



Parent/Student Handbook

2019-2020



GRACE CHRISTIAN ACADEMY
479 CENTER STREET NORTH, BALDWIN, FL 32234

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VISION

Our vision is to be a school of learning where students, Parents/Guardians, teachers, staff and administration are followers of Christ, seeking to bring Him glory, and are fully committed to keep Him preeminent in every aspect of the learning program.

MISSION

Our mission is to glorify God. At Grace, we seek to provide Parents/Guardians the opportunity of obeying the commands of Scripture to "Train up a child in the way he should go..." (Proverbs 22:6). Christian training begins in the home and is continued in the Church and the Christian school by providing a Christ-centered education, by influencing each individual for salvation in Christ, by instructing in values for Godly living, and by providing a program of academic excellence. School policies and decisions are made based on the ministry's Statement of Faith.

HISTORY

Grace Christian Academy (GCA) has been established as a ministry of Grace Baptist Church to collaborate with Parents/Guardians to help provide a quality Christian education. It is our desire to point both Parents/Guardians and students to the Lord Jesus Christ as Savior and to help them develop a habit of Godly living in their everyday lives.

STATEMENT OF FAITH

GCA is a ministry of Grace Baptist Church. It is important that students and Parents/Guardians know the basic beliefs of the school.

The Bible, in the King James Version, is the infallible, inerrant Word of God. It is plenary and verbally inspired by God and written by men that He chose specially to record it. It is our guidebook for faith and practice in this life.

God is triune (one God in three persons); namely, God the Father, God the Son and God the Holy Spirit. God is the Creator of heaven and earth. Man is the direct act of creation by God. God determines the gender as male or female at conception. Jesus Christ, God's incarnate, virgin-born Son, took on human flesh to shed His Blood on Calvary's cross for the salvation of mankind from sin. He was buried and rose bodily on the third day. He ascended into heaven and will return one day to rapture all believers into heaven. The Holy Spirit indwells all believers and guides and instructs them through the Word of God. There is a literal heaven to gain and a literal hell to shun.

Salvation is based on a personal recognition of sin and complete faith (reliance) upon the death, burial and resurrection of Jesus Christ for the salvation of the soul.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4). We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

SCHOOL POSITION ON THE KING JAMES BIBLE

The King James Version is the only accepted Bible at GCA. Students should not bring other versions for classroom or devotional purpose. The “New King James” version is not an acceptable copy of the King James Version.

STATEMENT OF PHILOSOPHY OF EDUCATION

At GCA, our highest priority is spiritual training. After receiving Jesus Christ as Savior, each child must be taught the truths of God’s word that they might “...grow in grace...” (II Peter 3:18). In this discipleship process, each child must be taught the claims that the Lord Jesus has on their life and His desire that each individual be conformed to His image. (Romans 8:28&29) That conformity is Grace Christian Academy’s ultimate goal of spiritual training. As a part of this training Christian character and conduct is taught and expected.

Academic progress and achievement is stressed at every level. All truth is taught as God’s truth and is not in conflict with the Scriptures. Students are taught to think with a Christian worldview within the boundaries of the Bible.

As a critically important part of the child’s development, proper social conduct is taught. Honesty, integrity, Biblical morality, respect for authority and the law, self-control and patriotism will be stressed.

PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry’s Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

SCHOOL FACTS

Name:	Grace Christian Academy
Address:	479 North Center Street Baldwin, Florida 32234
Phone:	(904)266-9532
Mascot:	Lions
Colors:	Red, Silver, and White
Scripture:	"Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6
Pastor:	Dr. Dewayne Jowers

NON-DISCRIMINATION POLICY

GCA does not discriminate on the basis of race, national or ethnic origin, or color in administration of its educational policies, admission policies, scholarships, athletic programs, and other school-administered programs.

ADMISSIONS POLICIES

1. GCA is a private institution and reserves the right to set and maintain our own standards for student dress, conduct, academics, and all other matters.
2. GCA maintains the right to refuse admittance or re-admittance to anyone.
3. GCA reserves the right to refuse students whose Parents/Guardians are uncooperative or non-supportive of its staff, purpose, standards, and policies.
4. Students entering Kindergarten must be at least five (5) years old prior to September 1 of the current year.
5. All outstanding tuition must be paid before re-enrollment can be completed.
6. All students are accepted on a probationary basis.
7. Grace Christian Academy only accepts students that identify with their birth gender.

I understand that it is a privilege, and not a right, for my child to attend GCA. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. I further understand that all students are accepted on a probation status. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extracurricular, or whose attitudes and actions are not in harmony with the aims and ideals of GCA.

ENROLLMENT PROCEDURE

1. Parents/Guardians and student obtain and read a copy of the current handbook.
2. GCA requires that all parents and students read the student handbook. The PLEDGE OF COOPERATION and PUBLICATION AGREEMENT are to be signed, dated, and turned in with the registration materials. No registration will be complete nor a student accepted as enrolled until these signed and dated documents are on file in the administration office. The handbook and these forms can be found online.
3. Upon acceptance of the terms within the handbook, the Parents/Guardians shall make an appointment to come to the school office to complete a basic information form and pay the one-time, non-refundable \$15 application fee.
4. Once application fee is paid, parent shall complete the application packet and schedule a time for diagnostic testing and an admissions interview with the Administrator/Pastor. Parents/Guardians should bring with them, or provide beforehand, a copy of child's last report card and placement test or achievement test results.
5. The Parents/Guardians will be notified within five business days after the interview if the student is accepted.
6. The Parents/Guardians complete the remaining required paperwork. Submission of a physical exam report if the student will be entering a Florida school or Kindergarten for the first time. This should include a hearing and visual exam. Submission of a record of completed immunizations is required. This must be completed prior to the first day of school. **Students will not be admitted back to class until documents are received as per Duval County Health Department regulations.**
7. Parents/Guardians pay the first month's tuition, book fee and registration fee, and attend the parent orientation meeting. Parents/Guardians of transfer students coming in during the school year will receive a copy of the orientation meeting for review at home.

NO STUDENT WILL BE CONSIDERED ENROLLED OR REGISTRATION

COMPLETED UNTIL ALL FORMS ARE SIGNED, DATED, AND FILED IN THE SCHOOL OFFICE. THE SCHOOL RESERVES THE RIGHT TO REFUSE OR DISMISS ANY STUDENT WHO, HE/SHE OR HIS/HER PARENT/GUARDIAN, DOES NOT COOPERATE WITH THE EDUCATIONAL PROCESS OR WHOSE ATTITUDES AND ACTIONS ARE NOT IN HARMONY WITH THE SPIRITUAL ATMOSPHERE NURTURED HERE.

WITHDRAWAL PROCEDURE/DISMISSALS

To withdraw a student from school, a withdrawal form must be obtained, completed, and returned to the office. No grades, records, or transcripts will be released until all outstanding accounts are paid in full.

Parents/Guardians may be asked to withdraw their child(ren) for reasons including, but not limited to the following:

1. Parents/Guardians will not cooperate with the administration of the school.
2. A child's conduct is detrimental to the wellbeing of the other students or teachers.
3. The child's behavior and/or academic need demands more time and attention than we feel is reasonable to expect from our school.
4. Tuition is thirty days' delinquent without satisfactory arrangements having been made with the administration.

VISITING CLASSROOMS AND CONFERENCES

Parents/Guardians visiting classrooms must arrange the visit ahead of time. Conferences may be arranged with your child's teacher through the school office. **Please do not go directly to your child's classroom during the school day.**

VOLUNTEER WORK AND FIELD TRIPS

Those wanting to volunteer at Grace Christian Academy must fill out a Volunteer Worker Application and be interviewed by the administration. Once approved the volunteer will be required to get a background screening and sign an agreement to abide by all the standards of dress and conduct for Grace Christian Academy. The administration will make all decisions concerning volunteer placement based on the needs of the school. All those wishing to attend field trips are required to fill out a screening form and must abide by all standards of dress and conduct given by Grace Christian Academy.

TARDINESS AND ATTENDANCE

ATTENDANCE POLICY AND PENALTY

1. When a student is not in school, unless he/she is on a school-sponsored, off-campus activity, that student is recorded as absent, regardless of the reason for the absence.
2. Students are allotted a total of 5 days for the year for absences of a spiritual nature without penalty, with proper documentation (defined as an official letter from sponsor, church leader, etc. in advance explaining the spiritual nature of the event).
3. Juniors and seniors are allotted without penalty a total of 6 days for the year for college visits with advanced approval and proper documentation (an official letter from the college on letterhead upon return to school).

4. "Without penalty" means it will not result in a loss of credit or perfect attendance.
5. An unexpected absence for illness or parent directive is excusable, but still counts against the absence total. We simply require a note when the student returns to school. If the student is absent for more than two days a doctor's note is required for the absences to be excused, but still counts against the absence total.
6. A preplanned absence is also excusable, but still counts against the absence total. Preplanned absences must be pre-approved by the administration a minimum of one week in advance for this absence.
7. All work missed during an excused absence may be made up according to school policy.
8. Skipping is unexcused.
9. In order to be counted present, a student must be in attendance before 9:00 a.m. and must be in school for a minimum of four (4) hours of the school day. A student arriving after 8:00 a.m. will be considered tardy. Three tardies will count as one absence and still counts against the absence total.
10. Students may not be absent (excused or unexcused) more than 5 times during any quarter. If a student exceeds the number of absences, administration will have a parent conference to discuss the absences.

NOTE: There is a minimum number of class periods a student must be in attendance in order to receive credit for a course. **When a student has accumulated 19 absences in a standard class within the school year (excused or unexcused), the student will not receive credit for that course.** The student's semester grade, which appears on his report card and transcript, will be changed to an F, and a special note will indicate that the F was due to absences.

An exception to the attendance or tardiness policy for one is not meant as an exception in the attendance or tardiness policy for anyone else. An exception to the attendance or tardiness policy for one is not meant as an exception in the attendance or tardiness policy for anyone else.

TARDINESS POLICY AND PENALTY

1. Each student must have a note signed by his or her parent stating the reason why arriving late or leaving early for the school day. Students who arrive late or leave early must sign in or out at the school office. Leaving early is considered a tardy. **Please understand that nearly all tardies are unexcused.**
2. Tardiness to school in the mornings or leaving school early is only excusable due to providential hindrances such as a medical emergency, or a traffic accident in which the student is involved. Simply running late, leaving early, an alarm not working, heavy traffic, waiting for a train, a schedule change, incidents of a similar nature, or possible daily occurrences are not excused.
3. Three unexcused tardies within a nine-week grading period will result in an absence being added to the student's cumulative attendance totals. These absences will count against the number of absences a student is allowed to receive before losing credit in the class. To have a tardy excused, a student must have a valid parental note and present that note to the office within two days. Our staff is very sensitive to the conscientious child who has a genuine hindrance or emergency. Please remember this tardiness policy is designed to deal fairly and firmly with the casual and/or careless student whose lateness is upsetting and thwarting our goals in education for your child.

FINANCES

TUITION

1. Tuition will be paid in ten (10) equal monthly payments beginning on the first day of school and continue on the first of each subsequent month during the school year. The final monthly payment for the school year will be due on the first day of May. Although tuition may be paid in installments, this does not mean that the amount paid for a given month is computed in the number of school days in that particular month. Since the tuition is based on an annual rate, the monthly payments are the same regardless of the number of school days in a given month.
2. All tuition payments are due on the first day of the month. If the payment is not made by the 10th a \$25.00 late fee will be added to your account. If tuition payments are not received by the 20th of the month, the parent will be called and an appointment should be made with the administration. If the parent has a difficulty paying tuition, that parent must meet with the administration to set up an adjusted payment plan. If the parent fails to do so and the tuition is not paid by the end of the month then the student may be subject to removal from Grace Christian Academy. Any returned check will be charged an additional \$25.00 fee. After two returned checks, only cash or money orders will be accepted.

FEES

The following fees will be charged as required:

Registration	Testing	Book
Testing	Graduation	Activities Uniform
Athletic	Tutoring	Field Trips
Application	Returned Check	Technology
Late		

REFUNDS

The Registration Fee, Testing Fee, application fee, Activities Uniform, Graduation, and Book Fees are non-refundable. Tuition is non-refundable once it is due. Athletic fees are non-refundable once the students attend 1 practice. There are no refunds on any fees or tuition for early withdrawals or for expulsions, no matter what day the student withdrawals or is expelled. The only exception to this policy is if the fees are paid in advance and the student withdrawals or is expelled before the fees are actually due.

HEALTH AND MEDICATIONS

Administration must be notified of any student with any medical conditions. Students are not permitted to carry and/or self-administer medication, prescription or non-prescription (i.e. Tylenol, Motrin). Any medication found at school will be confiscated and the parent contacted. **Grace Christian Academy does not accept responsibility for students who abuse this policy.**

MEDICATION

1. All prescription and over the counter medication must be turned in to the school office.
2. An authorization form must accompany all medication.
3. All medication must come in its original container.
4. Prescription medication given at school for more than two weeks must have physician

authorization to administer at school.

STUDENTS WITH ASTHMA

If the student requires an asthma inhaler at school, state statutes mandate that the prescribing physician authorize self-administration. There are specific forms available for the physician to complete.

STUDENTS WITH SEVERE ALLERGIES

State Statutes give school students with life threatening allergens the right to carry an epinephrine auto-injector (e.g. Epi-Pen) and self-administrator epinephrine on school grounds. This includes school sponsored activities and in transit to or from school. A physician's medical order must be obtained prior to administration of this treatment. A physician written order must also be obtained acknowledging the students' knowledge, development level and ability to be allowed to carry epinephrine on their person and self-administer while at school. The order(s) should be kept on file in the student's Cumulative Health Record. The medical order(s) should include pertinent information concerning the administration of treatment for life threatening allergens. In addition, the student's Cumulative Health Record must include a parental consent form authorizing to administering of medication in an emergency, according to the physician's instructions.

COMMUNICABLE DISEASES

GCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. Students with any communicable illness (whether listed on the following page or not) must be kept home until the possibility of contagious infection is passed. A note from the doctor may be required for re-entrance. Head lice, though not a disease, is contagious. We maintain a "nit free" policy. For this reason, any student diagnosed as having lice will not be permitted in the classroom until it is remedied and school personnel inspect the student. We require the student receive treatment from a specifically designated lice shampoo. The term "communicable disease" shall mean an illness, which arises because of a specific infectious agent, which may be transmitted, by either a susceptible host or infected person or animal to another person. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include but are not limited to:

Acquired Immune Deficiency Syndrome (AIDS)	Pinkeye	Amebiasis
AIDS Related Complex (ARC)	Pin Worms	Plague
Anthrax	Poliomyelitis	Psittacosis Fever
Botulism	Brucellosis	Relapsing Fever
Campylobacteriosis	Rheumatic Fever	Chicken Pox
Rickettsia	Diphtheria	Ringworm
Encephalitis	Roseola	Salmonellosis
Giardiasis Gonorrhea	Rubella	Scabies
Granuloma Inguinale	Scarlet Fever	Strep Throat
Hansen's Disease(Leprosy)	Shigellosis	Syphilis Tetanus
Hemorrhagic Fevers	Smallpox	Toxoplasmosis
Human Immunodeficiency Virus (HIV)	Hepatitis	Hisoplasmosis
Mononucleosis Mumps	Impetigo	Trichinosis
Legionnaires' Disease	Leptospirosis	Tuberculosis

Typhus Vibrio Cholera	Malaria	Typhoid Fever
Measles (Rubeola)	Yellow Fever	Meningitis
Meningococcal Disease	Whooping Cough	

Any student or employee with a communicable disease for which immunizations required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Grace Christian Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Grace Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Necessary action may include withdrawal from school.

SCHOOL CLOSINGS

GCA generally follows the lead of the Duval County school system in all weather-related closings. GCA may, on occasion, have an unscheduled closing due to providential or safety-related issues. The administration will attempt to inform Parents/Guardians, in advance when possible, or via local T.V., radio, school information system, or Facebook when advance notice is not possible.

DAILY SCHEDULE

The regular school hours on Monday through Friday are 8:00 AM – 3:00 PM. No students should be on campus before 7:30 AM or after 3:15 PM without proper permission and supervision. GCA is not responsible for students on campus before 7:30 AM or after 3:15 PM. ***Students not picked up by 3:15PM are subject to a late pick up fee of \$5 for every five minutes, billed in 5 minute increments. Fees must be paid, in cash, before student is permitted back to school.***

THE SCHOOL ASSUMES NO LIABILITY OR RESPONSIBILITY FOR THE SAFEKEEPING OF EQUIPMENT, BOOKS, COLLECTIONS, OR MONEY CONFISCATED FROM STUDENTS. ALSO, THE SCHOOL ASSUMES NO LIABILITY OR RESPONSIBILITY FOR ANY ITEMS THAT ARE LOST OR STOLEN FROM, CLASSROOMS, HALLWAYS, STORAGE AREAS, OUTSIDE AREAS, OTHER PLACES ON CAMPUS, AT ATHLETIC PRACTICES AND GAMES, OR AT ANY OTHER SCHOOL ACTIVITY.

DRESS CODE

Believing that a well-disciplined environment sets the stage for proper learning, Grace Christian Academy desires to maintain an atmosphere free of chaos and disorder. The school purpose is to provide an environment that promotes and produces achievement and development of self-control. With these goals in mind and in order to honor the Lord Jesus Christ, the following will be the dress code for Grace Christian Academy. **The Administration reserves the right to make judgment calls on all issues of dress code, current hairstyle and/or color or grooming including any issues not specifically listed.**

YOUNG LADIES

1. Young ladies must wear approved skirts that should come to the middle of the knee

whether sitting or standing. The skirts may be any solid color. If the skirt has a split it must be sewed shut to the middle of the knee.

2. The skirt should be of the appropriate size to be **loose-fitting and modest** in appearance.
3. Young ladies' shirts should be a standard polo/golf shirt of any solid color with no logo. Therefore, no more than the top two buttons may be left unbuttoned. Shirts should be long and loose enough to maintain modesty. Fronts and necklines on tops should be modest in appearance. Tops must be long enough to cover the waistline at all times whether standing or sitting.
4. Slips are required for light colored skirts.
5. A tank top or a camisole may be worn under the shirts for modesty purposes.
6. Shoes should be casual in nature. Shoes must have a back strap. No flip-flops, platform shoes or any faddish shoe styles. Tennis shoes are permitted every day except chapel day, but may not have inappropriate symbols on them.
7. Ear piercing is allowed, but with no more than two earrings in each earlobe. Earrings must be small studs or posts that do not extend beyond the earlobe. No hoops or dangling earrings permitted. No other body piercings permitted.
8. Grace Christian Academy does not approve of body art or tattoos. No student should receive body art or a tattoo while enrolled at Grace Christian Academy. Any student who has body art or a tattoo prior to enrollment must keep it covered at all times.
9. Pre-K through 4th grade girls must wear shorts underneath their skirts.
10. No outlandish styles of dress, nail polish, or make-up at any time.
11. When needed, sweaters, vests, jackets and hoodies with zipper fronts may be worn over the standard uniform shirt. No pull over style hoodies of any kind are allowed. Most athletic teams or college names and logos are permissible. Hoods are not permitted to be worn at any time on the school property.
12. Hair must be neat, clean, combed and kept out of the face and away from the eyes. Shaved styles, wedge cuts, and other fad cuts (gothic, progressive, etc.) are unacceptable. Hair color and highlights are to be natural looking. In the event a young lady comes to school with an unacceptable hairstyle or color, she will be sent home and required to get it corrected before she can return to school.

YOUNG MEN

1. Young men must be clean-shaven at all times. Side burns are to be no longer than the middle of the ear.
2. Hair must be above the collar, above the ears, and above the eyebrows.
3. Hair must not be bushy, shaggy, or long enough to curl up in the back to avoid the collar. Extreme or faddish haircuts, within these limits, are not permitted. No hair coloring of any type is allowed for boys. No designs are to be cut into the hair. Hair should be neatly combed.
4. Shirts must be standard polo/golf shirt of any solid color with no logo.
5. All shirts must be tucked in and buttoned at all times. T-shirts worn under the school uniform shirts as an undershirt may not have any pictures or writing on them.
6. Pants must be a solid color and neat in appearance. Denim or corduroy pants are not permitted for pants, except on Fridays.
7. Belts must be worn. The pants cannot sag or be too tight. Shirts must be tucked in so that the belt can be seen. The length of the pants may not gather at the bottom of the leg. Both pants and shirts for young men should be of the appropriate size to fit in a traditional style.
8. Young men must wear socks that cover the ankle where no skin can be seen when standing

or sitting. No-show socks are NOT acceptable.

9. Young men should wear casual shoes. No sandals or any faddish shoe styles. Tennis shoes are permitted every day except chapel day.
10. Young men are not permitted to wear any body piercing, necklaces or earrings.
11. Grace Christian Academy does not approve of body art or tattoos. No student should receive body art or a tattoo while enrolled at Grace Christian Academy. Any student who has body art or a tattoo prior to enrollment must keep it covered at all times.
12. When needed, sweaters, vests, jackets and hoodies with zipper fronts may be worn over the standard uniform shirt. No pull over style hoodies of any kind are permitted. Most athletic teams or college names and logos are permissible.

SPECIAL DAYS

1. For chapel, young men should wear a dress shirt and an appropriate tie. An undershirt should be worn if the dress shirt is thin enough to be seen through. Young ladies should wear their normal school uniform. **NO TENNIS SHOES WHATSOEVER.**
2. On Fridays, young men may wear jeans (must fit in a traditional style; no skinny style) and a polo style or colored button-up shirt. Young ladies may wear a jean skirt or jumper with a polo style or colored button-up shirt. Logos, that are appropriate, are permitted. **T-shirts are not acceptable.**

SCHOOL FUNCTION DRESS CODE

All students attending school functions must adhere to the school dress code standards:

1. For athletic events, students must wear **loose fitting** knee length shorts or skirts and shirts that are of appropriate size to properly cover the upper body modestly. No Capri's allowed.
2. For award events, young women must wear dresses/skirts that are of the standard dress code length and fullness to properly cover the body. Young men must wear chapel attire.
3. For field trips, students must wear the activities uniform purchased from the school.

P. E. DRESS CODE

1. Tennis shoes with socks are required.
2. P.E. uniforms for both boys and girls must be purchased from the school.
3. P.E. uniforms must be worn for P.E. class. Failure to change or have the proper uniform will result in penalties and loss of points on final grade.

DRESS CODE VIOLATIONS

Minor dress code violations will result in a dress code violation form sent home. Habitual dress code violations will result in a call to the Parents/Guardians. Major dress code violations will result in a call to the Parents/Guardians. Any penalties that result because of absence or tardiness will be the student's responsibility. All dress is subject to inspection by the faculty. Students will not be permitted to participate in class until dress code violations are remedied. ***An exception to the dress code policy for one is not meant as an exception in the dress code policy for anyone else. The Administration reserves the right to make judgment calls on all issues of dress code or grooming including any issues not listed.***

DISCIPLINE

Our philosophy of discipline is set forth in three areas: Boundary setting, developing self-

discipline, and corrective procedures.

BOUNDARY SETTING

GCA believes firmly that discipline is necessary for effective teaching and learning. Classes run more efficiently, with less time wasted, students are happier, more secure, and learn better when they know what is expected of them and those around them and when they realize there are consequences for inappropriate and undesirable behavior and/or attitudes. The discipline policy in effect is an endeavor to set boundaries and to help create an environment and atmosphere in which both the teaching and the learning processes can be effective and efficient.

DEVELOPING SELF-DISCIPLINE

GCA believes that good discipline involves self-discipline and self-control. This is best achieved when the school and the Parents/Guardians work together. GCA will attempt to instill self-discipline and self-control in our students by the use of external regimen, structure, guidelines and through the teaching of God's Word.

HOME COOPERATION EXPECTATIONS

In the partnership that the academy and its staff have entered into with parents (you do so upon enrollment of your child at GCA), it is expected that when you are made aware of your child behaving in a manner not consistent with the learning environment of the school, that parents/guardians deal with the student at home. This may take many forms according to your beliefs. One specific method parents/guardians are expected to employ is to support the school and its staff when your child finds him/herself in such situations. Undermining the authority of the school, which could innocently occur by taking your child's side of the story or saying some derogatory remark about the school or staff, will ultimately only undermine your authority in your child's eyes now or any future authority figures in their adult life. Tough love is not easy for parents, however, the Bible reinforces that it is beneficial for the eternity of the soul.

Any discipline is done FOR the child not TO the child. Discipline is meant to correct a problem. We are here to work with the home, but not take the place of the Parents/Guardians and home. GCA maintains high standards and expectations that provide an atmosphere conducive for learning in a safe and non-threatening environment, while ultimately directing and instructing children to live the Christian life as taught in Scripture.

CORRECTIVE PROCEDURES

When there are discipline problems, they will be met with a standard of correctional procedures. If these steps are not productive in correcting the student's behavior and the Parents/Guardians cannot correct the child's behavior, the student may be asked to withdraw upon the recommendation of the Administration and Pastor.

ELEMENTARY DISCIPLINE

Children need boundaries and consistent leadership to achieve their highest potentials. God's Word gives a number of references pertaining to discipline. (Proverbs 22:6, Deuteronomy 6:7, Romans 8:29).

Examples of corrective classroom measures:

Writing sentences/Bible Verses	Loss of playtime
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Walk along the playground fence instead of playing	Standing on the sidewalk
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The items listed below are a sampling of areas recognized as possible elementary office offenses:

Horse play, pushing or annoying others	Running in the building
Lying	Profanity (written or spoken
Throwing objects	Arguing, rudeness or disrespect
Gossiping or passing notes	Inappropriate language
Continual dress or hair violations	Bringing inappropriate materials to school
Disobedience	Playing with irrelevant objects
Lack of self-control	Instigating or sowing discord
altering grades or forging signatures	Cheating, scoring violations,

Samples of offenses where suspension(s) can be implemented are:

Stealing	Fighting and /or bullying
Leaving class or school without permission	Insolence
Possession of pornography, explicit or provocative materials	Continually lying to administration
Vandalism	Behavior that disrupts the learning environment
Any act of disrespect for our Biblical values and beliefs.	

The following behaviors are viewed as serious misbehavior and will impact the student's continued enrollment.

1. Knowledge of, bringing or threatening to bring weapons of any type to school.
2. Acts of immorality on or off campus.
3. Possessions or use of drugs or alcohol on or off campus.
4. Students who are arrested or referred to the juvenile justice system.

It is necessary, therefore, to have the following discipline policy in effect:

1. All office referrals must be signed by the Parents/Guardians and returned to the school.
2. At a maximum of 6 trips to the office, the teacher will set up a conference with the child's parent(s) and the principal.
3. At 8 trips to the office, the record will be reviewed by the teacher and principal. If the offenses merit it, a warning letter of suspension will be issued and student placed on probation.
4. At 10 trips to the office, a one-day suspension will be given and student's re-enrollment for next year will be in jeopardy.

5. At 12 trips to the office, a two-day suspension will be given.
6. At 14 trips to the office, the student is eligible for expulsion. At this point, the records and recommendations will be referred to the administrator for final approval and recommendations.
7. Any single serious offense (determined by the administration) could immediately categorize the student for any of the above steps.
8. Refusal to serve an assigned corrective measure or suspension is cause for expulsion.

MIDDLE/HIGH SCHOOL DISCIPLINE

Offense	Demerit	Additional Info.
Alcoholic beverage use on/off campus or bringing to school	0	Expulsion
Arrest or referral to the juvenile justice system	0	Expulsion
Failure to follow directions	1	
Gum/Candy	1	
Homework not completed (per subject)	1	
Littering	1	
Missing school supplies/not prepared for school	1	
Not paying attention	1	
Out of class without permission	1	
Talking without permission	1	
Unprepared for class (supplies, books)	1	
Wearing hats/hoodies in the building	1	
Dress code violation (1st offense)	2	
Throwing objects	2	
Writing notes to friends in class	2	
Card playing	3	
class disruption	3	
Electronics not turned in (1st offense)	3	
Going to the parking lot without permission	3	
Horseplay (pushing, shoving, running)	3	
Unapproved collectable cards	3	
Writing on desk	3	
Dress code violation (2nd offense)	4	
class disruption (uncontrollable)	5	
Improper language (written/spoken)	5	
Inappropriate books, magazines, tapes, CD, etc.	5	
Loud music in the parking lot	5	
Lying	5	
Self-medicating	5	may include expulsion
cell phone use during school hours (1st offense)	6	
Dress code violation (3rd offense)	6	
Electronics not turned in (2nd offense)	6	
Horseplay, excessive	6	
Arguing with the teacher (back talk, disrespect, debating)	10	

Bullying/Harassment (first offense)	10	
Cell phone use during school hours (2nd offense)	10	
Direct disobedience	10	
Dress code (4th violation)	10	
Profanity	10	
Skipping class	10	
Sneaking into school activities w/o paying	10	
Speeding/reckless driving	10	
Tampering with/damaging school/teacher property	10	
Bullying/Harassment (second offense)	15	+ 2 days suspension
Cheating (1st offense) (copying homework, scoring violations, plagiarism)	15	+ 0 on work
Cheating, conspiring to do so	15	+ 0 on work
Fighting (1st offense)	15	+ 2 days suspension
gambling	15	
Pornographic/lewd materials, possession of	15	may include expulsion
Pretending to have/use drugs	15	
Scoring Violation (1st offense)	15	
Stealing	15	
Threats of physical abuse to teacher, staff, students or property	15	may include expulsion
Vandalizing/breaking in to school property/campus	15	may include expulsion
Bullying/Harassment (third offense)	20	+ 3 days suspension
Cheating, multiple acts of	20	may include expulsion
Scoring Violation, multiple acts of	20	may include suspension
Planner (or other required document) not signed	1	
Physical altercation	10-15	
Carrying/using tobacco on/off campus	15	
Forging a parent/guardian/staff signature	15	
shielding school communication from parent/guardian	15	
Skipping school (leaving or not reporting to school)	15	
Harassment	5-15	
Inappropriate material (written or verbal)	5-15	
Public display of affection	5-15	
Drug use on/off campus or bringing to school	expulsion	
Felony arrest	expulsion	
Fighting (2nd offense)	expulsion	
Immorality, acts of on/off campus	expulsion	
Weapon, possession of on school grounds	expulsion	
Misdemeanor arrest - will be reviewed by Administration		

CONSEQUENCES

Students that accumulate demerits will be issued the appropriate disciplinary action. These actions include: Loss of privileges, In School Suspension, and Expulsion.

An accumulative demerit system will be in place. Students that accumulate an excessive amount of demerits in a quarter will be issued disciplinary action according to the following:

Quantity of Demerits	Consequence
Accumulation of 15 demerits	Parent Conference
Accumulation of 30 demerits	- 1 days suspension -"0" on weekly study guide grade -30 point penalty on the weekly quiz - all missed work must be completed at home
Accumulation of 45 demerits	- 3 days suspension -"0" on weekly study guide grade -"0" on weekly quiz - all missed work must be completed at home
Accumulation of 60 demerits	- 5 days suspension -"0" on weekly study guide grade -"0" on weekly quiz - all missed work must be completed at home
Accumulation of 75 demerits	Student will be expelled

The administration reserves the right to exercise any of these actions at their discretion. The administration may decide to extend mercy to any student. One extension of mercy to one student does not constitute an extension of mercy for all students.

THREATENING STUDENT BEHAVIOR

It is the mission of GCA to provide a safe school environment. Therefore, any student attitude, action, or activity, (verbal or written) which evidences a threat or interest in harming another student, or adult either on or off campus will be viewed as a potentially serious behavioral problem. Such behavior and/or attitude is unacceptable and will be addressed through established school discipline and guidelines, which include but are not limited to suspensions or expulsion.

ACADEMICS

Grace Christian Academy is a Christian institution and we believe it is important to have a strong academic program that will allow our students to excel. Training in Christian character demands that a student does his best in every endeavor of study.

ACCREDITATION

GCA is accredited through the North American Christian School Accrediting Agency and the National Association of Private Schools.

CURRICULUM

GCA uses two primary forms of curriculum: Landmark Freedom Baptist and A Beka. Other forms may be used to augment student training.

CHAPEL

Each Tuesday, students are required to attend chapel service. Parents/Guardians are asked to ensure students wear chapel approved attire per the dress code policy.

GRADING SCALE

Grade	Range	Quality Points (GPA)
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59 and below	0

PROGRESS REPORTS / REPORT CARDS

Academic growth is greatly facilitated when Parents/Guardians are kept aware of student progress. It is for this reason that papers are sent home once a week (Tuesday) with the student.

A progress report notification will be sent, via the MySchoolWorx portal, at the end of three and six weeks. Report cards are issued to the parent/guardian at the parent teacher fellowship at the end of each nine-week grading period. A parent's signature is required on the report card (sign online electronically).

MEETING WITH PARENTS/GUARDIANS

There may come times when it is necessary to meet with Parents/Guardians. It is necessary to set an appointment with the parent/guardian(s) to assure no interruptions. These meetings should be scheduled on campus after school if possible.

ACADEMIC PROBATION

Students that do not keep up their work or continue to make failing grades on their weekly quizzes will be placed in the academic probation program.

ACADEMIC RESTRICTION

A student will be placed on academic restriction and will lose privileges (sports, extra – curricular activities, etc.) once a student has become behind or has a failing grade in any subject at the 6-week progress report. Students will automatically be placed on academic restriction if they are not current or have a failing quarter average at the end of, or at any time on or after the 6th week of any quarter. Students that are behind or have a failing grade at the 9th week will remain on restriction until they become current or their grades become passing. The Parents/Guardians will be notified at the 3rd, 6th, or 9th week and the student will be on restriction and will lose privileges (sports, extra – curricular activities, etc.) until they become current and/or their grades become passing. When the student is placed on academic restriction, they have until the next progress report or report card to correct grades and/or become current. Once the student has become current and grades are passing the academic restriction may be lifted.

ACADEMIC WARNING

If the student is not current after the academic restriction time has elapsed, the parent will be called to the school for a conference to discuss the difficulties and receive the academic warning. The academic warning states that if the student does not improve their grades to passing or does not become current on their work the administration may ask the parent to withdraw the student from Grace Christian Academy.

If the student is not current at the end of the quarter the student will receive an “I” on their report card. After the work is completed for that quarter there will be a ten-point penalty assessed on their final quarter grade. The student will still be required to bring their work up to date.

If the Student:	Timeframe	Student consequence:
Becomes behind/failing grades	6 th , 9 th Week	<ul style="list-style-type: none"> Is placed on <u>academic restriction</u> Parent conference
Continues behind/failing grades	Next 3 Weeks	<ul style="list-style-type: none"> Is placed on <u>academic warning</u> Parent conference
Continues behind/failing grades	Next 3 Weeks	<ul style="list-style-type: none"> May be asked to <u>withdraw</u>

ACADEMIC REQUIREMENTS

Grades	Classified as	Requirements
1 st - 8 th	Passing	<ul style="list-style-type: none"> Achieve a “D” or high in Math or English (any F in either will require repeating that subject) Not receive one “F” and two “D’s” in any subject
9 th – 12 th	Sophomore	<ul style="list-style-type: none"> must have at least 6 high school credits and a 1.0 GPA on high school credits required for graduation Any subject with a grade of F must be repeated
9 th – 12 th	Junior	<ul style="list-style-type: none"> must have at least 12 high school credits and a 1.0 GPA on high school credits required for graduation Any subject with a grade of F must be repeated
9 th – 12 th	Senior	<ul style="list-style-type: none"> must have at least 18 high school credits and a 1.0 GPA on high school credits required for graduation Any subject with a grade of F must be repeated
9 th – 12 th	Diploma	<ul style="list-style-type: none"> At least 24 units of credit must be earned from the 9th -12th grades and a 1.0 GPA on high school credits Any subject with a grade of F must be repeated

GRADUATION REQUIREMENTS

Subject	Credits Required	Notes
Bible	4	1/year at GCA
English Language Arts	4	
Mathematics	4	
Science	3	Biology I required
Social Studies	3	World History, U.S. History, U.S. Government, Economics required
Fine, Practical, or Performing Arts	1	Dynamic Biblical Living required
Physical Education	1	
Electives	4	Personal Development, shop, Home Ec.

Recommended **General Program** Track:

9 th Grade		10 th Grade		11 th Grade		12 th Grade	
Course	Credit	Course	Credit	Course	Credit	Course	Credit
Bible	1	Bible	1	Bible	1	Bible	1
English	1	English	1	English	1	English	1
Algebra I	1	Geometry	1	Algebra II or Consumer Math	1	Financial Math or Consumer Math	1
Physical Science	1	Biology I	1	Health/Dynamic Biblical Living	1	Scientific Creationism	1
U.S. History	1	World History	1	U.S. Government /Economics	1	Personal Development/Shop or Home Economics	1
Spanish I	1	Spanish II	1	Computer Keyboarding	1	Physical Education	1

ACHIEVEMENT TESTING

All students participate in an annual national standardized achievement testing. Grace Christian Academy currently uses the Iowa Assessment Test for all grade levels. Parents/Guardians are provided with copies of the testing results.

LUNCH

All students will be required to bring their own lunch. A hot lunch program, from local vendors, may be provided. Details of this program will be provided by the administration. The school is not responsible to provide a lunch for your child. Please make sure your child has a lunch and all needed supplies (forks, spoons, napkins, etc.) on a daily basis.

ATHLETICS

Grace Christian Academy may field athletic teams in the following sports:

Boys	Girls
Flag Football, Basketball	Volleyball, Basketball

Participation Requirements

1. Students must maintain a “C” average or 2.0 on a 4.0 grading scale to participate in athletic programs.
2. In addition to the “C” average, students must have their work current on game day and may not have a grade of 59 or below in any subject on their current progress report or report card to be eligible to participation.
3. Any student who is on academic restriction will be deemed temporarily ineligible. Once the student becomes current and their grades become passing the student is then released from academic restriction.
4. Participation in any sport of the athletic program will require the payment of a one-time annual athletic fee of \$75.00, which must be paid before the first day of practice.

Students who participate in these or other athletic activities must provide their own medical insurance and a release form to the school office. Physical exams will be required. All forms verification of insurance, and physical exam by a doctor must be turned in before the student can begin practice.

SEARCH POLICY

GCA reserves the right, with or without parental consent, to search any student's desk, personal effects (backpacks, purses, pockets, etc.) and any vehicle driven to school by the student. GCA will make a reasonable effort to contact the parent prior to the search of a vehicle in order to allow the parent to be present. If the parent is not phone available after a reasonable attempt, the vehicle will be searched. Failure to cooperate by the student or parents will result in the student being asked to withdraw from school or face expulsion.

SCHOOL SAFETY

PROHIBITED ITEMS

Certain items are explicitly prohibited from being on school property at any time: knives, guns, drugs, alcohol or any other mind altering substance not prescribed by a physician.

VISITOR POLICY

All visitors must check in at the school office. Please do not go directly to any classroom during the school day. Parents/guardians wishing to visit classrooms must arrange the visit ahead of time with the school office. Conferences with your child's teacher must be arranged through the school office.

FOOD POLICY

1. Food and all other drinks (except water) are to be consumed in the lunchroom area only.
2. Drinks must be in an unopened, sealed container from the manufacturer. Drinks in disposable cups (fast food) are not permitted on the school campus. Clear water bottles are permitted both in classrooms and the lunchroom.
3. Students are not permitted to chew gum at school.

TRANSPORTATION

1. Students parking is only permitted in the parking lot in the back of the school. Parking on the sides of the building are not permitted.
2. Car drop off and pick up shall be from the South side of the school building and go around to the North side of the school building.
3. The speed limit on campus is 5 miles per hour.
4. School sponsored events – transportation shall vary. Please refer to the specific permission slip for exact details of transportation for that event.

RESERVATIONS

- A. **ENROLLMENT** - A student may be refused admission, dismissed, or expelled from school or asked not to return the following year if he/she or his/her parent/guardian is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration.

Readmission considerations following dismissal will be determined on a case-by-case basis.

- B. **GRACE AND MERCY** - GCA reserves the right to extend grace and/or mercy to any student for any offense. Extending grace and/or mercy for one does not require extending grace and/or mercy to another. Extending grace and/or mercy for one offense or incident does not compel extending grace and/or mercy for other offenses or incidences.
- C. **DECISIONAL AUTHORITY** – GCA reserves the right to decide the infraction penalty for any offense, whether listed or not, which includes but not limited to detention, demerits, notification of parents/guardians, parent conference, referral to the administration, suspension from extracurricular activities or athletics, suspension (in school or out of school) or expulsion. Decisions will be made at the sole discretion of GCA administration.
- D. **REVISIONS** - GCA reserves the right to update, change, or otherwise revise this manual at any time and at its sole discretion.
- E. **EXCEPTIONS** - GCA reserves the right to make any exceptions. An exception in any policy for one student is not intended to be an exception in the policy for another. An exception in any policy once is not intended to be an exception again.
- F. **ENFORCEMENT** - GCA reserves the right to enforce all policies. Previous non-enforcement of a policy does not prevent or prohibit GCA from enforcing a policy.
- G. **STANDARDS** - GCA reserves the right to set and maintain standards for student conduct, dress, academics, and all other GCA matters as determined in accordance with GCA mission, beliefs, values, objectives, and understanding of Scripture. A student may be refused admission, dismissed, or expelled from school or asked not to return the following year if he/she or his/her parents or guardians are out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.
- H. **SEARCHES** - GCA reserves the right, with or without parental consent, to search any student's desk, or any vehicle driven to school by a student. The Academy also reserves the right, with or without parental consent, to have the contents of any student's personal effects examined, including but not limited to backpacks, purses, and pockets.
- I. **DRUG TESTING** – GCA reserves the right, if in the judgment of GCA administration, a student should be drug tested, at the expense of the parent/guardian, by an appropriate medical provider approved by GCA to conduct such drug test. Refusal of testing or releasing the results of such test to GCA shall require the immediate withdrawal of the student from GCA.

STANDARDS OF CONDUCT

COURTESY

Christian training demands we be like Christ. As such, inappropriate conduct such as talking back or sarcasm to those in authority will not be tolerated. Likewise, students should treat each other with kindness.

DISHONESTY

Cheating in any form is not tolerated. Cheating includes, but is not limited to:

1. Scoring wrong answers as being correct
2. Doing another student's work and/or getting someone else to do your work
3. Unauthorized use of notes or other forms of help on quizzes or tests

4. Plagiarism
5. Forging another person's signature and/or initials.

STEALING

VANDALISM

LANGUAGE/BODY LANGUAGE

For Christians, it is desirable that students refrain from cursing and using the Lord's name in vain. Offensive vulgar and slang expressions will not be allowed.

OFF-CAMPUS

As the GCA student represents the school at all times, both on and off campus, it should be understood that conduct which brings discredit to the student, his/her family, the reputation and stature of the school and its community, or the Lord Jesus Christ may result in disciplinary action up to and including expulsion by the school.

ELECTRONICS USAGE

Internal:

1. Electronic games, CD players, iPods, cellular phones or any device that plays music, or can take a photo or video are banned; possession carries a 3-demerit penalty and confiscation of the device. Cell phones that have camera capabilities will be governed by the cell phone restrictions listed below.
2. Cell phone usage is restricted to use only before entering or after departing school. At all other times, cell phones are to be powered off and in the student's car or turned in upon entering the school doors. Violation carries a demerit penalty and confiscation of the phone.
3. Possession of pornographic or lewd materials on campus, accessed via the internet is punishable from 15 demerits to expulsion depending on the severity of the incident; the student is also restricted from computer usage on campus.
4. Any photos or videos made on campus are to be done so with GCA equipment or by a GCA approved vendor. Any photos or videos taken by students on school equipment are retained by the school. Student cameras and video equipment are allowed by special permission only for special events. Photos or videos taken at sporting events or other outside extracurricular events are to be governed by the external procedures.
5. As with any other personal effects brought on campus by a student, the academy also reserves the right to have the contents of any student's personal electronic devices examined including but not limited to any electronic information stored or recorded on that device.

External:

1. External internet postings including, but not limited to, Twitter, Facebook, Instagram, You-Tube or any other site are governed by the handbook and your acknowledgement (signature) of agreeance to adhere to its requirements.
2. All students who design, contribute to, or maintain a personal online website or blog must

register it along with all access passwords (if needed to access content) with the school office upon its creation. All students who have designed, contributed to, or maintained personal website/s or blog/s prior to becoming a student at GCA must register them as soon as they are accepted as students.

3. All websites/blogs will be monitored for appearance and content on a regular basis.
4. Students found with an unregistered website/blog and/or inappropriate material on their website/blog will be subject to disciplinary action up to and including expulsion.
5. Inappropriate material includes but is not limited to text, appearance, music, graphics, photographs, animations, video clips, content, links, comments, etc.
6. If students change their passwords and/or discontinue their websites or blogs, they must notify the school office within 24 hours.
7. Disciplinary actions and decisions are at the sole discretion of the school administration as it pertains to electronic posts of any sort.

PLEDGES

GCA students will be required to learn and to recite the following pledges on a daily basis:

1. Bible - "I pledge allegiance to the Bible, God's Holy Word. I will make It a lamp unto my feet and a light unto my path. I will hide Its words in my heart that I might not sin against God."
2. Christian Flag - "I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe."
3. American Flag - "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

IMMORAL BEHAVIOR

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct, on or off campus, will be tolerated. It is in clear opposition to GCA's Statement of Faith and its' philosophy of Christian education. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender at birth, fornication, adultery, homosexuality, lesbianism, bisexuality, pornography (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4), sexual activity (both heterosexual and homosexual), "sexting" (sending or forwarding sexually explicit/pornographic images by cell phone or other electronic/digital formats), and sexual harassment.

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral, or

words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral, transgender, and/or homosexual acts.

Definition of “identifying act”

Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

PHYSICAL CONTACT

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.