

Grace Christian Academy
1705 Access Road
Covington, Georgia 30014
Policy Handbook
Revised February 2015

I. DOCTRINAL STATEMENT

We believe the Bible is the inspired, inerrant, and infallible Word of God; therefore, it is our sole norm of faith and practice.

We believe that God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, justice, grace, goodness, and truth.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to purchase a place in Heaven for us which He offers as a free gift, providing the only way of salvation for all men.

We believe in the Trinity consisting of three persons--Father, Son, and Holy Spirit--in one God.

We believe that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature and the wages for this sin are death.

We believe in the church, the body of Christ, whose mission is to preach the gospel to all the world.

We believe that a true believer is secure in Christ forever and is called to live a holy life.

We believe that the ordinances of the church are believer's baptism by immersion and the Lord's Supper.

We believe in the personal, pre-millennial return of our Lord Jesus Christ, prior to the establishment of His kingdom.

We believe that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

We believe that homosexuality, fornication, and adultery are sins, and that Christians should separate themselves from these activities or their influences.

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or Christian Organizations to resolve personal disputes.

II. ADMINISTRATION

A. HISTORY OF GRACE CHRISTIAN ACADEMY

In 1980 Grace Christian Academy opened in Conyers, Georgia, for the purpose of training young people academically and in the principles of God's Word in an environment void of secular humanism. In September 1980 Grace Christian Academy began its first school term.

Grace Christian Academy uses the ABC's Curriculum published by School of Tomorrow and Accelerated Christian Education for its kindergarten program. Students successfully completing the K5 program will do so with the ability to read and sound out words. Those students who successfully complete the K5 program of Grace Christian Academy will be well-prepared to function and perform adequately in the first grade program. Those students who transfer from a kindergarten other than Grace, will be tested to make sure the student is prepared to enter and perform on the proper grade level.

Grace Christian Academy uses the School of Tomorrow program as its core curriculum. This curriculum is competency-based and mastery-based. Each student progresses at his or her own rate of learning, on a prescription basis. Learning at Grace Christian Academy is mastery-based. Students do not move to the next level until they have mastered the material at the assigned level. Students are tested each year using nationally-standardized tests.

Grace Christian Academy has degreed Supervisors and trained Monitors who work with the students. The staff is proficient in the higher level Maths, Sciences, and Language areas.

B. SCHOOL PERSONNEL: It is a requirement that all staff have a personal relationship with Jesus Christ, that they live in such a way so as to reflect Christ, and that they have a concern for the souls of their students, as well as their academic development.

1. **FOUNDER:** Dr. Emma Allen along with her late husband, Dr. Thomas E. Allen, founded Grace Christian Academy in 1980. Dr. Emma Allen continues to serve as the Senior Administrator of Grace Christian Academy.

2. **PRINCIPAL:** The Principal, Tim D. Allen, M.A., Ed., is the individual with responsibility for the daily operation of the school as well as the supervision of staff in all matters relating to professional performance, scheduling, curriculum, etc. The Principal is the person with primary decision-making authority, and he is the liaison between the school and the parent.

3. **QUALIFIED SUPERVISORS:** All students are assigned to a degreed supervisor who is responsible for their educational program and development. The supervisor is in charge of the Learning Center (classroom).

4. **MONITORS:** Monitors are para-professionals who provide assistance to the supervisor. The monitor is under the supervision of the supervisor to which he/she is assigned.

III. PURPOSE

The purpose of this Christian School is to provide a quality education for our children as an extension of the Christian home. This is not a school to reform or correct behaviors and attitudes that are wrong whether they are a result of problems in the home environment or a result of bad school and peer influences. Attendance at this school is a privilege, not a right.

The purpose to which we commit is that the children entrusted to our care will learn true love for God, and that they will come to a full understanding and appreciation for what it means to live as Christians in America. We will teach about America's Christian heritage and the qualities that have made her people great. A high priority will be given to having respect for those in authority, for obedience to law, and for self-discipline.

The primary goal of G.C.A. is to bring every student to the knowledge of Jesus Christ as Savior. It is our belief that a person cannot be prepared to be a success in life until he or she is prepared for eternity. It is our expectation that families and students maintain an active relationship of attendance in a church that believes the Bible to be God's Word.

IV. ADMISSION POLICIES

A. GRADES K-4 THROUGH ONE

The kindergarten and first grade programs are offered for children who have reached the appropriate birthday by September 1st. The student will be tested to determine if they are adequately prepared to enter the appropriate grade. All admission requirements must be met as listed in the application section.

B. GRADES TWO THROUGH NINE

A student may be admitted to these grades by promotion from within G.C.A., or by transfer from another school, providing that all admission requirements have been met.

C. GRADES TEN THROUGH TWELVE

A student may be admitted to these grades by promotion from within G.C.A. The only new students who may be enrolled in grades ten through twelve must transfer from another school using the School of Tomorrow curriculum (on grade level) or show proof that they are on, and able to achieve on, the level for which they are seeking enrollment. All admission requirements must be met.

D. POLICY ON NON-DISCRIMINATION

Grace Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Grace Christian Academy. Grace Christian Academy 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, athletic and other school-administered programs or hiring practices. We believe that all people are created in the image of God and that Jesus Christ died to redeem any who will believe; therefore, this school is open to any who fulfill the admission requirements, regardless of station in life.

E. SELECTION OF STUDENTS

Students are selected for admission based on the following criteria (in addition to the meeting of all requirements listed on the application form):

1. First preference is given to returning students. There shall be a re-enrollment period (March 1st - 15th). Currently-enrolled students, who do not enroll during this period, are not guaranteed acceptance for the following school year. No student has a right for re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school's administration.

2. Second preference is given to students who are transferring from another Christian school.

3. When applications exceed the number of available places, administration will give preference to those applicants who can demonstrate the greatest Christian commitment (through activities such as church attendance and participation, family relationships, etc.), giving consideration to test scores and previous academic achievement.

4. The administration reserves the right to make exceptions to this selection policy and an exception for one is not meant to mean an exception for any other.

5. The Admission's Committee consists of the Administrator and the Principal.

F. APPLICATION POLICY

1. ADMISSION REQUIREMENTS:

- a. Completion of Application.
- b. Application fee paid.
- c. Parent(s) are encouraged to be active in attendance in a church that bases its teachings on the Bible.
- d. Parent(s) must be in agreement with the Doctrinal Statement.
- e. All recommendation forms must be received.
- f. Transcripts from previously-attended schools, health forms (immunization record), and copy of child's birth certificate must be received.
- g. Signed copy of the ministry's Dispute Resolution Agreement must be received.

2. ACCEPTANCE PROCESS:

- a. Student Handbook must have been read by parents and child(ren).
- b. An interview will be scheduled with the parent(s) and child(ren).

- c. Diagnostic testing will be required for all new applicants, and must be completed prior to an admission's decision.
- d. Admission decision is made by the Administration.
- e. At acceptance parents will be given a packet of school forms to complete enrollment.
- f. All families will be given a reasonable period of time (usually one week) in which to complete and return forms. Any student who fails to return the appropriate forms in the prescribed time period, will not be allowed to return to class until all forms are completed and returned.

3. RECOMMENDATIONS:

In keeping with our desire to maintain a policy of accepting students and families of high moral and ethical standards, each family is required to submit one of the following recommendation criteria as part of the admission process:

- a. Pastoral Recommendation: A recommendation from the pastor of the church that your family attends.
- b. Community Recommendation: A recommendation from two respected members of the community—i.e. Public official, Business leader, Family friend.

In addition to the above criteria, Grace Christian Academy may also request a recommendation from one or more education professionals from the student's previous school.

G. WITHDRAWAL POLICY

1. A student may be withdrawn for any reason with written notification to the school. Such notification must be given at least seven days in advance of intended withdrawal. If a student is withdrawn after the first school day of the month, all fees must be paid for that entire month. All fees are non-refundable.

2. The school has the right to ask for withdrawal of a student, for any reason, with written notification at least seven days in advance of requested withdrawal. (This does not apply to those asked to withdraw for Biblical or negative behavior reasons. NO advance notice is required for these reasons of dismissal.) If the school requests withdrawal, all fees remain due for services already provided, including the month in which the withdrawal is requested. All fees are non-refundable.

V. CURRICULUM

The curriculum used by G.C.A. is the Biblically-based School of Tomorrow program. Teachers focus on individualization and mastery learning with each child advancing in the subject material at his/her own speed. The academically-gifted student does not suffer from boredom while waiting for the more challenged student, and the student needing additional assistance receives the needed help. All instruction in reading is based on the phonics method. The Bible is taught daily, and students are required to memorize Scripture portions.

VI. GRADE PLACEMENT

A child who transfers from any school will not automatically be placed in the same or next grade. Progress through school depends upon what has been learned (the student's level of achievement). Testing will be used to determine the appropriate grade level for each child. The National Assessment of Educational Progress (N.A.E.P.) recently found that only 28 percent of fourth graders were reading at a proficient level (4th grade level) and that only 21 percent of eighth graders were proficient at math. The test further showed that only 14 percent of high school seniors were performing proficiently. We expect for each child to be proficient at his/her grade level in all subjects before moving on to the next grade. Remedial work will be available for those who are not performing at grade level.

VII. ACCREDITATION

Grace Christian Academy is fully accredited by the Georgia Accrediting Commission (GAC) and by School of Tomorrow. Both of these organizations have been recognized by the Georgia Department of Education. GAC has the approval of the academic affairs office of the university system of Georgia for admission of students into state universities. GAC is also recognized by the Georgia Student Finance Commission and the HOPE scholarship program.

VIII. SCHOOL HOURS

The school day begins at 8:30 a.m. and ends at 3:00 p.m. **Learning Center Students who had homework on the previous day are required to be in their Learning Center by 8:15 a.m.** Students are not to arrive at the school prior to 8:00 a.m. or to remain after 3:15 p.m. unless they are part of the tutorial program. Qualified staff is available to provide tutorial services after school hours at an additional fee. Each student left at school 15 minutes past their dismissal time will be charged \$10.00 for the first 15 minutes. Thereafter families will be charged \$20.00 per half-hour or part of half-hour.

IX. ATTENDANCE REQUIREMENTS

The school will enforce the attendance requirements set forth by law in the state of Georgia. All students are required by law to attend 180; 4 1/2 hour days annually. Students not in school 4 1/2 hours must be recorded absent.

Absences shall be recorded as "excused" or "unexcused". A note shall be furnished by the parent to be given to the supervisor of the child who was absent. This note should state the reason for the absence and may request that the absence be excused. **If no note is brought, the absence will be recorded as "unexcused".** Illness, death in family, or any other emergency situation will be considered as excused. The Principal will be the final authority concerning how an absence will be recorded.

Each student is permitted six excused absences each semester. Should a student go beyond that number, a decision will be made by the administration if continuation of the student at this school will be permitted. Each student will be looked upon as an individual case, and all

circumstances will be taken into consideration. In situations of excused absences, a student will be given time to make up missed work if he/she has been unable to do so during the absence, but he/she may forfeit their privilege right (i.e. early dismissal, break time, etc.) until work is made up. Exceptions may be made if the student is academically ahead or under extreme circumstances. ALL absences on Friday will be considered UNEXCUSED unless extreme emergencies exist. ALL UNEXCUSED ABSENCES MUST BE MADE UP. The student may forfeit their privileges (i.e. early dismissal, break time, etc.) until unexcused absences are made up. No final grades will be posted until absences are made up. A student may need to attend summer school to make up either unexcused or excused absences. All students required to attend summer school must pay the entire summer school fee.

If a student is excessively absent from school, he/she must be reported to the appropriate authorities.

TARDIES: Any student not present at 8:30 a.m. at the beginning of opening exercises will be considered tardy. All tardies will be recorded, and tardy time will accumulate. Students may be asked to make up tardy time after school and/or during summer school. Every four hours of tardy time will be considered one day of summer school. All time made up after school will be charged the after-school fee.

A student must complete one grade level in each subject each year. Students will be required to attend summer school if work is not completed by end of designated school term. Those students who are behind their chronological grade level may be required to attend summer school.

X. LUNCH

Microwaves will be available to heat appropriate items. The school will have snacks and soft drinks available for purchase at lunch time. Some students may be limited to the items they may bring for lunch--due to spilling, messiness, etc. All students will remain at their assigned seat until dismissed by their teacher. Students on academic restriction must not bring items that need to be microwaved. No lunches will be heated on Fridays.

XI. GRADES

Grades are reported on a nine week schedule. Parent conferences may be scheduled at that time and at other appropriate times to keep parents informed of student's progress. Parent involvement is an expected part of the program. Parents and students are required to attend the Parent Teacher Fellowships. Students who do not attend a P.T.F. along with a parent will not be allowed to return to the classroom until the parent meets with the Principal.

Learning Center students will be placed on Academic restriction when they have not met academic requirements.

XII. DISCIPLINE

A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. Each student is expected to maintain a proper attitude and to complete assignments without being disruptive to others. Demerits are given for minor violations of rules which may result in detention or dismissal, depending on the number accumulated. Serious rule violations require parental intervention and assistance. These include but are not limited to lying, cheating, stealing, cursing, and other forms of serious unacceptable behavior.

Corporal discipline (padding) will not be administered outside the presence of a student's parent. If corporal discipline is needed, the appropriate parent will be called to meet with the principal.

Students enrolled in the school are expected to maintain Christian standards of conduct at school as well as in the community and home. Our students represent the school in all they do and say, and they are expected to be good examples to others. Students are expected to refrain from swearing, smoking, gambling, rock music, dancing, drinking alcoholic beverages, using narcotics, and engaging in sexual activity. Students who violate the rules off-campus are subject to the same disciplinary measures as those that are violated on-campus. This includes all vacations and breaks from school.

No student shall be admitted (or remain enrolled) if married, divorced, pregnant or having had a child (includes abortion).

INTERNET FORUMS: In keeping with the principles of I Timothy 4:12, all students are expected to be "an example of a believer" in every avenue of their life. Grace Christian Academy recognizes the positive usefulness as well as the negative influence that the Internet poses to Christian young people. It is the desire of the administration to see its students utilize the internet in a positive, God-honoring manner, and not succumb to its many temptations and vices. To ensure the Biblical, moral standard of excellence in character, every student who is a member or owner of, or makes contribution to any website or social networking forum (i.e. Facebook, Twitter, etc.) must notify the administration in writing of any and all such sites and forums. The administration must be granted access to each site or forum. Failure of any student to disclose all sites and forums will be grounds for expulsion. It is the responsibility of the student and parent to continually and immediately disclose new sites and forums as they are added. **STUDENTS MAY NOT BE A MEMBER OF NOR A CONTRIBUTOR TO "SNAP CHAT."**

Enrollment and attendance at Grace Christian Academy is a privilege and not a right. A student who does not meet the conduct requirements will be disciplined with measures which include demerits, detention, suspension, and/or expulsion--depending on the seriousness of the offense.

The school reserves the right to search for illegal or unauthorized material. The school reserves the right to search the student's person and belongings in the event the school suspects that he/she possesses an unauthorized item. The search may be conducted without the student's

or the parents' permission. Enrollment of your child/children constitutes parental consent to such searches. If the Administration deems a search necessary, the search may include but not be limited to the following: a student's automobile, backpack, purse, pockets, gym bags, desk, and locker. The school may also search a student's person while taking extreme care to protect the student's Christian modesty.

Students are prohibited from carrying lasers, beepers, knives or weapons of any type. Cellular phones must be turned in to the school office each morning. The school administration reserves the right to determine who will be eligible to bring a cellular phone.

ANTI-VIOLENCE POLICY: It is the goal of G.C.A. to provide a safe environment for its students and faculty. All verbal or physical acts of violence will be taken seriously and reported to the proper authorities. All verbal threats will be taken at face value.

Students are admitted on probation for the first nine weeks of their schooling. This is in effect every year the student is enrolled. During this probationary period, a student may be asked to withdraw for any reason if the administration feels that the student is not adapting well to the environment of G.C.A.

XIII. DISCIPLINARY METHODS

A variety of disciplinary methods shall be utilized, which provide both positive and negative incentive. Each decision shall be handled individually and prayerfully.

A. POSITIVE INCENTIVES

A variety of incentives is used, such as praise, trophies, award ribbons, membership in the ONE THOUSAND Club, field trips, time off, etc. (Field Trip days and Super Star days will typically be on Fridays of weeks 3, 6, and 9 of each quarter.)

B. NEGATIVE INCENTIVES

1. **DEMERITS:** Demerits are given to correct unacceptable acts or behaviors as follows (three or more demerits in a day result in detention).

a. **ONE DEMERIT** is given for but not limited to the following:

Turning around in office	Making a disturbance
Running in Learning Center	Chewing gum
Violating off limits	Out of seat without permission
Trespassing	Messy office
Leaning back in chair	Writing or passing notes
Eating in disapproved area	Goal card not posted

b. **TWO DEMERITS** are given for but not limited to the following:

Goals not set	Unauthorized goal change
Insufficient goals	
Talking at Testing Table	Negative attitude
Scoring violations per page (Subsequent offense may result in corporal	

discipline and/or repeat of PACE.)

c. THREE DEMERITS are given for but not limited to the following:

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|---|-----------------------------|
| Failure to return parent envelope | PACE left at home |
| Corrective action slip not returned | Homework subject incomplete |
| Repeated offences after warning | Direct disobedience |
| Getting permission from another staff after refusal by a first staff member | |
| Any behavior that is contrary to a Christ-honoring environment | |
| Subsequent offenses of the following may result in corporal discipline or | |
| Suspension: Throwing dangerous objects, Lying, Fighting, Filthy Language, | |
| Disrespect/Talking back, Defiance, Intentional Damage to major property. | |

2. OTHER CORRECTIVE ACTION MEASURES

Administration and staff shall not be limited by the list of offenses in (1) above. Any non-Biblical conduct is subject to correction in a manner that is appropriate for correction.

When a student receives eight or more demerits in one day, the student's parents may be notified. The student may not be permitted to return to class until a conference is held with the student's parent. Subsequent violations of eight or more demerits may result in suspension. The above also applies if the student accumulates 24 or more demerits in one week.

XIV. CORPORAL DISCIPLINE POLICY

A. POLICY ON CORPORAL DISCIPLINE

1. All serious violations of rules that warrant corporal discipline shall be dealt with according to approved procedures.

2. All staff and sponsors of students (parent or legal guardian) and volunteers shall be informed of the corporal discipline policy and shall sign a statement of agreement with such policy.

3. No staff member or person entrusted with the care and education of the students of the school shall physically restrain a student unless failure to do so would jeopardize the safety of that child, jeopardize the safety of other children, or jeopardize the good stewardship of property.

B. PROCEDURE FOR CORPORAL DISCIPLINE

1. If a student violation of rules or conduct is such that corporal discipline is recommended, the supervisor or person recommending such discipline shall discuss the situation with the Principal.

2. With agreement of the need for corporal discipline, the Principal or Administrator will contact the appropriate parent or legal guardian indicating that there has been a serious

violation of the rules or conduct that warrants application of corporal discipline. The parent or legal guardian will be required to come to the school and to meet and appropriately deal with the child in cooperation with the Principal or Administrator or a staff member of the same gender as the child.

3. Failure of a parent or legal guardian to cooperate in the correction and discipline of a child may result in expulsion of that child. Enrollment and attendance at this school is a privilege granted to those who are willing to support the school's rules and total program.

XV. MEDICAL POLICIES

Students with a communicable disease may not attend school until they have been given clearance from a medical doctor to return.

No staff member will be allowed to administer any medicines, tranquilizers, or aspirin, to any student for headaches, fever, or other reason without permission from the parent.

XVI. ILLNESS

Parents will be notified when a student becomes ill or injured and/or when it is determined that the student needs to go home. Because first aid facilities are limited, parents are asked to come promptly when notified. If someone other than a parent comes for the student, the parent should notify the school and see that the individual has positive identification.

XVII. SERIOUS INFECTIOUS DISEASE

This school will maintain a responsible position on matters of serious illness which affects students, families, and the community. It is the policy of this school that accurate information will be maintained and provided in reference to diseases such as AIDS and for HIV positive cases (including causes, effects, and prevention).

Persons (staff or students) who are victims of serious infectious disease will be dealt with on a case-by-case basis by the administration with consideration of the best medical, legal, and professional advice available and while keeping all parties' interests and safety in view.

Staff will receive information concerning the proper methods for handling body fluids to which they might be exposed.

XVIII. WEATHER POLICIES

School closings due to inclement weather shall be determined according to decisions made by the public school system for Newton County. If Newton County announces the schools will be closed due to weather conditions, then Grace Christian Academy will also be closed. Closings may be posted on WSB radio and television. School closings will also be communicated via the school's automated call system (see COMMUNICATION section).

XIX. SCHOOL INSURANCE

The school requires that each student have coverage under a medical accident policy. This insurance is supplemental to any family plan that is in existence and it will cover accidents that take place at school. The school will accept no financial responsibility for injuries occurring at school or while attending school functions.

XX. FAMILY INFORMATION

Parents are asked to furnish the school with current names and telephone numbers for all persons permitted to care for and transport their child(ren) to/from school. Please update the names and numbers as changes are made so that the school may contact the appropriate person(s) when necessary. If there is an individual or individuals who are not allowed to pick up your child under any circumstances, it is your obligation to inform us of this in writing on an annual basis (or when changes occur). This notification should be written or typed in a legible manner, separate from the student application, notarized and returned to the school office.

XXI. TELEPHONE USE/RECEIVING MESSAGES

The school phone is reserved for official school business and emergencies. Students desiring to place calls will obtain permission from staff before making calls. No personal calls shall be made on the school phone. When necessary, a parent may call the school office with a message for his/her child(ren). **STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES IN THEIR POSSESSION DURING SCHOOL HOURS.**

XXII. FUND RAISERS

Each student and parent is expected to participate in fund raisers throughout the year. To help offset tuition costs, GCA encourages every family to become involved in the two major fundraisers each year. Each family is responsible to raise \$200 for each of these fundraisers. Should a family choose not to be involved with the fundraisers, tuition cost for the family would raise \$40 a month. A participation form will need to be completed at enrollment or re-enrollment. Each parent is expected to support the school's total program.

XXIII. VISITOR POLICY

All visitors are required to register at the school's office and are only permitted in learning areas with approval by administration.

XXIV. UNIFORM/DRESS CODE

Research has demonstrated that a correlation exists between a student's dress and his behavior. When a student dresses in a very casual manner, he tends to be more uninhibited in his behavior. Since the intensity of the teaching/learning transaction requires a seriousness of

purpose, it is most conducive to learning when a student's dress reflects the classroom atmosphere. The purpose of a uniform is to present a standard of uniformity and modesty. Students must be in proper uniform on the first day of school or no later than two weeks after enrollment. Uniform items may be ordered through Ludie's Sports in Covington: 678-342-2448.

A. GIRLS:

Girls' uniform for Mondays, Wednesdays, and Fridays:

Gray embroidered polo shirt--purchase through Ludie's in Covington

Navy skirt for 1st-12th grades--purchase through school

K-4/K-5 girls' navy jumper--Please make sure jumper is below the knee.

Conservative shoes (tennis shoes acceptable)—No flip flops

Girls' P.E. uniform for Tuesdays and Thursdays:

Gray printed T-shirt--purchase through Ludie's in Covington

Navy blue culottes--purchase through school

Tennis shoes

The girls' uniform shall not be supplemented with mod jewelry, mod hairstyles, extreme/unnatural hair colors, etc. Earrings are to be conservative and no larger than the size of a quarter. On occasions where students are permitted to wear other clothing, loose-fitting skirts/dresses must cover the entire knee at all times, especially when they are sitting. Any slits in the skirt must also come below the knee. To show a spirit of deference, girls will not be permitted to wear pants. Blouses are not to be low-cut, form-fitting, sleeveless, or see through. Blouses must be long enough to cover the stomach area when arms are raised. These guidelines apply to all school-related activities. Violation of these guidelines may necessitate the student to return home until compliance is made.

B. BOYS:

Boys' uniform for Mondays, Wednesdays, and Fridays:

Gray embroidered polo shirt--purchase through Ludie's in Covington

Navy pants with pleated front—no cargo pants

Conservative shoes (tennis shoes acceptable)—No flip flops

Belt

Boys' P.E. uniform for Tuesdays and Thursdays:

Gray printed T-shirt--purchase through Ludie's in Covington

Navy printed nylon jogging pants (regular jogging pants are also available for younger boys)--purchase through Ludie's

Optional nylon jackets are available that coordinate with the nylon pant

Tennis shoes

Mod styles of haircuts, extreme/unnatural hair color, and earrings are not permitted. Bracelets and necklaces deemed inappropriate by the administration are not permitted. Hair is to be worn in a tapered style, off the collar and off the ears. Blocking is allowed if haircut is tapered. Boys must be clean shaven at all times—no facial hair. On occasions where students

are permitted to wear other clothing, we ask that pants and jeans be kept conservative (no baggy pants falling below the waist).

C. ALL STUDENTS:

Students coming to school out of uniform will be disciplined depending on the number of times out of uniform and the severity of non-uniformity. Detentions may be given for non-compliance with the uniform/dress code.

Students may not wear uniform items that are severely torn or stained.

In cooler weather students may wear the gray uniform sweatshirt or navy school jacket or another SOLID gray or navy sweatshirt or jacket. No logos or advertising is allowed on jackets other than an approved, conservative manufacturer's logo. No other jackets, sweaters, etc. are allowed in the Learning Center. Students are allowed to wear layering shirts under their uniform shirt. Layering shirts must be SOLID white, gray, or navy in color.

On occasions where students are permitted to wear other clothing, we ask that all students wear conservative shirts that do not have screen print or inappropriate new age designs.

XXV. STUDENT DRIVERS

Cars should be locked while parked at school. All students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to school. Student drivers may only drive members of their immediate family unless an arrangement has been made in writing through the school office. No one will be permitted to ride with another student or parent without the written permission of a parent given directly to the school staff.

XXVI. HOMEWORK

Homework will be given as needed. If a student shows irresponsibility in the completion of homework, he/she will lose the privilege of taking homework home. They will then be required to complete all work at school. The parent will be charged a \$10.00 per hour or part of hour after 3:15 p.m. for work that is being completed at school.

XXVII. "HANDS OFF" POLICY

All students should keep "hands off other students." No monkey business will be tolerated. Young men and young ladies found to be touching each other (even in jest) will be given demerits, detention, and/or suspension.

XXVIII. WORK POLICY

All students at Grace Christian Academy are full-time students. To ensure that everyone receives maximum spiritual, academic, and social benefit from school activities, no student is permitted to leave campus before the normal end of the school day. Students who are employed should arrange with their employer to begin work no earlier than 5:00 p.m. It must be remembered that if a student earns a detention, serving that detention takes priority over after-school jobs. If a student fails to meet academic obligations, parents may be asked to

consider fewer work hours for the student. Work does not take priority over any specially scheduled event of the school that is required for all students.

XXIX. GRADUATION REQUIREMENTS

Each student of high school age will be prescribed an Academic Projection Towards Graduation. Such Projection shall be drawn up at the time of the student's entering high school, or at the time of enrollment, if the student has already attained high school age or rank academically. The Projection will be upgraded on a regular basis.

A diploma will be awarded upon the completion of ALL required work according to the Academic Projection and the state of Georgia.

Every senior must submit a senior term paper on "Christian Education and What It Means to Me", and present a speech before an appropriate audience.

Students must have completed 18 College Preparatory credits at G.C.A. to qualify for Valedictorian or Salutatorian.

XXX. COMMUNICATION

A. When information is sent home for parent's notification, the oldest student of the family will carry home a "communication envelope". The information is to be read by both parents. Both parents should then **sign the envelope's signature form** in the appropriate place and have the student **return the envelope the next school day**. Failure to do so will result in a detention.

B. In an attempt to maintain effective communication with our parents, the school utilizes an automatic communication network. Occasionally the administration will send an automated phone message to inform parents of important announcements. This system is used to pass along information on upcoming events, important dates or deadlines, school closings, etc.

XXXI. STUDENT CONVENTION

Every student who is in 8th grade or above is required to attend a student convention held each spring. (Students who are in 7th grade and reach their 13th birthday by December 31 have the option of attending.) This is considered a part of the student's academic training. The convention is a time of spiritual growth and character building in both talent and academics. There are around 150 categories from which a student may choose to enter. The cost for the convention is around \$250.00 per student. To help each student to have that money when the time comes, we charge a monthly Student Convention Fee for those involved.

An international convention is also available for these same students. We have found that students who attend this competition have a greater sense of wanting to serve God.

NO STUDENT INVOLVED IN CONVENTION WILL BE ALLOWED TO BE ABSENT FROM SCHOOL THE MONTH PRECEDING CONVENTION. ALL ABSENCES WILL BE

UNEXCUSED UNLESS EXTREME EMERGENCIES EXIST.

XXXII. FINANCIAL POLICIES

A. All accounts are due on the 1st of each month and will be assessed a late fee of \$25 if not paid by the 15th day of the month. All fees are non-refundable.

B. G.C.A. reserves the right to forgive the indebtedness of any account or make exceptions in regard to any financial policy. An exception to a policy for one family will not be considered to be an exception to the policy for anyone else.

C. Accounts must be cleared before records will be released or forwarded to another school. No Diplomas or awards will be given to students at graduation or the award's ceremony, if bills are not paid in full.

D. Seniors who complete their graduation requirements early will still be charged tuition for a full year.

E. Tuitions are charged on an annual basis. Families enrolling late or withdrawing early are liable for the entire tuition unless other arrangements have been made by the administration.

F. If bills are not paid by the 15th of the month, the student may be asked to withdraw.

G. Returned checks will be charged a \$25.00 fee.

H. Families who repeatedly make late payments may be placed on an automatic-deduction plan.

ENROLLMENT FEES FOR NEW STUDENTS

K4:	\$225
K5:	\$260 (This includes cap/gown/diploma fees.)
1 st -11 ^h grades:	\$225
12 th grades:	\$300 (This includes cap/gown/diploma fees.)

After the first student enrollment fee has been paid, \$40 may be subtracted from enrollment fees for each additional child.

ENROLLMENT FEES FOR RETURNING STUDENTS

K5:	\$235 (This includes cap/gown/diploma fees.)
1 st -11 th grades:	\$200
12 th grades:	\$275 (This includes cap/gown/diploma fees.)

After the first student enrollment fee has been paid, \$40 may be subtracted from enrollment fees for each additional child. An additional \$25 may be subtracted from each enrollment fee if payment is received during the March 1 through March 31 re-enrollment period. The enrollment fee is required of each student submitting an application for admission or re-admission to Grace Christian Academy. All fees are non-refundable.

TUITION FEES—SCHOLARSHIPS MAY BE AVAILABLE!

PLEASE CONTACT THE SCHOOL OFFICE FOR CURRENT TUITION RATES:

OFFICE: 770-385-7390

EMAIL: info@gcacovington.org

First tuition payment is due August 1st. Students enrolling after August 1st will be required to pay one additional month to accommodate the annual tuition schedule. Tuitions are subject to change or amendment at any time by the School Board.

AID ASSESSMENT

It is the desire of Grace Christian Academy to limit the financial burden of Christian education as much as possible. To this end we seek to keep our tuition at a manageable level. All parents needing additional financial assistance are asked to apply through the Aid Assessment program of FACTS Management. FACTS will review your financial standing and submit a recommendation of assistance to the school.

Families receiving significant, unreimbursed financial assistance from the school will pay tuition on an 11 or 12 month payment plan.

NON-PARTICIPANT FUND RAISER FEE

*See Fund Raiser section of Handbook \$400 or \$40 per month for 10 months

BOOK AND MATERIAL FEES

All grades--Each Child	\$300 per year if paid by June 15th or \$400 paid in 10 payments beginning August 1st
Failed/Repeat PACEs	\$ 5 per PACE

REGIONAL CONVENTION FEES

13 years old and above	\$25.00 per month for 10 months
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EXTRA CURRICULAR FEES

Basketball	\$100
Volleyball	\$75
Color Guard	\$50
Convention Soc.Stud./Sci. Projects	Fees vary
Summer School	\$50 per week or part of week

PAYMENTS

All accounts will be set up by and payments will be made to the school-approved tuition management service. All questions regarding accounts should be directed to the tuition management service.

ALL FEES AND PAYMENTS ARE NON-REFUNDABLE!

XXXIII. BINDING ARBITRATION

A. SUBMISSION TO ARBITRATION

All employees, students, parents of students, and guardians of students of this school agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

B. NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section A, above, and such Procedures for Arbitration as are adopted pursuant to section C below.

C. ARBITRATION PROCEDURES

The Procedures for Arbitration shall be as adopted by the principal and school board.

XXXIV. ADOPTION

This handbook has been approved by the Administrator and Principal. They reserve the right to amend, change, and interpret the content of the handbook at any time.