



MIDDLE SCHOOL GUIDELINES

I. GENERAL INFORMATION

Educational Philosophy

At Grace Christian Academy, we believe the chief end and purpose of man is to glorify God. We aim to produce students who are committed to excellence in all things, with the understanding that it glorifies God when they apply themselves to the fullest. We believe that an excellent education is founded upon disciplined attention to learning; that this discipline rests upon the student's moral character; and that this moral character can best be developed through a personal relationship with God through Jesus Christ. All students will be encouraged to develop wisdom, discernment, love for learning, and a heart for service. Our teachers will be committed to the vital task of teaching students how to think, reason, and process information in order to make wise decisions.

Achievement Tests

In April of each school year, GCA will administer the Stanford Achievement Test as the school's achievement test. Results of the assessment will be available over the summer and reports will be sent home.

Grading scale

The school year at GCA consists of two semesters made up of four nine week quarters. Grades are issued by report cards at the end of each grading period. The following scale will be carried out for graded subjects:

- A 100-90
- B 89-80
- C 79-70
- D 70-76

Homework

Homework assignments are given to reinforce skills taught. Homework should be completed neatly and returned on time. Failure to do so may result in lower grades or detention.

Honor Roll & Academic Recognition

It is important to recognize students who have achieved outstanding academic success. GCA's Honor Roll is one of the ways we strive to reward these students and at the same time encourage all students to work up to their full potential.

We will use the following guidelines:

1. Recognition of students will be made at the end of each nine week grading period.

2. There will be two Honor Roll lists:
 - 'A' Honor Roll: Quarterly-All A's in a 9-week grading period
Annually-All A's for the entire year
 - 'B' Honor Roll: Quarterly-All A's and B's in a 9-week grading period
Annually-All A's and B's for the entire year

Make-up/Missed Work

1. If a student misses one day of school due to illness, he can "catch up" upon his/ her return to school. He/she is responsible for all make-up work.
2. If a student misses two or more days due to illness, a parent or other designated person may come for the work after 2:45 on the second day of absence.

Parent Teacher Conference

Conference days will be scheduled during the fall of each school year. Parents may request and schedule a conference with a teacher any time during the school year by calling the office. Unscheduled "drop-in" conferences are discouraged. Teachers may also contact parents for additional conferences if warranted.

Report Cards

Report cards will be issued four times a year, at the conclusion of each grading period. The report cards will be signed by a parent and returned to the school, with the exception of the final report card at the conclusion of the school year, which will not need to be returned.

Reporting of Student Progress

Along with sending progress reports and report cards, GCA will use SnapGrades as an online tool for communicating a student's progress and grades.

Retention

A student can be retained if the student does not have a passing grade in any of the core subject areas of Math, History, English, or Science. A final decision will be made for each individual student by the classroom teacher and the Headmaster.

II. ATHLETIC & PHYSICAL EDUCATION POLICIES

The purpose of the athletic program at Grace Christian Academy is to instill discipline, physical fitness, and the value of teamwork through competition. We will seek to provide both individual and team opportunities to meet the athletic needs of our student body, and we will pursue quality coaches who will shape character as they demand commitment.

Athletic Eligibility

It is a privilege to participate in athletics at GCA. Students that have a GPA lower than 2.0 will not be allowed to participate in team activities until improvement is made and verified by either progress reports or report cards. Students must also have a yearly physical completed, signed by their doctor and on file in the Athletic Director's office.

Athletic Fee

Notices will be sent home upon the establishment of athletic activities.

PE Expectations

All students are required to participate to the best of their ability in all PE activities. If a student is not physically able to participate, a note from a doctor will be used to excuse the student from those activities.

Spectator Behavior

GCA students are expected to demonstrate sportsman-like conduct at all home and away events. It is important that students understand the following:

1. Obscene or inappropriate cheers or gestures, erratic behavior and unsportsman-like conduct will not be condoned or tolerated.
2. School and game officials reserve the right to refuse admission or have removed any person(s) who violate rules of good conduct.
3. Artificial noisemakers (bells, horns, wood clackers, etc.) are not permitted.

Transportation to Athletic Events

Transportation to athletic events and practices will be arranged by the team's coach and/or Athletic Director and those arrangements will be communicated to parents.

III. SPIRITUAL LIFE

Statement of Faith

The following are the foundational beliefs on which Grace Christian Academy is based:

The basis of Grace Christian Academy is the infallible Word of God, written, known as the Scriptures of the Old and the New Testaments, as they are interpreted in the historic, evangelical confessions of Christian faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God as taught in Scripture and as specifically revealed in the Lordship of Jesus Christ over the world and thus over every department of human activity, thereby recognizing these Scriptures as the supreme and final standard for life. Grace Christian Academy is not a church nor is it subject to any ecclesiastical organization, but works with and through such bodies to aid and benefit both this school and such church bodies with which it may be associated. Therefore, the school is committed to and subscribes to the following articles of belief.

The Bible

We believe the Scriptures of the Old and New Testaments to be inspired by the Holy Spirit, inerrant in the original writings, and accurately maintained over the ages by God's Spirit. They are the only supreme and final authority for the rule of faith and life for all men. [II Timothy 3:15,16; II Peter 1:21]

God

We believe in only one living and true God, who externally exists in three persons: Father, Son, and Holy Spirit, having one substance, power and eternity, perfectly sovereign, holy and unchangeable and infinite in being. [Deut. 6:4; I John 5:7; Matt. 3:16-17; John 1:14, 18; John 15:26]

Man

We believe that man and the universe were created by an immediate and direct act of God. Also, we believe that man was created in the image of God, but he chose to sin and thereby incurred not only physical death, but also spiritual death which is eternal separation from God and that all human beings are born with a sinful nature and become sinners in thought, word and deed. All human beings stand accountable before and to God for their sins. [Gen. 1:1,26-27; Gen. 2:17; Gen. 3:22-24; Rom. 3:23; Rom. 5:12, Rom. 5:15-19; Rom. 6:23]

Jesus Christ

We believe that Jesus Christ was begotten by the Holy Spirit, born to the Virgin Mary, and is truly God and truly man, yet one Christ, the only mediator between God and man. Also, we believe that He was crucified on a cross, died, and was buried, and resurrected by God. He ascended into heaven and sits at the right hand of God the Father as our High Priest, King and Savior of His Church. [Luke 1:27,31,35]

Salvation

We believe that the Lord Jesus died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in and trust in Him alone are justified on the grounds of His shed blood and perfect, righteous life. We further believe that all who receive the Lord Jesus Christ by faith are born again by the Holy Spirit, and thereby, become children of God and are being sanctified by God. [John 3:16-19; Rom. 3:23-26; Rom. 5:19; Heb. 9:14,16; Heb. 10:14; Eph. 2: 8-10]

Resurrection

We believe that on the third day after His Crucifixion, our Lord Jesus Christ rose from the dead with the same body in which He suffered with which He also ascended into heaven and there sits at the right hand of the Father making intercession for the saints. [I Cor. 15: 3-5; John 20:25, 27; Mark 16:19; Rom. 8:34]

Second Coming

We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness. [Matt. 25:31; Rom. 14:9-10; Acts 1:11]

Final Resurrection

We believe in the bodily resurrection of the just to eternal blessedness according to the pattern of Christ's own glorious body and the bodily resurrection of the unjust to eternal punishment. [John 5:28-29, Acts 17:31; Acts 24:15; II Cor. 5:10; Rom. 2:5-6,16]

Grace Christian Academy does not promote or endorse any particular denomination. Our statement of faith is based on fundamental Christian beliefs that we support as primary doctrine. Other doctrinal issues upon which this organization has no official stance will be considered secondary doctrine, and there shall be no attempt made by Grace Christian Academy to promote or disparage individual beliefs or positions concerning these issues. We desire to remain united in the life of Christ, avoiding any dissension which may be caused by denominational distinctives.

Biblical Studies

Bible Class

Every student will take Bible as a part of their regular course load. Bible will be taught from a non-denominational approach and scripture will be used as the ultimate authority.

Devotions & Chapel

Parents are invited to attend our weekly chapel services. Students are encouraged to make these worship times meaningful and relevant spiritual experiences. "So that with one heart and mouth you may glorify God." (Romans 15:6)

Service and Missions

Students at GCA will be given the opportunity to serve the community in various mission-oriented activities throughout the year.

IV. GENERAL POLICIES

Attendance

1. Student absences from school for all or part of a day fall into 2 categories: excused and unexcused. Generally, most unavoidable absences will be excused. An unavoidable absence is one due to a personal illness, a serious illness in the family, a death in the family, a school sponsored trip, a medical appointment, a court appearance, or an absence due to providential hindrance. Absences for any other reason are avoidable. An avoidable absence will be excused when it meets all of the following criteria:

- The trip is for a family or church-related activity.
- A written parental request is received in the school office **at least one full school day** prior to the absence. GCA strongly encourages parents to submit requests as soon as the absence is planned.
- At the time the request is received, the student has six or fewer absences (avoidable or unavoidable).
- The absence is not to be during exams or standardized testing.
- The total year-to-date absences plus the planned absences are not to exceed ten (10) when requesting a trip absence.

An avoidable absence that does not meet all of the above criteria will be unexcused. All in-school suspensions, out-of-school suspensions and trancies are unexcused absences. Whether an absence is excused or unexcused, the student is expected to make up missed work in a timely manner. Work not made up in a timely manner may receive a reduced score or a zero.

Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips not be taken during school. Research indicates that if a student misses 7 days a year, his academic work suffers. There is also an impact on the community of learners as well as the teacher. However, if extenuating circumstances do not allow you to plan such trips when school is not in

session, you should receive prior written administrative approval as early as possible. The above policy should be considered before making such plans.

Too many absences will require a parent conference. Ten absences are the maximum allowable for handwritten excuse notes. After 10 absences are reached during the school year, each time your child is absent will require a medical excuse note. If a student exceeds ten (10) absences, a parent conference is required to discuss strategies to eliminate further problems. Exceptions may be granted by the Headmaster when documentation is provided for prolonged or chronic illnesses or extenuating circumstances.

2. Procedure for early dismissal (for appointments, etc.)

- Parent sends a note stating the reason for early dismissal and the date and time the student is to be dismissed. If possible, this note is to be sent to the teacher at least 24 hours prior to the appointment.
- At the early dismissal time, the parent goes to the office to sign the student out. The office will then notify the teacher that the student is being checked out. If the student returns before the school day is over, the parent must return to the office with the student to sign the student back in.

3. Students who are tardy must report to the office with their parent and be signed into school. A handwritten excuse note is required for all excusable tardies. If a handwritten note is not received and approved, the tardy will remain unexcused.

Before & After School Care

The school cannot assume responsibility for students who arrive prior to 7:30 am or later than 3:00 pm. Parents' cooperation is necessary in this matter for the safety of the students and for the care of the school facilities. Your child will be admitted into After School Care if you do not pick them up by 3:00 pm. The fee is \$5.00/day and you will be invoiced on a monthly basis. There is a mandatory After School Care registration form (available in the office or online) that must be filled out before your child can participate in the program. Please remember that after care is available until 5:30 p.m. If you arrive after 5:30, you will be charged \$1.00 for every minute you are late. Please help us to be respectful of our After Care Director.

Campus Visitors

Any visitor to the campus is to report directly to the school office. All visitors, including parents, must check in through the office before entering other parts of the building. All visitors are required to wear a visitor's badge. Please sign in and out in the office.

Change of Address

When a student's address or telephone number changes, it is imperative that the change is reported to the Office as soon as possible. Please email us at information@gcalions.com.

Classroom Courtesies

1. Upon entering the classroom, students should take their seats promptly and quietly.
2. Speaking out or expressing disapproval when another has the floor is both rude and unfair. There is never an excuse for disrespect.
3. Students should bring proper materials and supplies to class: books, notebook, homework, paper, pen, pencil, etc.
4. Class will be dismissed by teacher. Students should not be discourteous by getting up before they are dismissed.
5. Students should knock before entering a classroom that is in session. Wait to be recognized before making a request.
6. Windows, lights, heat, air conditioning and shades are to be adjusted by the teacher, not by the students.
7. Christian conduct is expected of all GCA students.

Computer Use Procedures

The school's computers provide opportunities to explore and use a varied and exciting set of resources including computer programs, CDs, and the Internet. The use of the computers must be in support of education and research and must be consistent with academic expectations of GCA. The policy is simple and broad: 1) do not cause damage to or change any settings on the computer; 2) use the computer for school-related work **only**; 3) and do not seek to access any areas that would embarrass the school or dishonor the Lord. Network storage areas will be treated like school lockers/cubbies. Network, and/or school administrators and teachers may review files, bookmarks and communications under the same standards set for school lockers/cubbies to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school servers. Files will not be maintained indefinitely. The use of the electronic networks and Internet is a privilege, not a right, and inappropriate use will result in cancellations of privileges and possible disciplinary action. Access entails responsibility. School administrators will deem what is inappropriate use, and their decision is final.

Dress Code

The Grace Christian Academy Uniform Policy exists for two purposes:

1. to foster a positive educational environment where students and teachers can focus on learning
2. to encourage Christ-like behavior and attitude.

Parents are expected to play an active role in the enforcement of the uniform policy. Questions about particular clothing items or personal appearance may be answered by teachers and administrators. Inappropriately dressed and/or groomed students may be prohibited from attending class. Teachers and administrators reserve the right to determine what is appropriate for our school setting.

All other personal outerwear is not allowed during the school day except during recess and/or physical education. Hats are not permitted inside during the school day. Hair must be clean and neat and not extreme in color or style. Boys must be clean shaven. The length of boy's hair should not extend more than

1-inch below the back of shirt collar, and hair should not cover his eyes. Boys are not permitted to have visible piercings or fingernail polish. Girls are only allowed to have pierced ears visible. Other visible body art or body piercing is not allowed for boys or girls. Uniform shirts are to be tucked in at all times.

Early Dismissals

If a student has a request for early dismissal, he/she should bring the request to the school office before the start of school. If there is a question or concern about the reason for an early dismissal, the student will need to see the Headmaster/Administrator for approval. **Classes missed due to a reason deemed unexcused will result in one point being deducted from the nine-week average for each academic class missed.**

If a student forgets or is unable to do this during the designated time, he/she should come to the office as early in the day as possible. **Failure to repeatedly follow the established procedure will result in a denial of the early dismissal request.**

Students should turn in assignments for classes that will be missed before leaving campus. Whenever possible, any missed tests or quizzes should be rescheduled before leaving campus. Failure to do this may result in zeroes for missed work. Early dismissals will not be allowed on EXAM days, please schedule any medical or special appointments for another day.

Except for emergencies, students will not be dismissed to leave during the middle of class. Dismissals will be scheduled between classes. The adult who is picking the student up must come to the school office to sign the student out. If a student forgets or is unable to do this during the designated time, he/she should come to the office as early in the day as possible. **Failure to repeatedly follow the established procedure will result in a denial of the early dismissal request.**

Emergency Procedures

Periodically fire, tornado and earthquake drills will be conducted. Teachers and students are instructed as to proper procedures. Your child's safety is of utmost importance. Security measures are in place to protect your child.

Guidelines for Class Parties & Field Trips

Parents and adult sponsors involved in the planning of and the participation in recreational, social, and educational activities should properly chaperone the students at all times and assume the responsibility of seeing that the students conduct themselves as Christians.

Immunizations

The State Department of Health requires that the green Tennessee Certificate of Immunization (available in doctors' offices) be on file for each student. A revised form needs to be submitted to the school office each time your child's shots are updated. Students will not be permitted to attend classes until the certificate of immunization, or an exemption letter is on file.

Make-up Work

After a one day absence, students should be prepared to make up scheduled tests or assignments the day of their return to class. However, students with an excused absence from school for two or more days are generally allowed three days to make up the work they missed. Make-up tests may be scheduled after school or during a time that is convenient to the teacher. Students should make satisfactory arrangements with their teachers as soon as possible following any absence.

If a student misses a class due to a curricular activity (e.g. field trip) or a co-curricular activity (e.g. baseball game) they are not allowed extra time, as a general rule, to make up the work. For example if he/she plays basketball and misses a math class on Tuesday, the student should turn in their work for Tuesday's class prior to leaving for the game and be ready for class on Wednesday. **Requests for make-up work or assignments to the office or the teacher should not be made unless a student is absent for more than two days.** All requests should be made to the office on the morning of the third day before 10:00 a.m. Requests after 10:00 may not be able to be accommodated until the next day.

Some exceptions to these general rules may be allowed. These guidelines should always be understood: work missed within the specified time frame.

****It is the student's responsibility**, not the teacher's, to initiate the make-up work plan.

****The student should seek assistance** regarding work missed first from classmates, and then if there are further questions, seek out teacher assistance at an appropriate time.

****Zeros may be given for work not made up within the agreed time frame.**

Medications

Should your child need to take medication during school hours, please stop by the office and complete a medical information form and drop off a new bottle or original prescription bottle. Students are not allowed to keep medicine in the classroom. No general medication (Tylenol, cough drops, etc.) is given.

Personal Property

Students should use discretion in the personal property they bring to school. Items such as cell phones, beepers, cameras, iPods, MP3 players, playing cards, and other similar devices tend to invite misuse and often cause classroom distractions and interruptions. Leave them at home. Such items will be confiscated and returned to parents at an appropriate time. Students should also avoid keeping large sums of money in their purses, wallets or pockets. Calculators are not to be used for games or recreation and will be removed from the student's possession and returned to parents following misuse or abuse. Appropriate discipline will be applied.

Plagiarism

Plagiarism is passing off a source's information, ideas, or words as your own by omitting to cite them, and it is an act of lying, cheating, and stealing. Since you also claim that it's your own work and use it to get credit for work you haven't really done, you also lie and cheat. You cheat your source of fair recognition for his or her efforts, and you cheat the students who have completed the same assignment without plagiarizing.

Policy Limits

Our discipline guidelines apply to students while they are on campus, on GCA operated school vehicles, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that reflects negatively on the school cannot be ignored. Therefore, behavioral offenses which occur outside the limits established in the discipline policy will be considered as to the severity and impact on the school's reputation.

Tardies to School

Students are expected to be on time to school. They should plan on leaving early enough that under normal circumstances they would arrive ten or fifteen minutes early. This will allow for a "cushion" to allow for minor traffic delays or carpool delays, etc. However, there are times when there are excusable reasons for tardiness. These tardies are for unavoidable reasons where circumstances are out of the students control, such things as your vehicle not starting, being involved in an accident, extensive traffic or weather-related delays (as reported by numerous students), your carpool driver is late, etc.

Unexcused tardies are for circumstances that are under the students' control. To put it in a word, they are avoidable. It is not for such things as sleeping in after play practice or athletic contests, typing a research paper assigned weeks in advance, not arranging for a ride when a vehicle has been in the shop for two days, etc.

A student arriving after 8:00 must be signed in through the office by a parent. A note from a parent must be brought to the school office within two days or it will remain as an unexcused tardy.

The following are the procedures applied for unexcused tardies: For each nine week marking period, the student is permitted 2 unexcused tardies without disciplinary penalty. The 3rd and 4th offense will result in the student serving detention hall. The 5th offense, the student will serve In-School Suspension. A parent conference may be required at this time. The purpose of such a meeting would be to discuss the difficulties the student is having in relation to this issue, to discuss strategies for improvement, and to make sure there is a clear understanding of the consequences of continued difficulties.

Telephone and Cell Phone Use

A designated phone for students' use is available in the School office. Students must obtain an office pass from their teacher to make a phone call or come during break or lunch times. **Students may not use cell phones for any reason during the school day.** The phone will be confiscated and returned only to the parents. Appropriate student discipline will be imposed.

V. GCA MIDDLE SCHOOL CODE OF CONDUCT

"I will not lie, steal or cheat' nor tolerate a classmate who does. I will resolve to do my best to live honorably, so help me God."

As a student of Grace Christian Academy, I personally pledge my support in upholding the following precepts:

1. Since misrepresentation is dishonorable and unworthy of a GCA student, I pledge to refrain from all deliberate distortions of the truth to my fellow students, to faculty members, and to all in authority.
2. Since cheating is not only dishonorable but also harmful to me and my fellow student, I pledge to refrain from the following:
 - Giving and/or receiving aid on a quiz or test or giving the appearance thereof.
 - Giving or receiving unauthorized aid on homework assignments (copying, or allowing someone to copy, claiming others' work as your own).
 - Providing information about a test to students who have not yet taken the test.
3. Since stealing (or "borrowing without permission") is a direct violation of all moral and legal codes, I pledge to refrain from taking the property of others. This includes plagiarism.
4. Since the School of GCA is a community, I will show respect for others. I pledge to uphold the following:
 - Resolve my conflicts with others in a peaceful manner.
 - Never intentionally be hurtful to others, either physically or verbally. My words and deeds will show respect to all members of our school community, students, teachers, administrators and parents alike. I understand fighting is prohibited.
 - Include others, not exclude others; build others up, not tear others down.
5. In that the property of the school is paid for by the families and friends of GCA, I pledge to respect all property of the school and never intentionally damage or destroy school property.
6. Since the computer is a useful educational tool, I pledge to only use it as directed by a teacher.

Anti-bullying Policy

Philosophy

We at Grace Christian Academy believe that students should have an educational environment that is free from humiliation, oppression and abuse. Every person who is a part of Grace Christian Academy has the responsibility to support and care for each other and to behave in a pleasant and non-threatening fashion. We believe, without exception, that bullying should not be tolerated.

Definition

Bullying is any **persistent**, willful and deliberate action done by an individual or a group to hurt, distress, upset, frighten or threaten another person or persons. It is *not* an isolated incident of argument or aggression between students.

Bullying can be:

- Physical: pushing, kicking, hitting, pinching or any use of violence
- Verbal: name calling, spreading rumors, malicious gossip, either written or oral
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti
- Sexual harassment: unwanted physical contact or abusive and/or suggestive comments

Goals:

1. To ensure that all students, staff and parents know what is meant by bullying, and to know that it is unacceptable behavior
2. To create an atmosphere where bullying is not accepted
3. To empower victims of bullying to seek appropriate help
4. To ensure that faculty respond consistently and appropriately to bullying
5. To develop procedures for reporting, investigating and dealing swiftly with bullying behavior when it occurs

DISCIPLINE

Grace Christian Academy must have a set of rules for behavior that promotes self-control, character and an environment where learning can take place. Students are expected to behave in a manner which demonstrates a respect for self, others, and recognition of the responsibilities of being part of a Christian educational community.

When a student is involved in a disciplinary incident, a Disciplinary Referral Form will be sent home with the student to keep the parent(s) informed of both the incident and the subsequent action taken by the teacher or administrator. If parents have questions, concerns, or comments concerning the content of the Disciplinary Referral Form, they are encouraged to contact the teacher directly involved in the incident. If parents have additional concerns after contacting the faculty member, they should call the Headmaster.

Disciplinary Options

The following methodologies are options available to teachers and administrators as they work with students concerning problematic behaviors. Any class time missed due to a disciplinary issue will result in an academic penalty to the student(s) involved. During detentions and In-School suspensions, students may be required to serve the school during the period of time designated for the consequences in various tasks that may include, cleaning, sweeping, pulling weeds, etc. . .

1. **Conferences** - Student and parent conferences are often not only necessary, but important in communicating the defined behaviors that are being sought to bring a student into compliance with school guidelines. These may involve the student, the parent, the teacher, the guidance personnel, or administrators.

2. **Detention** - Detention may be used as a consequence for a variety of offenses. Some examples are the following: tardiness to class; chewing gum; failure to return signed papers or tests; rude or discourteous behavior; lying; disruption of chapel, and other actions deemed inappropriate by the faculty and administration. A Disciplinary Referral Form will be mailed home to inform the parent(s).

Detention meets for one hour every Thursday afternoon at 3:15 p.m. Moving Detention from one week to another is strongly discouraged and must be approved by the administration before noon on Thursday. Failure to arrive on time to detention, not serving a scheduled detention on the appropriate date or excessive detentions served/accumulated will result in stronger disciplinary measure.

3. **Disciplinary Probation** – Students involved in serious offenses may be placed on disciplinary probation. This means for the prescribed time, the student may not be involved in a serious infraction of school policy or rules without running the risk of being expelled from the school.
4. **In-School Suspension** – Students involved in serious misconduct, consistent disruptive behavior or showing disregard for GCA policies may be given an in-school suspension. Although isolated from students during the day of suspension, suspended students will be expected to complete all assignments on time. A letter will be placed in a student's file concerning the incident. Generally, 1, 2 or 3 days will be assigned depending on the seriousness or the repetitive nature of the offense. A student may not participate in extracurricular activities on days when in-school suspension is served.
5. **Out-of-School Suspension** - Students involved in a serious violation of school policy may be given an out-of-school suspension. A letter will be placed in the student's file concerning the incident, and the student will not be re-admitted without a parent conference. A student may not participate in extracurricular activities during this time.
6. **Removal from Class** – Occasionally a student's behavior is detrimental to a favorable classroom environment. When a teacher's efforts at correction are unproductive and the learning or teaching process continues to be disrupted, a student may be temporarily or permanently removed from the class. Permanent removal will result in a failing grade for that course.
7. **Voluntary Withdrawal from School** – Occasionally, in severe cases, it may be in a student's best interest for the parent(s) to take action before the school does and withdraw their student voluntarily.
8. **Expulsion** – Sometimes in extreme cases it becomes apparent that it would be best for the school and the student that he/she leaves the GCA student body. Acts of non-tolerance such as bringing weapons, drugs, alcohol or pornography to school or coming to school under the influence of drugs or alcohol are offenses that would warrant expulsion. If a student who has been expelled wishes to rejoin the GCA community, the student must reapply through the admissions office and complete the admissions process. The GCA administration reserves the right to refuse re-admission.

Category One Offenses

Category One Offenses are taken very seriously and serious consequences will be given to a student who is guilty of one of these offenses. Depending on the evidence of the situation, students may be suspended or expelled and legal action may be taken.

1. Assault or Fighting

A student shall not purposefully cause physical injury to any student, teacher or other school employee or visitor on school grounds or during a school event or function.

2. Dangerous Weapons

A student shall not possess, use, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence.

3. Breaking and Entering

Illegal or unauthorized entry into the school, classrooms, facilities or school property is prohibited.

4. Drug, Alcohol, Tobacco & Look-Alike Drugs

A student shall not possess, use, transmit, distribute, sell or be under the influence of any drug or alcoholic beverage while enrolled at GCA

Category Two Offenses

Category Two Offenses are taken seriously and serious consequences will be given to a student who is guilty of one of these offenses. Depending on the evidence of the situation students may be given a discipline referral slip or detention or they may be suspended or expelled and legal action may be taken.

1. Disruption of School and/or class

A student shall not engage in any conduct that may cause or create a substantial disruption with any school function, activity, purpose or class.

2. Damage to Property

A student shall not steal, cause damage to or destroy school or private property if on school grounds or during a school function.

3. Use of profanity and/or obscene language or gestures

A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications.

4. Disrespect and Insubordination

A student should not be disrespectful or fail to comply with the directions of teachers, aides or other authorized school personnel or fail to comply with the rule and guidelines of the school.

5. Skipping Class and Leaving the School without Permission

Students should not leave class or school without permission.

6. Public Display of Affection

It is not appropriate for students to engage in public displays of affection in school, on school grounds or at a school event.

7. Vandalism

God has graciously provided our school property, facilities and equipment. Students should consider our school a blessing from Him and should do all in their power to keep the buildings in good and attractive order. Any student known to deface or destroy school property will be assessed the full cost of repair or replacement and will be subject to disciplinary action.

Items that should never be brought to school:

Cigarettes, alcoholic beverages, any narcotics, knives, guns, matches, explosives of any kind, skate boards, radios, magazines, records or tapes not related to class work, toys and other non-school related items are not permitted on school property. No books or magazines are to be brought to school unless they are directly related to a specific course of study and permission to bring them has been granted ahead of time. Lunch boxes, book covers, book bags, and other school items should always display good taste and bear designs appropriate for a Christian school.

IV. EMERGENCY PROCEDURES

Periodic fire drills, tornado, earthquake, and lockdown drills will be conducted. Teachers and students are instructed as to proper procedures. Your child's safety is important to us. Security measures are in place to protect your child.

Inclement Weather

Grace Christian Academy will make its own policies regarding inclement weather. In the event of inclement weather (snow or ice) and/or dangerous traveling conditions, GCA will make announcements as to school closing through local television's Channel 4 Snowbird Reports, Facebook and email. Parents are advised to listen to broadcasts early in the morning and to listen during the school day.