



2017-2018
PARENT/STUDENT
SECONDARY MANUAL

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INTRODUCTORY INFORMATION

PREFACE

This manual has been compiled to give our school family a knowledge of the operating policies of Grace Christian Academy (GCA). Our hope is that everyone would seek to apply the spirit of these policies rather than just the letter. Please note that these policies may be modified during the course of the school year.

While it is not required that you or your child be a member of Grace Church, we do encourage you to be involved in a local church body of your own. For those looking for a church home, we invite you to visit our church and worship with us to become better acquainted with our ministries.

Although we are an open-enrollment school whose members don't all possess an active Christian faith, we do expect all members of our school community to value and support the spiritual and educational objectives of our school.

ADMINISTRATION

Grace Christian Academy is a ministry of the Grace Church in Waldorf, Maryland.

Director:	Dr. Lorne Wenzel
Director of Education:	Mrs. Charletta Jones
Director of Admissions:	Mrs. Blair Salvas
Director of Student Affairs/ Athletic Director	Mr. Brian Deschaine
Director of Operations:	Mr. Harry Hubbard
Secondary Vice Principal:	Mr. Dan Perrotta
Elementary Vice Principal:	Mr. Dwayne Johnson
Vice Principal of Student Activities:	Mrs. Barbara Greenawalt
Director of Parent Relations:	Mrs. Vetta Cash

School Board: Composed of pastoral and lay representatives from Grace Church of Waldorf / Grace Christian Academy and the community.

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

ACCREDITATION AND AFFILIATION

Grace Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and Middle States Association of Colleges and Schools. Accreditation is based on educational goals and programs, faculty qualifications, school organization, curriculum, media center, and facilities.

Grace Christian Academy is also approved by the Maryland State Department of Education.

VISION STATEMENT

Developing fully-equipped students living out their God-given purposes in life.

MISSION STATEMENT

By the grace of God, we will partner with parents to deliver excellent academic instruction, develop essential skills for learning and life, and cultivate character through personal maturity in Christ, for the glory of God.

OUR PURPOSE

The Knight Experience

Grace Christian Academy has a multi-dimensional approach to educating our students that expands well beyond the classroom. We design our curriculum around three domains required for a successful life in the 21st century, and we define and teach the qualities of each domain in light of the life and message of Jesus Christ.

These domains express our identity, create our culture, and permeate every class, activity, and relationship at GCA. They make us less of an educational institution and more of an inspiring learning community of personal growth.

1. Academics

We recognize that the 21st century information age has changed the landscape of academic learning. It is not enough to send our graduates off to college with good SAT scores and impressive transcripts, and simply filling the minds of students with information fails to prepare them for success in college or in life. Academic excellence requires that we:

Separate trivial information from the essential core content that produces understanding of each subject and serves as the foundation for future learning;

Teach for permanent mastery of core content;

Inspire student learning by revealing how it is meaningful to life and personal growth;

Whenever possible, connect course content to current global issues and events;

Equip students with the ability and desire to be curious, analytical, and critical thinkers.

2. Professional Growth Skills

Academic knowledge means little without the skills to apply it to our culturally-diverse and technologically-fluid world. These skills have been called the “resume virtues” because employers know that they will determine vocational success more than academic grades and diplomas. We develop these professional growth skills in the following three areas:

Learning Skills

The habits of mind that include the desire to learn, to think outside-the-box, to explore both sides of an issue, and to conduct quality research.

Communication Skills

Writing, Public Speaking, Interviewing, and Presenting.

Social Skills

Respect for diversity, social etiquette, and the ability to collaborate with others.

3. Maturity of Character.

The most basic requirement for a meaningful and successful life is possessing the moral virtues that God made us to live by. These are the virtues that define our soul, add joy to our lives, and most benefit the lives around us. They are what people will most remember about us when our life is over. Among these virtues are:

- Honor
- Courage
- Perseverance
- Kindness
- Integrity
- Humility

- Compassion
- Generosity

Because these virtues will only be as strong as our personal identity, we intentionally help students to understand their unique personality and the personality traits of others, to know and appreciate their own strengths and weaknesses, and to grow in the self-confident knowledge that they have a significant role to play in God's kingdom and in the lives of others

STATEMENT OF FAITH

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that God created the world, including man, in six twenty-four hour days.
- We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature, become sinners (in thought, word and deed) and consequently need redemption.
- We believe that all mankind, excepting Adam and Eve, achieve personhood at the moment of conception. (Ps. 139:14-16; Jer. 1:5)
- We believe that God wonderfully and immutably creates each person as a genetic male or genetic 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 genetic male and one genetic female 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; 7:2-5; Heb. 13:4) and that sexual intimacy outside of marriage (including adultery, fornication, rape, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sin.

- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His present intercession for us as High Priest and Advocate.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
- We believe in that blessed hope, the personal imminent return of our Lord and Savior Jesus Christ.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

EDUCATIONAL PHILOSOPHY OF GRACE CHRISTIAN ACADEMY

The Primary Source of Truth

Acknowledging that the Bible is God's inspired, inerrant, infallible, all sufficient and authoritative Word, the philosophy of education at Grace Christian Academy is based on a God-centered view of truth and man as presented in the Bible. "For by Him all things were created . . . He is before all things, and in Him all things hold together" (Colossians 1:16-17). Truth is not based on feelings, circumstances or opinion, but is absolute and objective and is the summation of what is taught through the Word of God (Ps. 119:160, John 17:17). This foundation of truth is essential to have a comprehensive, undistorted understanding of the world and all subjects therein.

The Nature of Man

Man is created in the image of God, with the unique capacity to know and respond to God personally and voluntarily (Genesis 1:26-27). However, because man is a sinner by nature and choice, he cannot, in this condition, know or honor God in his life (Romans 3:10-11, 23). He can do this only by being born again (John 3:3), through receiving Jesus Christ as Savior and thus being enabled to do God's will, being conformed to His image, which is the ultimate purpose of his life (Ephesians 2:1-10; Romans 12:1-2). Even as believers, part of our nature is to be inclined

toward laziness and the path of least resistance. Students are no different and need the boundaries of instruction, discipline and encouragement to mature into responsible, diligent and secure young people (Ephesians 6:4; Hebrews 12:11).

The Responsibility to Educate

The Bible clearly instructs parents, not the Church or State, to "bring [children] up in the discipline and instruction of the Lord" (Ephesians 6:4; Deuteronomy 6:6-7; Psalm 78:4; Proverbs 22:6). As parents enlist the school to assist in this training process, we endeavor to become their co-laborers with the goal of guiding and directing the student in gaining knowledge, wisdom and understanding based on a proper and righteous fear of the Lord (Proverbs 1:7). As a school, we seek to help train parents in God's wisdom for family life.

The Goal of Education

"The goal of our instruction is love from a pure heart and a good conscience and a sincere faith" (I Timothy 1:5). To produce students who speak with eloquence, have all faith and knowledge or sacrifice to the point of martyrdom would seem to arrive at the ideal. But according to I Corinthians 13:1-3, without love these admirable qualities become nothing more than noisy irritations, of no personal value and profiting nothing. Jesus said that the two greatest commandments are: *"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. And a second is like it, You shall love your neighbor as yourself"* (Matthew 22:37,39).

As a Christian school we are responsible and accountable to God not only to communicate the truth, but also to do it with Christ's love. Therefore, the standard by which our efforts are measured is the attributes of love as cited and defined in I Corinthians 13:4-8a. As educators we strive to achieve the balance of truth and love in our own lives and in our teaching so that our students may "increase in wisdom and stature, and in favor with God and men" (Luke 2:52).

Our commitment is to impart knowledge to our students and ground them in the love and wisdom of God according to His Word.

We therefore desire that all students will:

1. Experience the love and salvation of God.
2. Acknowledge the Bible as God's the Word of God and cultivate a love for it, and a desire to study and memorize it. (II Tim. 3:16-17, Psalm 1:2-3, Psalm 119:11).
3. Demonstrate a personal commitment to Jesus Christ and to live a life pleasing to Him. (Romans 10:9, Galatians 5:22-23, 1 Timothy 6:11b-12)
4. Understand the foundational doctrines of the Scripture and the flow of the Biblical narrative to develop and defend a Christian worldview. (II Timothy 2:15, I Peter 3:15, Romans 12:2)

5. Integrate Biblical principles of leadership into their personal and spiritual lives. (Matthew 20:25-28, I Samuel 16:7)
6. Achieve academic excellence to master the required academic disciplines. (Colossians 3:17, 23)
7. Become lifelong learners who seek knowledge for the purpose of wisdom and obedience. (Proverbs 9:10, James 1:22, Joshua 1:8)
8. Use God's creation in a creative and responsible way. (Genesis 1:28, Psalm 8:6)
9. Have a vision to serve and influence other individuals, the community, the nation and the world by modeling Christian character and exercising civic virtue. (Matthew 5:13-16, I Timothy 2:1-4)
10. Value gender distinctiveness and the family as part of God's created order. (Genesis 1:27, Matthew 19:5-6, Psalm 127:3-5)
11. Cultivate an appreciation of the Fine Arts and develop themselves in the areas of literature, music, and art to glorify God and edify men. (II Chronicles 5:13, Ephesians 5:18-20)
12. Participate in activities designed to encourage a lifestyle that maintains the physical body as the temple of the Holy Spirit. (I Corinthians 6:19-20)

In Conclusion

The words of wise men are like goads, and masters of these collections are like well driven nails; they are given by one Shepherd. But beyond this, my son, be warned: the writing of books is endless, and excessive devotion to books is wearying to the body. The conclusion, when all has been heard, is: fear God and keep His commandments, because this applies to every person. For God will bring every act to judgment, everything which is hidden, whether it is good or evil (Ecclesiastes 12:11-14).

GENERAL POLICIES AND PROCEDURES

ADMISSION PROCEDURES

Requirements for Admission

The following requirements have been established for admission to Grace Christian Academy:

1. Completion of application with signatures and appropriate fees.
2. Satisfactory scholastic and behavioral records from previous school.
3. Satisfactory performance on a formal entrance test.
4. Health records that meet State requirements.

A. **Medical Forms.** Maryland State law requires that the *Health Inventory Form* signed by the parent and the child's physician be on file for all students.

B. **Immunization Record.** Maryland State law requires students entering any school within the state to have the following immunizations: poliomyelitis, small pox, diphtheria, rubella, pertussis and tetanus.

5. Read the Student/Parent Manual and agree to support the guidelines presented.
6. Completion of parent interview with Academy principal.
7. Completion of Student Questionnaire (secondary).
8. Complete registration with FACTS tuition management within 10 days of interview and acceptance.
9. Complete the Parental Statement of Support.

* Kindergarten students must be five years of age by September 1 of the year of entrance.

GCA desires to provide a Christian education for all students. The school has established the STEP Center to assist students with educational difficulties. However, the school is not able to meet the needs of every student. Students with educational challenges will be evaluated on a case by case basis. Students with severe educational, physical, or emotional deficits will not be accepted.

Academic Probation

All new students to GCA are automatically placed on academic probation for the first nine weeks of attendance. At the conclusion of the marking period, the academic

committee will review the student's progress to determine if the student should remain on probation. Students with a failing grade at the end of any grading period will be placed on academic probation until such time as the grade is passing.

FINANCIAL POLICY

We rely on tuition and fees to meet the expenses necessary to operate our school. When tuition and fees are not paid fully and on time, it hinders our ability to conduct our programs at the required level of excellence. Failure to make full and on-time payments will jeopardize the continued enrollment of your child. As concerned Christians, we understand that occasionally circumstances may cause someone to not be able to live up to their payment promise. When that happens, we need to be contacted immediately so that alternate payment arrangements can be made.

1) Payment Options

We offer many payment options:

- **Annual**
- **Semester**
- **Quarterly**
- **Monthly**

Please check our website or contact the Financial Office for more information.

2) Past Due Payments

- a) The responsible person(s) for tuition payments that are past due on the 15th or 30th of the month will be mailed or e-mailed a reminder letter reflecting the past due balance and late fee of \$10.00 minimum or 5% of balance, whichever is greater.
- b) Accounts left unpaid by the next monthly billing cycle will be mailed a collection letter reflecting the past due balance, the current month's tuition, and the added service charges. This letter will include a notice regarding terminating educational services if the account is not paid in full within 30 days.
- c) Accounts unpaid by the 3rd billing cycle will be sent a certified letter stating the specific date that educational services will be terminated, and the student will not be allowed to return to school.
- d) GCA will, after exhausting all reasonable collection efforts, turn the delinquent account over to a third party agency for collection.

3) School Records

- a) Report cards, transcripts, diplomas, or any school records will not be released if any account balance is past due. Seniors who have completed all academic requirements for graduation may “walk” with the graduating class, but no documentation of graduation will be provided until all balances are paid. Graduating seniors must pay in advance for any Senior Class event prior to attendance.
- b) If a student is suspended or expelled, he/she shall not be able to sit for any testing until past due payments have been fully satisfied.

4) Returning Students

- a) No student will be allowed to return to school at the beginning of the new school year if there remains a balance due from the preceding year.
- b) Grace Christian Academy reserves the right to request the prepayment of tuition in full for an upcoming school term if excessive delinquent payments were experienced in the preceding year.
- c) Any unpaid tuition from previous school years prevents re-enrollment in Grace Christian Academy. Under this criteria a parent must pay all previous outstanding fees prior to enrollment, and said parent is automatically placed in a financial probation status.

5) Fees

- a) There will be a \$35.00 fee assessed for all returned payment checks for insufficient funds. After two returned checks, Grace Christian Academy reserves the right to request payment in the form of cash, money order, or certified check only.
- b) Families who choose the monthly payment plan and miss a monthly payment due to insufficient funds are assessed a \$30.00 missed payment fee by FACTS as well as incurring a fee from their own financial institution. The missed payment is reattempted by FACTS within 20 days. Two consecutive missed payment attempts by FACTS are considered grounds for dismissal from Grace Christian Academy.

6) Transferring Students

- a) We cannot accept students who still owe money to another private or Christian school. This delinquency makes it impossible to receive transcripts. Students cannot be admitted until fees from the previous year have been paid.
- b) Active duty military families that are transferred more than 50 miles from GCA will be granted a prorated financial balance that includes all education days at GCA prior to PCS. PCS orders must be provided to GCA as proof of military orders.

7) Dismissal or withdrawal

- a) Any school family failing to pay their tuition and fees according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school will have their children withheld from class until the situation is corrected. The Administration will inform parents when this situation is reached.
- b) Repeated, even not consecutive, missed payments are considered grounds for dismissal from Grace Christian Academy.
- c) Grace Christian Academy reserves the right to withdraw students at any time for delinquency of tuition, fees, or extended school day charges.

8) Financial Agreement

- a) After the financial agreement between GCA is signed, the family is responsible for the entire tuition. Removal of the student from GCA will not negate the financial agreement and the family is still responsible for the entire agreed upon payment.

9) Tuition Assistance

- a) Families may apply for tuition assistance by going to the school's website and clicking on the FACTS link. A Financial Aid Application must be completed online to be considered by the Tuition Assistance Committee. FACTS charges a \$30 fee to apply.

10) Extra hours charges

- a) For students not enrolled in Before/After Care, the school will provide supervision for 15 minutes prior to school and 15 minutes after school at no

additional charge. Students who arrive more than 15 minutes early or depart more than 15 minutes late must be supervised; therefore families will be charged for each fifteen-minute interval or any fraction thereof.

- b) All students, including Extended Care, must be picked up by 6:30 p.m. After 6:30 p.m. a late charge of \$8.50 per fifteen minutes or any fraction thereof will be assessed.

11) Damaged Books

- 1) Textbooks and library books are the responsibility of the student who has them checked out. The condition of books (those that are GCA owned) assigned is noted at the time of distribution to the student. Loss of or damage to those books will result in a charge for the replacement cost of the book, plus shipping costs. The cost to replace used books will be pro-rated based on the condition of the book at the time it was issued.
- 2) There are no financial remissions for reason (e.g., illness, vacation, holidays, etc.)
- 3) Fees for miscellaneous items, i.e., athletics, field trips, lunches, milk, etc., cannot be charged to accounts.

PARENT/TEACHER COMMUNICATION

Because it is our mission to partner with parents for the education of their children, frequent, respectful, and honest communication is necessary for parents and teachers to work together effectively and efficiently. We encourage parents to contact the school whenever they have a question or concern. We will return all calls and emails within 24 hours.

Parent-Teacher Conferences

We encourage parents to request a meeting with their child's teacher whenever they feel the need. Please email the teacher directly or call the school office (301-645-0406) and leave a message for the teacher. Please don't approach teachers for a conference or discussion during regular school hours, as they are busy preparing for school activities and are also unable to give you their full attention.

Please don't drop by the classroom without getting prior approval from administration, as we want to ensure that lessons aren't interrupted and teachers aren't surprised or distracted.

RenWeb School Management System

RenWeb gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the internet. It is a private and secure website that allows you to see important information specific to your child. You can view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an internet capable computer. Advise the school if you are unable to access this electronic communications system.

We will provide parents with detailed instructions about using Renweb. Please contact the school office if you are having trouble getting online or if the information you need isn't posted.

Using the Matthew 18 Principle

It is inevitable for misunderstandings to occur in any community, and schools are no exception. Parents also have the disadvantage of hearing about events on campus without the benefit of first-hand knowledge. We therefore urge parents to contact their child's teacher to gain a complete understanding of an issue or incident.

If ever you feel that a staff member has wronged you or your child, please follow the conflict resolution advice that Jesus gave to His disciples that is found in Matthew 18:15-17:

Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.

Jesus taught several clear principles for solving people-to-people problems.

1. **Keep the matter confidential.** This is especially true when you are still learning the facts of a matter. Don't be quick to judge a matter before you know everyone's perspective. The pattern of sharing a problem only with those directly involved establishes the principle of confidentiality.
2. **Keep the circle small.** “ *If your brother sins against you, go and tell him his fault between you and him alone...*” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
3. **Be straightforward.** Be respectful as well as forthright. We will be quick to apologize and make a situation right if we erred. Please give us the chance. Also, please be open to hear a part of the story that you may not have heard.
4. **Be forgiving.** All parties should be ready and willing to forgive, to learn from their mistakes, and to move forward in unity.
5. **Move up the ladder.** If there is no resolution, go to the person's supervisor, and if necessary, to that person's supervisor - up to and including the GCA school board if necessary. This process ensures privacy and puts the issue in the hands of the people who can get it resolved.

CAMPUS VISITORS

To ensure the safety and security of all students, employees, and visitors to our buildings, GCA has implemented the following visitor safety procedures. All visitors to GCA are required to adhere to the outlined procedures listed below:

1. **Plan ahead:** If you are planning to visit a classroom or other area of the school building during the school day, you should call the school office and pre-register for an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements as necessary. Parents/guardians who are dropping off items for a student in the front office, and who will not be proceeding into the building, may do so without advance registration.

2. **Parking:** Prior to building entry, please ensure that vehicles are parked in a parking lot space. Do not leave vehicles parked or standing in front of the academy main entrance, curbs, guard rail or spaces not designated for parking.

3. **Entrance:** Upon arrival at the school building, enter through the academy main entrance and report to the main office window. For the safety of all students, employees, and visitors, all exterior doors will remain locked. (All doors can still be used as exits).

4. **Identify yourself:** You will be asked who you are here to visit and the nature of your visit prior to gaining entrance to the building. If you are requesting to see or remove a student from a school building, you must be an authorized parent or guardian or have authorization from a parent or guardian. GCA reserves the right to deny an individual entry to the school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

5. **Photo ID:** Present your valid photo identification to a staff member. All visitors will be asked to verify their identity by showing staff member a form of photo identification, such as a driver's license or government issued ID card. We will not check you in as a visitor or release a student to your care without your photo ID.

Individuals who refuse to provide an ID will be accompanied/escorted by an academy employee to/from the place in the building the person needs to go and then back to the point where they sign out. They will be accompanied at all times.

6. **Visitor management software/badge:** You will be asked to sign into the building, and you will be issued a visitor badge. Please be advised your ID will be scanned into our secure visitor management database for visitor management purposes only. This system will create a photo visitor badge.

7. **Wear your visitor badge at all times:** The visitor badge must be displayed and visible at all times during your visit. For the safety of students, employees, and other visitors, please be aware that our staff have been trained to approach and question visitors who are in the building and not wearing an ID badge.

8. **Leaving the building:** At the completion of your visit, you will be required to check out at the main office window to return your visitor badge and sign out.

9. **Packages and bags:** GCA reserves the right to examine any packages or bags that are brought onto academy property.

10. **Chaperones for field trips:** For accountability purposes all chaperones for GCA field trips must adhere to the academy's sign in procedures

Note: If any school employee becomes aware that an individual is in a school without having received permission, the employee must either direct the individual to the main office or notify the main office, depending on the circumstances.

We understand your time is valuable, and the safety of your children and all the adults serving them is even more so. Thank you for your patience and cooperation as we continue to enhance our safety and security procedures to better serve our school community.

MEDICAL

GCA has defined certain policies and procedures to ensure the health and safety of students and staff. These policies are in accordance with Charles County and State of Maryland guidelines.

HEALTH ROOM SERVICES

Most students will visit the Health Room at least once, so it is important for parents to know what we can provide for your child. The Health Room is open from 8:30-3:00 each day for students who become ill, injured or need to take medication. The office is staffed by a nurse. If the nurse is not available, there will be a medication technician under the direction of the nurse available.

Illness and Injury

The nurse provides basic first aid in case of an accident. For minor bruises and scrapes, the wound will be cleaned with soap and water and a clean bandage and/or ice will be applied. Parents will be notified if the injury is more serious. In emergency situations, 911 will be called, and the student will be taken to the nearest hospital. If a parent/legal guardian cannot be reached, the individuals on the student's emergency card will be called. The *emergency card* with a parent's signature permits the principal to arrange emergency care for students.

The following conditions will require your child to be sent home during the day:

- Temperature of 100 degrees or higher.
- Vomiting

- Diarrhea -- two or more episodes
- Very frequent cough -- This is often an indicator of a serious illness or asthma as well as being uncomfortable for your child.
- Any communicable disease listed by the State of Maryland that requires exclusion as found in *Communicable Diseases Summary: Guide for Schools, Child Care, and Youth Camps*

Students who are ill should be picked-up within an hour of parental notification. Please have a plan in place in the event you are called to pick up your child from school.

Return to School Policy for All Students

- Fever-Free (without fever-reducing medications) for 24 hours. MANDATORY
- Vomiting-Free, Diarrhea-Free for 24 hours. MANDATORY
- State of MD communicable disease requirements for return to school.

Please be considerate of your child as well as others when making the decision to send your child back to school. The school has difficulty checking the spread of illness when parents knowingly send their child to school not fully recovered. There may be times when this will require you to keep your child home an "extra" day to ensure your child is ready to return to school. Please err on the side of caution or consider a late arrival in order to give you/your child time in the morning to see if he/she is ready to function in school for that day.

Common Communicable Diseases

The school office/nurse should be notified when a student has been diagnosed with a communicable disease. Below is a list of some of the most common diseases.

- Chicken Pox - excluded from school until all lesions are crusted over
- Conjunctivitis (pink eye) - excluded from school; may return after receiving medication for 24 hours or cleared for return by health care provider (documentation needed from health care provider) or symptoms have resolved.
- Fifth Disease - student may return as physician directs or when fever-free for 24 hours without the use of fever-reducing medication.
- Head Lice - may return after first dose of pediculicide and with school nurse approval. Ask nurse for more detailed information and assistance.
- Impetigo - excluded until 24 hours of antibiotic therapy has been completed or otherwise cleared by health care provider. Documentation needed from health care provider.
- Influenza - minimum exclusion from school is fever-free for 24 hours without the use of fever-reducing medication. PREFERRED exclusion from school until symptoms are gone or with note from health care provider stating student may return to school. The flu is contagious 24 hours before symptoms develop and up to 5-7 days after symptoms begin, especially in young children.
- Mononucleosis - exclusion from school as the physician directs; excluded from contact sports until cleared by healthcare provider.

- Ringworm - excluded from school until treatment has begun with note from physician or parent. Ask school nurse for more detailed information and assistance.
- Strep throat - may return to school after 24 hours of antibiotic and if no fever is present.

If a student is absent due to illness for three days or longer, the parent will need to supply the school with a note from your health care provider. It is a good idea to ask for a note any time your child sees a physician for an illness. It might save you time or an extra trip to the doctor.

MEDICATIONS

It is against the law in the state of Maryland for students to carry medication with them while at school or a school-sponsored function, including field trips. The Maryland law applies to prescription medications as well as over-the-counter medications such as Tylenol, Advil, Roloids, medicated lip balm, medicated cough drops, lotions, creams, ointments such as Neosporin, calamine, etc. Anything with an active ingredient is considered medicated. All guidelines are the same for prescription and over-the-counter medications. If a student is found with medication, the medication will be confiscated, and the parent will be notified.

If your child needs any type of medication, the *Medication Administration Form* should be completed with both a parent and a physician's signature. A new form will need to be sent in each year for all types of medication. This form can be found in the school office or on the school website <http://graceknights.org>. The Maryland Medication Policy does allow certain students to carry emergency medications such as epi-pens and inhalers. This must be approved by the student's physician, parent and the school nurse. This also requires a completed *Medication Administration Form*. A *Medication Self-Administration* form must also be signed by the parent, student and nurse. This form also needs to be renewed yearly.

A parent may have a doctor call in a verbal order for a medicine. This order may only be taken by the nurse. The nurse will transfer the verbal order to the medication form. The parent must sign the medication order sheet within 10 days. GCA will also accept faxed medication orders from physicians. It is the parent's responsibility to arrange for and sign these orders.

All medication must be given to the school nurse by an adult. It must be brought in the original prescription container or over-the-counter container—NOT baggies, envelopes, plastic containers, etc. Most pharmacies will provide a second bottle for you to send to school. The school nurse is not allowed to dispense medications that are in inappropriate containers.

The school nurse is not allowed to dispense any expired medications. Please make every effort to send in medications that will not expire during the school year.

Maryland law does not allow the school nurse to dispense over-the-counter medication

from a stock supply. We also cannot accept verbal permission over the phone. In order for your child to receive any type of medication for headache, fever, or pain there will need to be a completed *Medication Administration Form* on file along with the corresponding medication.

The school will not dispense narcotics of any kind.

Medications on Field Trips

The above medication policies also apply to field trips. Necessary and emergency medications such as epi-pens and inhalers will be distributed to a designated teacher who will be trained in the use of the epi-pen and or inhaler. Parents of students with severe allergies or other medical conditions are encouraged to attend field trips when possible.

Medications for After-School Activities/Sports Teams

The above policies also apply to all after-school activities including sports team activities. Parents of students who require epi-pens/inhalers for after-school activities such as sporting events, away games, school plays, etc., should discuss this with the school nurse. The school nurse does not have information on which students are participating in which after-school activities. Since this information changes frequently, it is the parent's responsibility to notify the nurse when the child is participating in an after-school activity so that the emergency medications will be accessible to the child. The nurse will work with you concerning a plan for the location of the medications. It is not feasible for an epi-pen/inhaler that is intended for school use to be transported back and forth for games or other activities on a regular basis. For secondary students, this will more than likely require the parent to supply additional medication for the student to self-carry. If self-carry is not in the best interest of the student, then the coach/adult sponsor may assist with this. Parents should make sure the *self-carry* portion of the medication form is completed by the health care provider and parent. The parents must notify the nurse of their wishes for their child to self-carry. It is extremely important that students with a condition requiring emergency medication have it as accessible at all times.

We recognize the above medication guidelines can be inconvenient, but they are written for the protection of your child. This is Maryland's law and therefore must be GCA's policy. We appreciate your understanding and compliance.

MEDICAL FORMS

In order for your child to enter GCA, the following health forms are required. It is the ultimate responsibility of the parent/guardian to obtain these forms.

- Immunization Record: Maryland State law requires any students entering any school within the state to have up-to-date immunizations. A *Certificate of Immunizations* is required and is due at registration. The student will be excluded from school by law if the required form has not been submitted within 20 days of enrollment.
- Emergency Form: Parents are required to complete and sign a new emergency

form each year. Allergies and medical conditions should be listed each year. This form is due the first day of school.

- Health Inventory: The State of Maryland requires physical exams for students entering Maryland schools for the first time. The exam must be completed within the nine months prior to entering the public school system or within six months after entering the system. A doctor or certified nurse practitioner must complete the *Health Inventory Form*. These forms may be obtained from the school nurse or found on our website. The *Health Inventory* is required for all students new to GCA. In addition, all extended care students and full-day preschool students must have a *Health Inventory* on file with the school.
- Evidence of blood testing is required for all students who reside in a designated at-risk area when first entering Pre-kindergarten, Kindergarten and 1st grade. The *Blood-lead Testing Certificate* (DHMH 4620) or another written document signed by a Health Care Practitioner shall be used to meet the requirement. This form is due by the first day of school and can be found on our website.

Medical Forms for Sports Participation

Students are required to obtain an ANNUAL physical exam to participate in interscholastic athletics. This *Sports Permission Form* must be completed by a physician, certified nurse practitioner or physician's assistant as well as a parent. The *Sports Permission Form* must be turned in to the office BEFORE a student may attend tryouts or practice. No student will be allowed to try out or participate without an annual physical form on file. These are best obtained over the summer so that your child is able to participate in sports throughout the year without interruption. The form may be found on our website.

The school carries an accidental injury coverage plan for student athletes through the Association of Christian Schools International. This is a secondary insurance that will cover costs not covered by the family's primary insurance company.

Please Note: If your child needs to have an emergency medication such as an epi-pen or inhaler available, please refer to the sections on Medications and Medications for After-School Activities.

ACADEMIC POLICIES AND PROCEDURES

GRADING POLICY

The letter system is: A, B, C, D and F.

The guide for determining progress letter grades is:

A+	99-100%	C+	78-79%
A Excellent Progress	92-98%	C Average	72-77%
A-	90-91%	C-	70-71%
B+	88-89%	D+	68-69%
B Above Average	82-87%	D Below Average	62-67%
B-	80-81%	D-	60-61%
		F Unsatisfactory	Below 60%

* "F" grades indicate unsatisfactory performance and will not be accepted for promotion. "F" grades are made up in the summer. Carnegie unit (a credit earned for the successful completion of a year's study of one subject in a secondary school) is not given for courses with a final grade of "F."

Students are required to make up all "F" grades during the summer or repeat the class or grade when more than two classes are not successfully completed. Summer classes are to be scheduled through GCA or CCPS. There is an added cost to summer remediation.

WEIGHTED GRADES

GCA offers certain honors and advanced placement courses (grades 9 through 12) for students who wish to have a more academically demanding course load. In case of a failing grade (F), no credit is given for an Honors or AP course. The school encourages students to pursue academic rigor through these courses. Consistent with this, the school has adopted a weighted grade system. Students taking specified honors or advanced courses have grades weighted by a half-point. (An A = 4.5, B = 3.5, etc).

Standard Classes

Classes are designed for students on or above grade level. Assignments are challenging. Students will have frequent writing and quarterly reading requirements. They will be expected to fully participate in group activities in the classroom. Classes focus on both the essential elements of the curriculum and biblical integration.

Honors Classes (#)

Honors classes provide an intensive and accelerated delivery of curricular content. Reading assignments are typically more frequent, more lengthy and of a more complex nature than other class levels. Writing and discussions are frequent, and there is an expectation that students actively participate in the class both as individuals and in groups.

Admission to honors is, in general, limited to students who have a numerical grade of 80% or higher in the pertinent subject matter area and in any other prerequisite courses and a recommendation of the most recent instructor in that academic discipline.

Classes at the honors level emphasize essential elements of the curriculum and biblical integration. Students who complete the honors level classes will receive weighted credit. Teacher recommendation is required.

Advanced Placement (AP) Classes

AP courses are taught at the college level. They offer advanced tenth, eleventh, and twelfth-grade students an opportunity to earn, in addition to high school credit, college credit and/or appropriate placement at the college level if they attain a specific score on a national standardized examination and if they attend one of the many colleges and universities that recognize students' participation in the College Board's Advanced Placement Program.

To enroll in an AP course, students must have a grade-point average of 80% or higher in the pertinent subject matter and in any other prerequisite courses and the recommendation of the most recent instructor in that academic discipline. Students who complete an advanced placement course shall receive weighted credit.

High School courses offered for the 2017-2018 school year:

Bible	
<input type="checkbox"/> Old Testament 9	<input type="checkbox"/> Systematic Theology 11
<input type="checkbox"/> New Testament 10	<input type="checkbox"/> Biblical Worldviews 12
English	
<input type="checkbox"/> Elements of Literature 9 (S) (#)	<input type="checkbox"/> Amer. Literature 11 (S) (#) (AP)
<input type="checkbox"/> Themes and Comprehension 10 (S) (#)	<input type="checkbox"/> Composition and Lit. 12 (S) (#) (AP)
Math	
<input type="checkbox"/> Algebra 1	<input type="checkbox"/> Pre-Calculus (#)
<input type="checkbox"/> Geometry (S) (#)	<input type="checkbox"/> Calculus (#) (AP)
<input type="checkbox"/> Algebra 2 (S) (#)	<input type="checkbox"/> Consumer Math
<input type="checkbox"/> Advanced Math	
Science	
<input type="checkbox"/> Physical Science	<input type="checkbox"/> Chemistry (#)
<input type="checkbox"/> Biology (S) (#)	<input type="checkbox"/> Physics (#) (AP)
<input type="checkbox"/> Intro to Engineering	<input type="checkbox"/> Engineering and Technology
Social Studies	
<input type="checkbox"/> Government 9 (S) (#)	
<input type="checkbox"/> World History 10	
<input type="checkbox"/> US History 11 (S) (#)	
<input type="checkbox"/> Economics and Personal Finance 12 (S) (#)	
Foreign Language	
<input type="checkbox"/> Spanish (1) (2) (3)	
Writing	
<input type="checkbox"/> <i>Creative Writing 9 (.5) F</i>	
<input type="checkbox"/> <i>Research Writing (.5) S</i>	
Physical Education	
<input type="checkbox"/> <i>Health (.5) F/S</i>	
<input type="checkbox"/> <i>High School Physical Education (.5) F/S</i>	
Technology	
<input type="checkbox"/> Microsoft Imagine Academy I	
<input type="checkbox"/> Microsoft Imagine Academy II	
Fine Art	
<input type="checkbox"/> <i>Interactive Art History (.5) F</i>	<input type="checkbox"/> Secondary Band (before school)
<input type="checkbox"/> <i>Drawing (.5) S</i>	
<input type="checkbox"/> <i>Painting (.5) F</i>	
<input type="checkbox"/> <i>Ceramics (.5) S</i>	
Elective	
<input type="checkbox"/> <i>Speech (.5) F</i>	<input type="checkbox"/> <i>Strength and Conditioning (.5) F/S</i>
<input type="checkbox"/> <i>Debate (.5) S</i>	<input type="checkbox"/> <i>Yearbook</i>
<input type="checkbox"/> <i>Lifetime Sports I (.5) F</i>	<input type="checkbox"/> <i>Student Assis. (.5) F/S</i>
<input type="checkbox"/> <i>Lifetime Sports II (.5) S</i>	

GRADUATION REQUIREMENTS

Credit Requirements effective beginning Class of 2020

Definition of Credit

1 credit, or Carnegie Unit, requires a minimum of 120 hours of instruction.

GRADUATION REQUIREMENTS:

Credits for graduation are earned in grades 9 through 12 only, with the exception of high school level math and foreign language from GCA 8th grade. Each student must earn a minimum of 26 credits for graduation from GCA.

The following are the requirements in each graduation track for the graduating class of 2020:

College preparatory track:

<u>Course of Study</u>	<u>Credits</u>
Bible	4 (Must include Biblical Worldviews)
English	4
Mathematics	4
Science	3 (Must include Biology and a lab science)
Social Studies	3 (Must include Economics and Personal Finance)
Foreign Language	3 or 4 (3 of one language or 2 of 2 different languages)
College Prep classes	1
Health	.5
Physical Education	.5
Technology	1
Fine Arts	1
Electives	1

Standard high school track

<u>Course of Study</u>	<u>Credits</u>
Bible	4 (Must include Biblical Worldviews)
English	4
Mathematics	3
Science	3 (Must include Biology and a lab science)
Social Studies	3 (Must include Economics and Personal Finance)
Foreign Language	2
Writing	1
Health	.5
Physical Education	.5
Technology	1
Fine Arts	1
Electives	3

*Please note that many colleges prefer students to have more than 2 credits of a foreign language.

** Electives clarification: Note that elective credits can also be earned by completing a fourth science credit, third foreign language credit, etc. Each student must attain a total of 26 credits including the required credits in each area.

Transfer Students: A transfer student is not required to make-up Bible credits. However, a transfer student is still held to the minimum of 26 total credits in order to graduate.

Students who transfer to GCA are responsible to obtain an official transcript from the sending school. We will assign students temporary placement until such official records are received. In the event of non-receipt of official transcripts within a 30 day period, GCA retains the authority to make course changes for the student.

HOMEWORK

Homework is a necessary and advantageous extension of a school's educational program. It serves to:

1. reinforce skills learned in the classroom
2. let the teacher know if he has successfully communicated the material to his students
3. enable the student to make sure he has a good understanding of what was covered in class by doing the homework independently
4. help the student to practice being responsible for doing assigned work on time
5. prepare for an upcoming lesson by pre-reading.

Homework may also be classwork not completed during the day. Homework will usually be limited on Wednesdays in middle school to encourage attendance at evening church programs. In order to maintain quality academic instruction in the high school program, high school students may receive homework on Wednesdays.

Students can expect the following amount of homework time:

Grades 7-8:	1-1/2 to 2 hours
High School	2-1/2 hours

Understandably, there is nothing gained when parents complete their student's homework. This only gives the teacher the impression that the student knows and understands the materials and discourages that student from becoming independent and self-sufficient. Also, when tested on the material he supposedly understood, the student is unable to do the work. This, of course, results in wasted time and tuition, and often results in poor test grades.

Of course, the time it takes each student to complete his/her homework will vary according to ability in that subject, effort, and prior learning.

Parents can assist their students in the development of these attitudes by:

- Providing special times each day to work on assignments;
- Providing a special place to work;
- Helping to organize their student's notebook;
- Checking to see if assignments are complete and organized in the notebook.

MAKE-UP WORK FOR ABSENCES

1. Students who are absent should complete make-up work within the total number of days absent. For example, if a student is absent for two days, he/she has two days to complete the assignments.
2. The student is responsible to obtain all make-up work immediately upon return to school and complete in the required time.
3. Students who miss only the test/project date are responsible to make up the work the first day they return. If they are absent the day before the test, they are required to make up the work the next day the class meets.

INCOMPLETE/MISSING HOMEWORK

All assignments are due on time. Consequences for late/incomplete work are assigned by the individual teachers.

SENIOR YEAR ALTERNATIVE ENROLLMENT OPTIONS

Seniors may have the option to attend GCA half-day if they need to attend college classes or be employed. Interested students need to ask the guidance office to determine eligibility.

Concurrent Enrollment Admission Program

The student must:

- Submit a Request for Concurrent Enrollment Program application by May 1st of his/her junior year.
- Be able to meet all graduation requirements.
- Have and maintain a minimum grade point average of 3.0
- Be enrolled in a minimum of three classes at GCA including Bible, English and History.
- Must attend the weekly chapel service at GCA.
- Be accepted by a college, university or trade school.

- Submit the college or university proof of acceptance letter to GCA registrar by the start of his/her senior year.
- Enroll in and complete a minimum of six credit hours and a maximum of eleven hours per semester from the college, university or trade school.

As a part of the graduation requirements, the student must stay in good academic standing and submit semester grades from the college, university or trade school to the GCA registrar. Additional requirements are explained in detail on the Request for Concurrent Enrollment Program Application. An application may be obtained from the guidance department.

Early Release Work Program

The student must

- Be able to meet all graduation requirements.
- Have and maintain a minimum grade point average of 3.0
- Be enrolled in a minimum of three classes at GCA including Bible, English and History.
- Must attend the weekly chapel service at GCA.
- Submit proof of employment to GCA Registrar by the start of his/her senior year.

Additional requirements are explained in detail on the Request for Early Release Work Program Application. An application may be obtained from the guidance department.

VALEDICTORIAN AND SALUTATORIAN

A valedictorian and salutatorian will be chosen each year using the following standards:

Valedictorian

1. Highest cumulative grade point average (9-12);
2. Graduating high school student;
3. Must have been in attendance at GCA - Waldorf for at least two years;
4. Must exhibit positive Christian character (Administration approval);
5. 75% of major academic credits must have been earned in standard/honor/AP course level work.

Salutatorian:

1. Second highest cumulative grade point average (9-12);
2. Graduating high school student;
3. Must have been in attendance at GCA - Waldorf for at least two years;
4. Must exhibit positive Christian character (Administration approval);
5. 75% of major academic credits must have been earned in

standard/honor/AP course level work.

STUDENT SERVICE LEARNING GRADUATION REQUIREMENT

A planned and approved program including a minimum of 75 hours of service must be completed and submitted on the Student Service Log. (Freshman year 20 hours, Sophomore year 20 hours, Junior year 20 hours, and Senior year 15 hours).

A May 1st deadline for student service hours to be turned in is set in order for the school to evaluate where each student stands with meeting the 9th grade (20 hours), 10th grade (40 hours), 11th grade (60 hours) requirement. It is similar to a progress report. Any student who has not completed the hours required must submit a plan of action outlining how these hours will be met the last day of school year. Our goal is to instill the idea that community/student service is an ongoing process that is continuous throughout the year and should not rely on any particular deadline. Failure to complete the required number of hours by May 1st will require additional service hours and a written plan of action.

RETENTION POLICY

Retention at the middle school level is based on failure of three or more subjects. Retention at the high school level will be based on the individual student's record and his/her ability to graduate within the normal four year time period (9th-12th). Promotion from 9th to 10th needs a minimum of six credits earned; one must be in English. Promotion from 10th to 11th needs a minimum of 13 credits earned; two must be English and one each in Math, Science, and Social Studies. Promotion from 11th to 12th needs a minimum of 20 credits earned; three must be English and two each in Math, Science, and Social Studies; one credit in foreign language or technology.

Students who fail multiple courses or who transfer into GCA with less than the minimum academic credits, will be individually counseled on procedures necessary to graduate with the appropriate graduating class.

For transfer students, parents bear the primary responsibility to obtain an official transcript from the sending school. Students will be given temporary placement until such official records are received. If we don't receive official transcripts within 30 days, we will exercise our authority to make course changes for the student.

SCHOOL-WIDE NOTEBOOK SYSTEM

At Grace Christian Academy, we have adopted a school-wide study skills notebook system beginning in 3rd grade. The system is mandatory through the 8th grade. A consistent notebook system is a foundational key to good organizing. An organized student can find papers more easily, study more efficiently, and be more prepared for the day-to-day needs of school. The notebook dividers and homework assignment book are to be purchased from the school store. The subject dividers are to be labeled as follows:

Yellow/Bible

Red/Math

Green/Science

Black/PE/Elective

Blue/English

Brown/Electives/MALT

Orange/History

White/ Foreign Language/Study Skills

The notebooks should contain the following items:

Pencil Bag with metal, three-ring binder holes

- a. Pencils, red pencil, pens;
- b. Any other items such as covered pencil sharpener, erasers, scissors.

Student Assignment Book

Pocket Folder

- a. Anything passed out or done during the day goes in the front pocket;
- b. Anything that is graded goes in the back pocket.

Dividers

- a. Colored dividers for each subject;
- b. —Tll divider for tests (—Tll dividers are handed out in class and put behind each academic subject to separate tests from classwork);
- c. Clear dividers only if teacher requests (example: English might be divided into notes, literature, composition, vocabulary and grammar).

Notebook Paper-A small amount of notebook paper should be in the notebook at all times (20-30 sheets).

REMEMBER: No loose papers. Papers are to be filed at home **every night**.

S.T.E.P. CENTER (Successful Techniques for Educational Progress)

The S.T.E.P. Center is Grace Christian Academy's resource program. It is designed to help students who are having learning difficulties in the regular classroom. There are seven programs available through the S.T.E.P. Center: Tutoring, Accountability, Social Skills, Search & Teach, Language Therapy, NILD Educational Therapy, and the Learning Lab. The goal of each of these programs is independence and success in the classroom and in life. There is an additional cost for each of these programs.

Tutoring: Individualized and group tutoring are available for students who experience temporary difficulties in a core subject area. Tutoring is contracted on an hourly basis. Students (elementary) are pulled from the classroom two times a week for one-half hour or hour sessions. Tutoring is also available after school and during the summer for elementary and secondary students.

Accountability: Accountability classes are designed for students who need help with organization, study skills and preparation for assignments and projects. It includes unlimited tutoring in all areas. It is NOT A REGULAR STUDY HALL. The class is interactive and requires both parent and teacher support. Classes meet for a class period (grades 6-12) or after school.

Search & Teach: Search & Teach is an early intervention program for students in preschool through first grade who are at risk for reading failure.

Language Therapy: Language Therapy is designed for students who have been diagnosed with language related disabilities or deficits in reading, reading comprehension, spelling or handwriting. This intensive, individualized program retrains students using a curriculum that is phonetic, sequential (it builds only when the foundation is secure) and multi-sensory (visual, auditory, and tactile/kinesthetic). Students meet daily for 45 minutes to an hour. They can be given their language grades by the Educational Therapist.

NILD Therapy: NILD (National Institute for Learning Development) Therapy is designed for students who exhibit deficits in visual, auditory, or cognitive reasoning. This program centers on stimulating deficit areas through intense individualized therapy, not compensatory techniques. Students meet twice a week for an hour and twenty minutes. At the secondary level, it is a class period.

The Learning Lab: The Learning Lab provides resource or parallel instruction for students who are not functioning at a level that can be accommodated in the regular classroom in the areas of Reading, Language Arts and Math. A student would receive full instruction in these areas in the Learning Lab instead of the regular classroom. In Middle School there are Learning Lab classes for English, Math, Science, and History.

Social Skills: Group sessions focus on the development of social communication and peer relationships. The goal is the development of skills that enable the student to appropriately interact with others (peers, siblings, and adults).

NATIONAL HONOR SOCIETY AND JUNIOR HONOR SOCIETY

General Information

Selection to the National Honor Society and National Junior Honor Society is a privilege, not a right. Students do not apply for membership; instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS and NJHS are more than just an honor roll; students are selected based on four criteria: scholarship, leadership, service, and character.

Selection Process

1. Students' academic records are reviewed to determine those persons who are scholastically eligible for membership. Students must have a minimum GPA of 3.0. Membership in NHS is open to qualified sophomores, juniors and seniors. Membership in NJHS is open to students in grades 7-9.
2. Students who are eligible scholastically are notified and informed that for further consideration for selection they must complete the Student Activity Information Form, outlining their accomplishments in the areas of service and leadership.
3. The Faculty Council reviews the Student Activity Forms. The leadership, service, and character of all candidates are reviewed.
4. Selection: Candidates receiving a majority vote of the Faculty Council will be inducted into the chapter.
5. Notification: Students who are selected, and their parents, will be notified of their selection and given information regarding the induction ceremony and the obligations of membership to NHS and NJHS.

Criteria for Membership

1. Students must have attended the school for one semester.
2. Membership in NHS is open to qualified sophomores, juniors and seniors. Membership in NJHS is open to students in grades 7-9.
3. Students must demonstrate outstanding performance in the areas of scholarship, leadership, service, and character.

MISCELLANEOUS POLICIES

HIGH SCHOOL SPECIAL ACTIVITIES

Retreat

All 9th-12th grade students are strongly encouraged to attend the high school retreat (usually scheduled in the 1st quarter). The purpose of the retreat is multi-faceted but centers on team building, cooperative understanding of classmates and faculty, devotional studies as well as a time of educational relocation. The charge, except for incidental voluntary activities on the retreat, for the retreat is built into your tuition. The school is unable to refund any payment for non-attendees because of the site reservations policy.

Senior Mission Trip

All senior students are strongly encouraged to attend the senior mission trip (currently Costa Rica). The purpose of this trip is to practice and participate in a hands-on experience in fulfilling our school mission statement. The trip will also allow time for the student to celebrate completion of his/her secondary education. The senior trip will cover the 15 service hours needed for the senior year. Students not attending the trip will need to earn 15 hours of community service. There is a significant cost to this trip. More detailed information is available from the Senior Trip Coordinator.

SCHOOL DRIVING PRIVILEGES

Students must have approval in writing from the school administration before driving to or parking on campus. All students must obtain a parking pass, which must be turned in at the end of the year. Permits will be at the cost of \$5.00.

Students must attend quarterly driver safety presentation to maintain their parking permit. Students may park only in the designated parking area and the parking permit must be hung from the rearview mirror of the vehicle.

Students may not transport other students (excluding siblings) to or from school without written permission from both students' parents and approval by the school administration.

Students may not return to their cars during the school day without approval by the school administration.

Students who drive in an unsafe manner on or off campus will have their privileges of driving to school suspended immediately. **Maximum speed on campus is 10 miles per hour.**

Students may not loiter in the building, the parking lot, or in their car.

Driving brings with it immense responsibilities. Any student behaving in an irresponsible manner is subject to immediate suspension of their privilege of driving.

All school policies remain in effect while a student is on campus whether students are in their car or outside of it.

Driving is a responsibility, and it is the student's responsibility to be on time for class. Student drivers who are tardy (unexcused) will receive a warning after the third tardy. The fourth tardy will result in loss of driving privileges for one week. The fifth tardy will result in loss of driving privileges for up to the duration of the quarter. **Count begins anew each quarter.**

Student Drivers must have a note from parents in order to leave campus for an appointment. **Students may not leave campus to go and get lunch.**

Parents are required to inform the school secretary in the morning that their student driver will not be at school that day.

Poor academic and/or attendance performance will also be considered when granting or rescinding driving privileges.

GCA administration reserves the right to revoke your parking permit for infractions other than those specifically stated.

Lockers

A locker and combination lock will be assigned to all 7th-12th graders. Students must not inform other students of their combination code. The office will not release the combination to another student other than the individual to whom it has been assigned. Locks must be kept on lockers and locked to assure security of student's possessions.

All back packs except approved GCA backpack and book/tote bags are to be kept in the student's locker and not brought to class. Materials left on top of lockers or on hallway floors will be brought to the office. A small fine is assessed for each item left outside the assigned locker.

Lunch

Students must eat in their designated lunch area. Students need to bring a lunch and drink, napkin and any utensils. Drinks in glass containers are prohibited. Half pints of milk are available for purchase on a daily or yearly basis. Vending machines are available for students on a daily basis. Specific lunch items are available each day. These may be purchased by the month or year but must be purchased in advance. Volunteers are needed to assist in this process.

Textbooks

Textbooks provided by GCA. Any books that are the property of GCA and assigned to a student must be covered and the student name written in the appropriate area. The teacher will assign books to students by number and the condition of the book will be recorded. Charges will be assessed at the end of the year for damages according to the following:

Partial Damage	Up to \$15.00 for repair
Major Damage	\$20.00 (or book cost) for repair
Beyond Use or Lost	Total Replacement Value pro-rated according to the age and condition of the book at time it was issued.

STUDENT EXPECTATIONS

ATTENDANCE POLICY

Good attendance and punctuality are important to academic achievement and the development of personal responsibility.

Absent (Excused/Unexcused)

An excused absence will be considered for a death (immediate family), illness, court summons, hazardous weather conditions, college visit (not to exceed five days) or note from a physician. An unexcused absence is an absence for any reason other than those cited as excused.

Attendance Note

An attendance note from a parent must include the date, date of absence(s), excuse for the absence and parent/guardian signature. An attendance note is required when a student is absent from school, tardy to school or dismissed early from school. An electronic attendance note must come from the parent/guardian account.

Attendance Codes

Code	Description	Recording
AE	Absent Excused	Recorded after the student has followed the attendance procedures for returning to school after an absence
AHD	Absent Excused Half Day	Recorded in day attendance if a student is marked absent excused from two classes in one day
AU	Absent Unexcused	A student who is not present is marked absent unexcused until a proper note is provided
AUHD	Absent Unexcused Half Day	Recorded in day attendance if a student is marked absent unexcused from two classes in one day
P	Present	Recorded for a student who is on time to class
T/TU	Tardy Unexcused	Recorded if a student arrives to class after the scheduled time
TE	Tardy Excused (Admin)	Recorded by the secretary with Administrative Approval

**A student is marked Absent (AU or AE) when missing more than 30 minutes of a class time.*

Unexcused Tardy to School

Students arriving after the beginning of Homeroom or Assembly (8:00 am) are required to report to the office to obtain a tardy slip. A tardy may be excused for the following reasons only:

- Returning from a medical appointment with a doctor’s note.
- Involvement in a car accident.
- Illness related to a medical condition on file (physician’s note required).
- A note from a parent (limited to 3 per quarter)

Times	UNEXCUSED TARDY to SCHOOL
3	Lunch Detention Email Notification
6	After School Detention (1 hour) (\$15) Email Notification
9	After School Detention (2 hour) (\$30) Email Notification
12	Saturday School (\$60) Parent Conference with Administrator

**If additional tardies take place, further discipline will be administered.*

**** Tardy count will reset after each quarter**

Returning To School after an Absence

Submit a proper **attendance note** to the front office (secondary school) or homeroom teacher (elementary school) within two days of the absence. A note from a physician is required for students absent for three days or more. It is important to verify the accuracy of the attendance code in RenWeb.

Unexcused Tardy to Class

Students are expected to be in their seats, ready to work when the teacher announces the start of class. Students who fail to reach their next class period during the allotted time without a valid pass, note from teacher, or note from office, will be unexcused tardy.

Times	UNEXCUSED TARDY to CLASS
5	Lunch Detention Email Notification
10	After School Detention (1 hour) (\$15) Email Notification

15	After School Detention (2 hour) (\$30) Email Notification
20	Saturday School (\$60) Parent Conference with Administrator

**If additional tardies take place, further discipline will be administered.*

**** Tardy count will reset after each quarter.**

School Closings

GCA will make our own decisions for delays, early dismissals and cancellations. When making our decision due to inclement weather, GCA may follow Charles County Public Schools as well as consultation with GCA administration and Grace Church facilities manager.

All families will be notified via text messaging and email. Visit the school website for the most updated information on school closings.

Inclement Weather Policy

- One-hour delay: All programs are delayed one hour, including before care.
- Two-hour delay: All programs are delayed two hours. **Preschool is closed** with the exception of full day students that may arrive at 10:00 am **with secondary siblings enrolled at GCA.** All other full day students may arrive at 10:30 am with the exception of the before care program, whose students may arrive at 7:30 AM.
- Full Day Closing: There will be no before or after care when school is closed due to inclement weather.
- If we have a scheduled half-day on a day that there is a one or two hour delay, our school will be closed.
- Unless otherwise noted, before care will be open on time.
- If school closes early for inclement weather, after care will be open as scheduled unless otherwise stated.

As always, we understand that parents must make the final decision on whether or not you feel safe travelling on the roads during inclement weather.

If we exceed our four day inclement weather allowance, the school year may be extended past the published last day of school. Please watch our school calendar for end of the year changes. All students are required to attend school on any additional days.

Arrival and Dismissal

Supervision of secondary students begins at 7:30 am. Students arriving to school after 8:00am must report directly to the main office. In order for a late arrival to be

considered excused, the student must submit an attendance note to the secretary. A parent/guardian signature is required at the main office for an early dismissal. More than 3 early dismissals a quarter may result in an unexcused absence. An early dismissal from school without a parent/guardian signature will be recorded as unexcused. Such procedures are necessary for the safety of the students.

Student Pick Up

The student emergency form allows parents the opportunity to provide a list of those people who are permitted to pick their child up from school. Notification must be made to the school if someone else should have to pick up the student.

Family Trips

Parents/Guardians are requested to plan family activities/trips during one of our many regularly scheduled holidays. We do have a process to request excused absences for other days. The process includes a preplanned absence form to be submitted to the administration two weeks prior to the trip in order to be considered as excused. All requests may not be approved. If absences are not approved they will be recorded as unexcused. See policy for unexcused absences and make up work. The pre-planned absence form is posted on RenWeb.

STUDENT CONDUCT

While we acknowledge that morality and maturity are determined from the inside-out, no community can exist without rules of conduct. Some are based on biblical morality and manners, some are part of current civil law, and others simply encourage unity and a common focus of our educational mission. Therefore, what may be suitable to do in our homes or wear at the mall may not always be suitable at GCA. It isn't a question of right or wrong but of purpose and priorities. We trust that all members of our school community will understand and fully support our school standards.

Whenever the school must enforce a violation of these standards, we are guided by the following principles:

- Work with each student individually, recognizing differences in levels of maturity, distinguishing between an impulsive act and a motive to hurt, treating first-time offenders more leniently, and focusing on the heart and not just the behavior.
- Form a partnership with the home, developing a mutual understanding and a common plan to address any academic, behavioral, or emotional need their child may have.
- Never give up on a child. Even in cases of last resort, when students must withdraw from GCA, we will still pray for them and will be ready to welcome them back when they are ready to return.

Character and Expectations

All faculty, parents, and students are expected to:

- Respect the mission and purpose of the school
- Respect all members of our school community
- Respect the campus, school property, and the property of others
- Be honest and truthful in word and deed
- Use appropriate oral, written, and body language
- Obey the civil laws and school policies pertaining to drugs, tobacco, alcohol, and weapons
- Refrain from engaging in unbiblical sexual behavior
- Honor the dress code policy
- Be punctual to class/school

What students do off-campus and outside of school often reflects their overall character and ability to support the mission and culture of the school. Thus, out-of-school behavior is subject to disciplinary action up to, and including, expulsion.

GENERAL CONSEQUENCES FOR MISBEHAVIOR

Classroom teachers may assign their own consequences for classroom misbehavior that may fall outside the structure of this outline. The following are general progressive steps that the administration typically follows to enforce our standards; however, sometimes the severity of an offense will cause us to skip a step. Except for the assigned lunch detention (listed on RenWeb), parents are notified by phone of after-school detentions, Saturday detentions, and suspensions.

1. Lunch Detentions – Students eat silently during their lunch time
 - a. Lunch Detentions will be served on Tuesdays or Thursdays
 - b. Failure to serve 1 Lunch Detention = Referral to Secondary Administrator (an added second lunch detention or after school detention are typically the consequence)
 - c. Lunch detentions assigned before lunch should be served that day
2. After School Detentions - Served for one hour after school at \$15.00 or served for two hours after school at \$30.00 (to be charged to the student's account). These detentions are usually work detentions (cleaning, washing, etc.).
 - a. Assigned by Secondary Administrator based on your discipline referral sheets.
3. Saturday School – Currently \$60.00 (to be charged to the student's account) served from 9am-12pm on Saturday.

- a. Assigned by Secondary Administrator based on your discipline referral sheets. These detentions involve physical labor and possible academic review or reading.
4. In-school Suspension - \$75 (to be charged to student's account). Served during the school day in an administrator's office. Student will do the same work as the rest of the class, but grades will be assessed a 10% penalty.
5. Out-of-school Suspension - \$100 (to be charge to student's account). Student will stay at home and can make up class work but with a 20% penalty.
 - Suspended students may not attend extra-curricular events sponsored by the school before, during, or after school. Students in out-of-school suspension may not be on campus or at any school-sponsored event.

Expulsion

Expulsion may result when past corrective actions have been unsuccessful in changing a student's attitude and/or behavior. Certain serious behaviors, whether done on or off campus, that seriously threaten the safety and well-being of the school community or that indicate that a student's general attitude or lifestyle choice is in major conflict with the mission and objectives of GCA, may be expelled at the discretion of the Director.

Expelled students may not be on school property while school is in session and may not attend school-sponsored extra-curricular events (except where approved by the Director of the school).

Skipping School

If it is determined that a student skipped school or skipped a given class period, there will be a penalty of an after school detention. Disciplinary probation will be applied to the student, and should a reoccurrence take place, the student could be dismissed from school. The student and/or student's family is assessed the established cost for the Saturday detention.

Weapons

Students may not possess on campus or at school functions any weapon (such as a firearm or knife) or anything capable of starting a fire (such as a lighter or box of matches). Violation may result in immediate expulsion depending on the nature of the infraction and the motive of the offender. The intent of the person in possession of the object is considered, but if found with weapons police will be notified.

Tobacco, Drugs, and Alcohol

Students must abstain from the use or possession of tobacco, illegal drugs, drug paraphernalia, and alcohol – on and off campus. Violations may result in immediate expulsion depending on the nature of the substance, the motive of the offender, and whether or not the violation occurred on campus or at a school function. The intent of the person in possession of the object is considered, but if found with illegal drugs police will be notified.

Displays of Romantic Affection

GCA is not the place for the expression of romantic feelings among students. We expect students to refrain even from hand-holding and affectionate hugging on campus and at all school events.

BULLYING and HARASSMENT

Our school community is built on the foundation of respect and kindness. Therefore, any form of bullying and harassment is a serious offense against the student and our entire school culture. Students guilty of harassment and/or bullying may suffer consequences up to, and including, expulsion depending on the nature and frequency of the offense.

Bullying is the deliberate and repeated attempt to intimidate, embarrass, or harm another person.

- Physical bullying involves physical contact and can include pushing, hitting, tripping, etc. This can also include intimidation or the threat of aggression in a physical nature.
- Social bullying is also called relational bullying and occurs when a person is ignored, shunned, ridiculed, manipulated, etc. by a social group.
- Verbal bullying may consist of teasing, mocking, threats, insults, gossip, and the spreading of rumors and lies.

Harassment and bullying are often done electronically via social media using cell phones, computers, and iPads.

Harassment is a type of bullying that targets individuals based on their belonging to a particular gender, race, or ethnicity, or because they possess a particular disability. No member of our school community is allowed to harass another member because of his/her sex, race, color, national origin, or disability. GCA will promptly investigate all complaints and act to protect its members and discipline violators.

Sexual harassment consists of unwelcomed and unsolicited sexual advances, requests

for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature – whether done as a joke or with the intent to cause harm.

Examples of sexual harassment:

- touching, patting, grabbing or pinching another person’s intimate parts
- coercing, forcing or attempting to coerce or force the touching or any sexual act on another
- sexual gestures, sexual or dirty jokes
- talking about one’s sexual activity in front of others
- spreading rumors about the sexual activity of another.

Examples of other forms of harassment:

- name calling, jokes, or rumors pertaining to someone’s ethnicity, race, religion, or disability.
- offensive language(whether spoken, written, tweeted, etc.) toward members of these groups.
- any behavior that degrades others for belonging to such groups.

Reporting Procedures:

Any student who believes he or she has been a victim of harassment by another student, teacher, administrator or other school personnel or by any other person is encouraged to immediately report the alleged acts to an appropriate person (a teacher or administrator).

Any teacher or administrator who receives notice that a student has or may have been the victim of harassment is required to investigate immediately and use appropriate reporting procedures, as well as protective procedures for the alleged victim.

ACADEMIC DISHONESTY

Academic integrity is an essential element to Grace Christian Academy's philosophy and practice of promoting academic excellence.

Academic dishonesty includes, but is not limited to, the following examples:

- Taking, stealing, and/or using an assignment from someone else and submitting it as one’s own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of

duplicating that work and submitting it as one's own.

- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Giving answers to another student for an assignment or exam.

Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work.
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

Consequences **may** include:

First offense:

- Zero grade or reduction in grade or retest
- One hour after school detention
- Probation from other student activities

Second offense:

- Meeting with parents
- Zero grade
- Two hour after school detention
- Suspension from other student activities

Third offense:

- Meeting with parents
- Zero grade
- Failure of course in which offense occurred
- Saturday School
- Dismissal from other student activities

Students must also work at confronting amongst their peers. If a student observes cheating, he/she should confront that student with what was observed. At that point the student should tell the person that he saw him cheating and encourage him to go to their instructor and confess.

Student Pregnancy

God has clearly communicated His standard of reserving sex for marriage. If a GCA student becomes pregnant, the GCA students involved (both male and female) will be suspended while the administration learns the facts, discerns the spiritual condition of the students, and determines the appropriate response of the school.

While general school policy states that we do not enroll married students or allow pregnant students to attend classes, we will evaluate each situation in light of its particular circumstances and our desire to be part of God's plan to restore repentant students and encourage the mother to carry her baby to full term.

School Property

Any student who willfully damages school property will be subject to suspension from school or expulsion. All damages will be repaired, and the total cost of repairs will be charged to the student's school bill.

STUDENT USE of TECHNOLOGY

Cell Phones

Research indicates that cell phone use during school hours and in classes has a detrimental effect on academic performance. Therefore, GCA students are not allowed to use their cell phones during the day unless a high school teacher specifically allows their use in an educational context.

Parents, do not call your child on his/her phone during the school day, but go through the office. Students must also use the office phone to contact their parents during the school day.

Cell phones must be completely turned off (not vibrate or silent) when entering the building. Students need to keep their phones in their locker throughout the school day.

The penalty for a first cell phone offense (student is noted as having a cell phone in his/her possession during school) may be a one hour after school discipline (cleaning, etc.) at the cost of \$15.00 an hour. If it is determined that the student was actively using his/her phone (texting or calling) during school, the detention may be two hours

at the cost of \$30.00.

Repeated violations may result in an in-school suspension or a Saturday school detention at the cost of \$60.00. Upon the second offense, the administration will work with parents to develop a plan to assure future compliance to this policy.

Students must only utilize their device for the specific purposes intended/authorized by the instructor. Students found to be on any site unauthorized by the teacher or engaged in social networking (i.e. Facebook, instant messaging, texting, Instagram, etc.) will lose the privilege of using the device in class and will incur an after school detention at the noted cost of \$15 per hour.

Devices lost, stolen or damaged will be the responsibility of the student. GCA/teacher will make reasonable accommodations for the security of these items; however, each student bears the larger role of personal responsibility. Contact the teacher in whose classroom the device will be used with specific questions.

In any emergency situations, students/parents are asked to communicate through our front office staff. Students may use cell phones on return trips from athletic or extracurricular events only to call for their ride home. Please consult with the sponsor before using the phone. Thank you for your understanding as we continue to adjust to our ever changing electronic society.

Posting on Social Network Sites

As a general rule, students should not post pictures of school staff and other students without their permission. Furthermore, students should realize that their character, life-style choices, and values will largely be judged according to what they post on social media sites about themselves and others. As previously stated, what students say, do, and post outside of school may affect their continued enrollment at GCA. Students should not post pictures/video of themselves, teachers, and other students while in school.

Computer Use

Students enrolled in a computer class will be required to sign a statement of understanding of appropriate and acceptable computer use. However, all students must abide by the same principles of using any computer in the school.

- Students are only to use a computer after receiving faculty/staff approval.
- Students may not change, delete, or add any computer settings
- No programs may be downloaded to the computer without expressed consent of the faculty member.
- Students may not install, use any personal software/discs on school computer without approval of the technology coordinator.
- Students are not to use the computer for any social networking (Facebook, Twitter, etc.) unless structural within an approved school project.

- Students may only access the internet with direct faculty approval.

Violations of the above may result in detention, suspension and/or financial responsibility for repairs of damaged equipment.

DRESS CODE

Grace Christian Academy has adopted a prescribed student wardrobe for middle and high school. The Carousel of Waldorf is the supplier. The required dress for chapel, field trips, and daily uniform is listed below. Clothes should be worn properly, cleaned and pressed. Extremely wrinkled, torn or stained clothes are not acceptable. As students grow in size, larger clothes must be purchased to assure a proper fit. Belts should be worn if clothes are designed for them. Shirts without tails do not have to be tucked in. Skirts are not to be rolled at the waist.

Jewelry

Jewelry must be conservative and appropriate (no dog collars or other inappropriate symbols). Boys are not permitted to wear earrings. The only body piercings permissible under the school's safety and conduct guidelines are ear piercings for girls, and earrings should be no longer/larger than 3" for safety purposes. All jewelry must be removed for Physical Education or other sports events.

Pants for both boys and girls must be "uniform style" (ex. Classic Dockers style) in terms of material and cut. (No cargo style pants for boys or tight fitting pants for girls.)

DAILY UNIFORM OPTIONS - 7TH-12TH

BOYS	GIRLS
khaki or navy blue pants/shorts	khaki or navy blue pants/shorts/skorts/capris/skirts <u>No more than 2" above the knee.</u>
Belts must be worn with all pants or shorts.	Belts must be worn with all pants, shorts or skirts.
White or navy polo shirts (long or short-sleeved) or turtlenecks. Must have the GCA logo printed or pressed on the shirt.	White or navy polo shirts (long or short-sleeved with 2-3 buttons) or turtlenecks. Must have the GCA logo printed or pressed on the shirt.

GCA Sweatshirts (three styles) --Crewneck with GCA emblem (grey or navy) --Pullover GCA Knights hoodie (navy or grey) --Zip GCA Knights hoodie (navy or grey)	GCA Sweatshirts (three styles) --Crewneck with GCA emblem (grey or navy) --Pullover GCA Knights hoodie (navy or grey) --Zip GCA Knights hoodie (navy or grey)
Students may wear collared GCA Athletic/sport apparel, but not issued	Students may wear collared GCA Athletic/sport apparel, but not issued
Tennis shoes acceptable must be worn with socks Flip flops (any shoe that only has a strap between the toes), athletic type sandals, and slippers are unacceptable	Tennis shoes acceptable must be worn with socks. Shoes with heels must be no higher than 2" for middle school and 3" for high school Flip flops (any shoe that only has a strap between the toes), athletic type sandals, and slippers are unacceptable.
Socks must be worn.	Socks must be worn.
Undershirts may be worn under the official uniform shirt, but they must be plain white with no sleeves extending past the uniform sleeve.	Undershirts, camis or other shirts may be worn under the official uniform shirt, but they must be plain white with no sleeves extending past the uniform sleeve.

Outerwear

Students may wear coats to and from school. Coats must be placed in the student's locker before homeroom and retrieved after school. Coats are allowed to be worn to and from the classes being held in the modular. For daily wear, the only jackets/coats/sweatshirts allowed in the class are the Grace Knights zip up and hoodies sweatshirt. Sweat shirts can be purchased through our school store. Order forms are available at the front office or on RenWeb.

Hats are not to be worn.

Some items must be purchased from The Carousel to maintain uniformity. However, WALMART, J.C. PENNEY UNIFORM CATALOG, TARGET, LANDS END, KOHLS or SEARS may be able to help parents as a secondary supplier of some uniform items.

Modesty

GCA is not the place to draw attention to our sexuality. Not only does it distract from

learning, but it hinders the formation of meaningful relationships based on the deeper attributes of personality and character.

Girls must avoid form fitting clothing, revealing necklines, short skirts and pants, and see through materials.

Safety

Flip flops (any shoe that only has a strap between the toes), athletic type sandals, and slippers are unacceptable. Heels on shoes should not be more than 2” in height for middle school or 3” in height for high school.

Pants that extend past and cover the shoe are not acceptable.

Good Hygiene

Clothes should be clean, in good repair, and worn with the appropriate undergarments.

Tattoos/Piercings

Piercings: Only girls may wear earrings with not more than 3 piercings per ear. The number of ear piercings must be moderate. Boys who have their ears pierced may not wear earrings while at school or school events. No other visible body parts are to be pierced.

Tattoos: Students may not have tattoos that are visible under normal dress circumstances (regular school uniforms or physical education uniforms).

Hair Policy

In general, boys hair should not cover the eyebrows, ears, or collar. Our concern is for neatness and a non-distracting style. Bush style haircuts must remain modest (max 3 in depth). Dreadlock, Twist, or Cornrows style hair must be modest in design and length. No man buns or mohawks.

Hair styles for girls must also be non-distracting from the educational process. Hair may be highlighted, but may not be colored with colors not considered within the normal color of natural hair.

The administration reserves the right to make subject evaluations when determining what is appropriate for individual students.

Moderation and Christian Unity

Learning takes place best in an environment free from distractions and reactions to

avant-garde styles of dress. Neither should members of our community promote (in their dress, automobiles, etc.) themes that are offensive to others, immoral, UnChristian, or divisive.

The administration reserves the right to decide if a hairstyle, jewelry, clothing, etc. is inappropriate, disruptive or not conducive to a Christian learning atmosphere.

TAG DAY

TAG DAY is a fundraising event for various causes both within and outside our school. Most often we raise money to supplement school activities.

TAG DAY gives students an opportunity to wear non-uniform pants and shirts. The cost is \$1.00 to wear non-uniform pants, \$1.00 to wear a non-uniform shirt, or \$2.00 to wear both non-uniform pants and a non-uniform shirt. No student is required to participate in TAG DAY; it is strictly voluntary.

TAG DAYS usually occur once a month. Selected secondary teachers collect money the week of the TAG DAY. Individual elementary teachers announce TAG DAYS and collect money the week of the TAG DAY. All money is requested to be turned in the day before TAG DAY. No money is to be turned in to the office. Any student turning in TAG DAY money on TAG DAY will be required to pay a monetary penalty.

All TAG DAY clothing must meet the GCA standards of dress as found in the Parent/Student Handbook. No hats are permitted. Any student dressed inappropriately will be asked to call home to attain appropriate attire. This violation may forfeit your right in future TAG DAYS.

TAG DAYS are an extended privilege for students. Students found in repeated violation of behavior, uniform, attendance, or TAG DAY policies may forfeit the opportunity to participate in TAG DAYS.

There are consequences for dress code violations.

Times	Excessive Violations
3	Lunch Detention Email Notification
6	After School Detention (1 hour) Student Conference with Administrator Email Notification
9	After School Detention (2 hour) Student Conference with Administrator Email Notification
10+	Saturday School Detention (1) Parent Conference with Administrator

Clothing Identification

With a large student body, it is important that students' names be placed in their coats. Since all students wear uniforms, it is imperative that students' names be placed on all uniform items. Some activities require that students change clothes (PE, athletics, Band, Drama, plays, etc.). This is how many uniform items are lost, but could be returned if names were in the items. Every year we have boxes of lost and found uniform items that are considered unidentifiable because there is no name on them (initials don't always help). When uniform clothes are turned in with a name, we make every effort to return them to the student. Many people purchase used uniform clothing. Please change the name in the clothing so that we may return the clothing to the right child.

SUPPLY LISTS

This is a general list for our middle and high school students. Please note that during the first week of school your child may receive an additional supply list from each teacher.

ITEM	NOTES
Bible: ESV Study Bible	<i>Please place name in the front cover.</i>
Binder (2" Rings)	
Filler Paper (Wide Ruled)	<i>Available for purchase at GCA School Store</i>
Kleenex – 1 Box	<i>Submit to Homeroom Teacher</i>
Pencil Bag for Binder	
Pencils (#2)	<i>Available for purchase at GCA School Store</i>
Pens (Blue, Black, Red)	<i>Available for purchase at GCA School Store</i>
*School Planner	<i>Must be purchased from GCA School Store</i>
*Study Skills Dividers	<i>Must be purchased from GCA School Store</i>

**School Planner and Study Skills Dividers are mandatory for grades 7-8. We highly encourage our high school students to continue to use these items as an organizational tool for success in their academics.*

Additional Information

PE Uniform is required for students taking Physical Education (Grades 7-8), Lifetime Sports and Weight Training and must be purchased from The Carousel in Waldorf.

Secondary Math Calculator Policy: Students will be using a graphic calculator in the secondary math courses including Algebra 2, Advanced Math and Calculus throughout the school year. Students in Geometry will be using a calculator only during the second semester. Students are encouraged to use TI 83 or TI 84 in any version (Plus, Silver, etc.) but can use any graphic calculator with the same capabilities. Students will not be permitted to use the TI 89 in class or on homework assignments.

NOTE: **Additional materials may be required by individual teachers.**