** Should the student continue to display inappropriate conduct after a parent/teacher conference, the teacher shall issue an administrative disciplinary referral and send the offending student to the main office to meet with the School Administrator (or his/her designee).

NOTIFICATION PROCESS TO PARENTS FOR ADMINISTRATIVE DISCIPLINARY REFERRALS

When a student receives an administrative disciplinary referral and/or is suspended for either short-term or long-term, the School Administrator (or his/her designee) shall:

- a. Make every effort to contact the parent by telephone.
- b. Issue a written notice to the parent that includes details of the infraction (written notice shall be produced in a timely manner).
- c. Keep documentation of the infraction for possible future review.

All disciplinary actions will be administered in accordance with the guidelines of established laws, policies, rules, and regulations of the State of North Carolina and/ guidelines of GCA. Every possible offense cannot be anticipated; therefore, any matters not listed will be determined by the GCA administration.

SUSPENSION

If a student has been suspended, the student will fulfill the suspension out of school (off school grounds). It is essential that teachers, staff, and administration maintain a disciplined environment that is conducive to learning. A student whose behavior has led to suspensions forfeits their privilege to attend and participate in this learning environment. Suspensions are also fulfilled out of school to ensure that precious

resources of time, personnel, and space are not diminished for students who are actively engaged in learning and adhering to school and behavioral policies.

PROHIBITED CONDUCT

Criminal Offenses

Any conduct committed by a student that would also be a crime under North Carolina Law is a violation of the Student Code of Conduct and disciplinary action will be taken. In addition, the appropriate Law Enforcement Agency may be contacted and criminal charges may result. Criminal offenses that will result in disciplinary action include, but are not limited to:

- i. **Possession of Weapons on School Grounds** (NCGS § 14-269.2)
Weapons include, but are not limited to guns, rifles, pistols, any firearm of any sort, dynamite cartridges, bombs, grenades, mines or powerful explosives, BB guns, stun guns, air rifles, air pistols, bowie knives, dirks, daggers, knives of any sort, slung shots, leaded cane, switchblade knives, blackjacks, metal knuckles, razors, razor blades (except those for personal shaving), fireworks, mace, pepper spray, tasers, etc.
- ii. **Arson** (NCGS § 14-58, et. seq.)
Setting fire to or any attempt to set fire to buildings located on the school grounds (or any other building where a school related event is taking place). This also includes marring and/or defacing any school's real property by setting or attempting to set a fire.
- iii. **Burning of Personal Property** (NCGS § 14-56)
Setting fire to or burning any personal or private property on school grounds.
- iv. **Injury to Real Property** (NCGS § 14-127)
Includes the willful marring or defacing of any school's real property.
- v. **Injury to Personal Property** (NCGS § 14-160)
Includes the willful destruction of the school's personal property (such as books, computers, smart boards, desks, etc.).
- vi. **Assaults** (NCGS § 14-33 et. seq.)
The physical assault of any student, teacher, coach, etc. will not be tolerated. This includes fist fighting, pushing, slapping or any other harmful touching of another student.
- vii. **Communicating Threats** (NCGS § 14-277.1)
Threatening the physical safety of any student (or any of their family members) while in school or at any school related/sponsored event will not be tolerated. This includes any event or function when

students are subject to the authority of Grace Christian Academy and the threatening behavior negatively affects the order, discipline and safety of our students and staff. Threats include those communicated verbally, electronically or through any other means.

- viii. Sexual Battery** (NCGS § 14-27.5A)
The touching of another student, teacher, coach, etc. for gratification of sexual desire, etc. against that person's will.
- ix. Indecent Exposure** (NCGS § 14-190.9)
The exposure of the private parts in the presence of any person(s) of the opposite sex.
- x. False Fire Alarm** (NCGS § 14-286)
Pulling, engaging or otherwise reporting a fire when one does not exist. Students shall not activate any fire or other alarm system unless authorized to do so by school employees (unless there are reasonable grounds to believe that an actual emergency situation exists).
- xi. Possession of Controlled Substances** (NCGS § 90-89 et. seq.)
No controlled substances are allowed on campus at any time or at any off campus events. Prohibited substances include, but are not limited to, marijuana, cocaine, heroin, etc. Further, recreational substances such as synthetic marijuana (K2 or Spice), Mephedrone (meow-meow) or any similar substance that can produce an intoxicating effect on the body are prohibited. **Exception: Prescription Medications** (including those that are over the counter) are only allowed when proper documentation is on file with the office.
- xii. Possession of Drug Paraphernalia** (NCGS § 113.21)
Such as rolling papers, pipes, tweezers, roach clips, etc. are not allowed on school property or at any school event.
- xiii. Possession of Alcohol**
The possession of alcohol on school grounds and at school events is strictly forbidden. Any student found in possession of any alcoholic beverage (on school grounds or at any school event) faces punishment (and may be in violation of NCGS § 18B-302).
- xiv. Possession/Use of Tobacco or Nicotine Products**
No student, regardless of age, who attends Grace Christian Academy, is allowed to smoke, chew, dip, possess or otherwise use any tobacco or nicotine product, including but not limited to electronic cigarettes on school grounds or during a school sponsored event. This includes within cars on school grounds.
- xv. Trespassing** (NCGS § 14-159.12-.13)

Any student who has been suspended from school is not allowed on school property or at school events during the period of the suspension. Entry onto school property or attendance at school events will be prosecuted as trespassing. Any student who is asked to leave school property by an administrator is expected to do so immediately. Failure to do so may be prosecuted as trespassing.

- xvi. Larceny/Theft** (NCGS § 14-72 et. seq.)
The stealing or taking of another's personal property without their consent will not be tolerated.

ATTENDANCE

- i. Truancy**
At GCA, we are committed to student success. Skipping class (truancy) is strictly prohibited and may result in suspension.
- ii. Tardiness (All Students)**
 - a. Students must be in their classrooms by designated start time (see section Daily Schedule) for their grade level.
 - b. Parents will be notified via a written letter after a student has accrued three (3) unexcused tardy arrivals to school.
 - c. Any additional unexcused tardy arrivals occurring after parents have been notified via a written letter will result in a discipline referral.

INAPPROPRIATE MEDIA

The possession of literature, illustrations, digital or analog media, recordings or the presentation of websites which disrupts the educational process are prohibited. Pornographic, obscene, and/or sexually suggestive materials are prohibited and possession of such will result in immediate suspension.

GENERAL INTERNET ACCESS

Students must have permission from a faculty member to use the Internet. The internet is for educational purposes only and any other use is prohibited. Students are prohibited from accessing chat rooms, instant messaging programs, pornographic web sites, and any type of Internet games (including non-violent games). The exclusion to this policy is games that are educational in nature and are played with teacher permission, under his/her direct supervision.

GCA COMPUTER NETWORK AND IT INFRASTRUCTURE

Attempting to disable or circumvent Grace Christian Academy's network and internet content filters and firewalls, including using or attempting to use proxies to access sites that would otherwise be restricted is not permitted.

GAMBLING AND RELATED ACTIVITIES

Students shall not participate in any event which provides the chance for monetary advantage of one participant at the expense of the others. Activities include, but are not limited to: card playing, trading cards, dice, matching, coin tossing or pitching, selling CDs, or trading items for money. Some of these activities provide participants with the opportunity for later monetary settlement, and therefore must be included.

MECHANICAL, ELECTRONIC, AND DIGITAL DEVICES

With the exception of Grace Christian Academy issued laptops, students must not possess any type of electronic or mechanical device that disrupts or impedes the educational process (i.e., use within the classroom). These items include, but are not limited to cell phones, iPhones, radios, cassette and CD players, beepers, phones, cameras, etc. These items must not be in a student's possession during school hours. This includes After School Care.

Any violations will result in confiscation of these items. The principal will take possession of these items and only return them to a parent/guardian. Items confiscated more than one time may be held until the end of the year at which time parents must pick them up.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection by students disrupts the educational process by distracting the attention and focus of others. Therefore, it is prohibited at school, on school property, and at school-related events. This includes, but is not limited to: embracing, kissing, hand holding.

INAPPROPRIATE TOUCHING

Any form of physical contact that is sexually blatant or is otherwise sexually suggestive is prohibited.

INAPPROPRIATE EXPOSURE

Blatant exposure of sex organs to members of the same sex with the intent to harass or demean another is prohibited.

EATING / DRINKING

Eating and/or drinking in classes is generally not allowed. However, snack time may be provided during any class at the teacher's discretion. Students who are allowed to snack in class shall clean up after themselves.

PETS AND ANIMALS

For health and safety reasons, all pets and animals must have prior, written approval from the principal before being brought on school grounds.

CLASSROOM SPECIFIC RULES

Teachers may choose to have additional rules that apply within their specific classrooms. Students must always respect and follow all classroom rules and policies. Failure to comply with classroom rules will follow the same disciplinary process as rules and policies of the school.

DRESS CODE

At Grace Christian Academy, our focus is to allow our students to concentrate on academic, Christian, and character education that is of the highest quality. Uniforms will be required at all time on school grounds. Students are not allowed to dress in such a manner that draws attention away from the teachers, staff, and other students. GCA will continue to place the educational emphasis on Christ-like character building and learning.

All students and staff members are responsible for knowing our dress code policy and are held accountable. As with the other rules and policies in this handbook, students are expected to follow the dress code while on the campus of Grace Christian Academy as well as in other locations where they represent our school, such as field trips, etc.

GENERAL CLOTHING GUIDELINES

- Uniforms must be neat and clean.
- Outer garments must completely cover underwear at all times. Underwear must not be visible at any time.
- Leggings may be worn underneath garments that meet all dress code requirements.
- No clothing that exposes bare midriffs and/or cleavage is acceptable.
- Athletic and PE uniforms must meet dress code if they are to be worn during the instructional day.
- Student clothing should not be a distraction to the learning process. Students wearing questionable attire will be required to change into clothing meeting dress code/uniform requirements.

LOGOS AND WORDS ON CLOTHING

- All clothing and accessories (including jewelry, wrist bands and head ware) must be free from words and images other than the GCA Logo.

SHIRTS AND TOPS

- Upper body garments must be long enough to cover the body at all times.
- Shirts and tops may not fall below the knees.

PANTS, SHORTS, SKIRTS, AND DRESSES

- Pants must be properly fitted. Extremely tight or extremely loose-legged pants are not allowed.
- Shorts, skirts, and dresses must extend below the longest fingertip when the student's arms are extended down. This includes slits, splits, or wrapped items of clothing. Longer skirts and dresses are permissible as long as they do not drag the ground.
- No holes or slits in pants or skirts are permitted.

SHOES

- Appropriate shoes for daily activities must be worn.
- Athletic shoes are required for P.E. classes.
- Bedroom shoes may not be worn.

HATS, HOODS, AND HEADWEAR

- Hats, hoods, bandannas, scarves, handkerchiefs, sweat bands, etc., shall not be worn on the body, including the head and arms, inside the school building at any time.
- Hats, bandannas, scarves, and handkerchiefs may not be visible or worn on any article or clothing, book bags, purses, or on the body.
- Hats may be worn by students on our campus at athletic events and at school sponsored dances only. All other clothing and behavior must adhere to existing school rules and regulations.

EYE WEAR

- No one may wear sunglasses inside the school building, unless documentation is submitted to front office staff, from a physician or from an ophthalmologist.

PIERCINGS AND TATTOOS

- Pierced jewelry is limited to ears only. Nose piercings, lip piercings, gauges, or any other visible body modifications are not permitted at school.
- No form of body art, including drawings and tattoos (permanent or transfer) may be visible at any time.

PURSES AND BACKPACKS

- These items must be in compliance with logo and word requirements.

DRESS CODE DISCIPLINARY MEASURES

Students found guilty of dress code policy violations will be held accountable in the following manner:

First Offense

The student will be given the opportunity to change into clothes that meet school dress code policy. If the student cannot comply with personal clothing, the student will remain with an administrator until a parent is contacted to provide a change of clothing.

Second and subsequent offenses

Any student found in further violation will be referred to administration for possible disciplinary action.

DRESS CODE ASSESSMENT AND OPINION

In matters of opinion, the judgment of teachers and administrators will prevail. The School Administrator will have the final authority in all rulings pertaining to the dress code.

HARASSMENT AND BULLYING POLICY

Grace Christian Academy is committed to providing a nondiscriminatory environment that is conducive to learning. To this end, the school specifically prohibits harassment and/or bullying of any kind.

Harassment and/or bullying, as defined in Section B, is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees, employees and/or students.

Any student who believes that he/she has been harassed and/or bullied in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. A school employee who is notified of or otherwise becomes aware of conduct which may violate this policy shall report the matter to the School Administrator. Failure to do so may subject the employee to disciplinary action.

Any employee who believes that he or she has been harassed and/or bullied in violation of this policy should report such behavior to the School Administrator, and/or to the TLC Executive Pastor.

All complaints of harassment and/or bullying shall be promptly and thoroughly investigated. Conclusive evidence of such may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in the case of students.

Conversely, consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment, intimidation or bullying range from peer and administrative counseling up to and including suspension/expulsion, or termination in the case of faculty.

Grace Christian Academy prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation range from suspension/expulsion, or termination in the case of faculty.

Prohibition of discrimination and harassment

Any violation of this policy is considered serious and appropriate action will be taken.

SAFE SCHOOLS

EMERGENCY PROCEDURES INFORMATION

At the beginning of the school year, parents must update their child's emergency procedure information by completing and returning the Student Information and Emergency Form. The purpose of the form is to identify persons to be contacted in case of an emergency involving the student. It is imperative that this form be completed in a timely manner.

INCLEMENT WEATHER PLANS

During extremely bad weather it may become necessary to cancel school, delay the opening, or close school early. The decision to cancel school or delay the opening will be made by 6:30 am. If a delay is necessary, it will be a two-hour delay. When the decision is made to close or delay school, parents/guardians and students are advised of that decision through the GCA Website, email, texting, and area television and radio announcements:

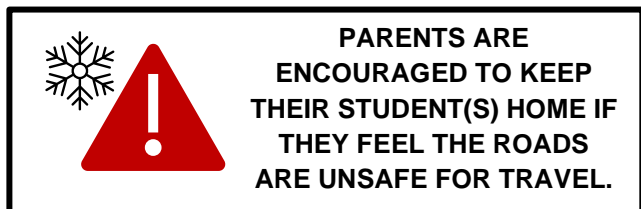
Parents and students are reminded **not** to call the TV or radio stations and are asked **not** to call school officials, as such calls tie up telephone lines and may delay the announcement.

A decision to close school early will be made with every effort to balance appropriate notification time for parents with road conditions and safety.

School Emergency Closing Information Sources

In times of emergencies / school closings, information will be shared with the GCA community through the following channels of communication:

- The school webpage (www.gca-nc.com)
- Telephone, email, and text alerts
- TV and/or radio
- Social Media Accounts: Facebook, Twitter, etc.



Parents and students must have made necessary arrangements in the event that school is cancelled, delayed, or closed early. Students may not stay on campus if the school closes early. The school building is not open to students during the times of delayed opening or early closing, nor is it open to students if school is cancelled for the day.

After-school care will not operate during emergency closing days. On days when the school closes early or is closed for the day, all extra- curricular activities, athletic meetings, games and practices shall be cancelled.

The School Administrator may excuse individual student absences if parents elect to keep their student(s) home from school due to safety concerns regarding inclement weather.

HEALTH

PRESCRIPTION OR OVER-THE-COUNTER DRUGS

No student may have medication of any kind (prescription or over-the-counter) in his/her possession at any time. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You can come to the school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form from the school secretary. Take the form to your child's doctor or health care provider and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed and signed by the authorized medical professional prescribing both prescription and over-the-counter drugs. The parent or guardian must also sign the form. Prescription medicines must be brought to school in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the written instructions by the authorized medical professional.
3. You may discuss with your doctor an alternative schedule for administering medication (e.g. outside of school hours).

Inhalers and Emergency Injections

NOTE: Some medications such as inhalers or emergency injections can be self-administered and kept by the student with written medical provider permission.

Drug Administration

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the authorized medical professional who has prescribed the medication, and the medication has been received in an appropriate labeled container. In fairness to those giving the medication and to protect the safety of the child, there will be no exceptions to this policy.

HEAD LICE

If lice or nits are detected, the parent/guardian will be notified and will pick up the student from school. Written instructions will be given to parent/guardian regarding treatment of head lice infestation. When a student is sent home for lice or nits, the parent must accompany the child upon return to school. The student must be rechecked by trained school personnel prior to returning to class. Students must be lice and nit free to return to class. Entire classrooms will be screened after two confirmed cases of head lice have been identified in the class. Parents/guardians

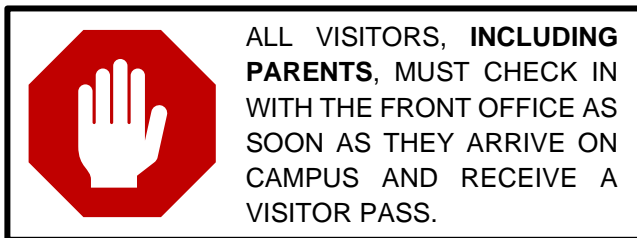
will receive a letter each time their child's classrooms are screened for head lice.

FAMILY INVOLVEMENT

VISITOR POLICY

For safety and security reasons, GRACE CHRISTIAN ACADEMY is a CLOSED CAMPUS.

Parents and other legitimate visitors are welcome on the GCA campus. Parents are also welcomed to eat lunch with their children. Persons who are here to interrupt the intended functions of the school are not welcome.



FACTS SIS PARENT PORTAL AND MOBILE APP

Parents and Students (Grades 2-12) have access to real-time information on grades, attendance, comments, assignments, and scores directly from the teacher's gradebook via the FACTS SIS parent and student portal. Conveniently portable and powerful, the Mobile app gives parents and students access to the same information as the Web Portal from your iOS or Android mobile devices.

CRISIS MANAGEMENT

GCA has a Crisis Management Plan which includes monthly fire drills, tornado, severe weather and emergency lockdown drills. As part of this plan, all doors are kept locked. All parents, volunteers, and visitors are required to stop by the front office to sign in and get a visitor's badge.

Security Surveillance cameras are located throughout the GCA campus in order to enhance campus safety and security as well as to support the protection of GCA students, employees, and visitors.

PARENT INVOLVEMENT

Grace Christian Academy relies on the help of its parents. Volunteerism is important at all schools, but imperative at a private Christian school.

As agreed upon when the student was accepted into Grace Christian Academy, it is an expectation that all parents will volunteer and support school programs and activities throughout the school year. Please contact your child's teacher, the administration, or visit our website –www.gca-nc.com to learn how you can help. Grace Christian Academy parents may volunteer in their child's classroom, at sporting events, in the cafeteria, on field trips, and other GCA events. Contact our front office to be directed to the appropriate person. Please sign in at the front office during school hours.

COMMUNICATION PROTOCOL

Regular communication between parents and teachers provides an excellent opportunity to discuss many details regarding the child's school experiences that cannot be conveyed on a grade report. Consistent contact between home and school will also help your child see that both parents and teachers care about his/her progress and success in school. In an effort to increase effective communication between students, parents, teachers and administrators, we ask that everyone adhere to the following procedures.

The teacher should first handle parental concerns. In the event that the concern is not resolved following this intervention, the School Administrator will intercede. The administrator may choose to take the concern to the Executive Pastor and/or Board of Elders in order to resolve the situation. Teachers should remind parents to follow the proper chain of command when dealing with school policy.

Contact the classroom teacher for the following:

- Student progress
- Classroom management and/or disciplinary concerns
- Field Trips
- Grades
- Projects and Assignments and Attendance
- Conferences
- Curriculum concerns

If you still have questions after meeting with the classroom teacher, you may contact an administrator about your concerns.

Contact the school office for the following:

- School schedule
- Volunteer program
- Student records
- Medical documentation
- General questions