



# **PARENT & STUDENT HANDBOOK 2024 – 2025 EDITION**

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

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## **Welcome to Grace Christian Academy!**

Welcome to Green Bay's own non-denominational, Christ-centered, Bible-based, Christian discipleship academy serving Northeast Wisconsin families! Our God-given purpose is to help families raise up children to be disciples of Jesus Christ, teaching students to live a life of dependence on God in obedience to His Word.

Indeed, this has been the founding theme of Grace Christian Academy (GCA): following God's leading, in dependence on His provisions. Following God's lead to start GCA, He has provided ample building space and gifted educators on staff. He has also directed us to partner with a high-quality, interactive virtual Christian academy, called FreedomProject Academy, allowing us to offer grades 6 through 12 in addition to a traditional K-5<sup>th</sup> grade program.

We are overflowing with excitement and wonder as we see the Lord bringing together uniquely qualified professional teachers and staff that share the vision of leaving a legacy of walking with Christ. Committed to a Biblical worldview, the gospel, loving children, and helping them find their full purpose and destiny in Christ, GCA staff strives to instill a growing love of God. This is accomplished through modeling Christian love, using a biblically-integrated curriculum, teaching to varied learning types, fostering a teachable heart that loves learning, and discovering God's creation and order.

Academically, we present a rigorous classical Christian education that is independent from and free of Common Core content and agendas. In addition, our heart for discipleship has led us to group students in small classes, thereby maximizing students' opportunities for academic and spiritual growth, fostering discipleship in these critical years of formation.

Relationally, we consider ourselves partners with parents, churches, and our community in the task and opportunity of making Christian disciples of the next generation.

Again, we welcome you to join the Grace Christian Academy family as we embark on a Christ-centered educational journey toward a future of leaving a legacy of walking with Christ! We look forward to walking with you, glorifying God all along the way!

Sincerely,

The Grace Christian Academy Board of Directors

### **GCA's Vision**

The vision of Grace Christian Academy is to produce students who leave a legacy of walking with Christ to future generations. Having been grounded in the love, truth, and grace of God within a Biblical worldview, they walk in obedience to the Word of God and His Holy Spirit.

### **GCA's Mission**

Grace Christian Academy is a non-denominational Christian school that exists to disciple students toward leaving a legacy of walking with Christ, producing wisdom, stature, and favor with God and man (Luke 2:52).

### **GCA's Statement of Faith**

The following primary elements of the Christian faith will be unapologetically taught as truth and incorporated in all programs and activities. Questions and teachings about secondary and sectarian beliefs will be directed to parents.

### **We Believe...**

1. The Bible alone to be the only inerrant, authoritative Word of God. (2 Timothy 3:16)
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matt. 28:19; I Pet. 1:1-2; I John 5:1-12)
3. In the eternal importance of the work of all three persons of the Trinity in our daily lives. (Col. 1:9-14)
4. In the deity of our Lord & Savior Jesus Christ (Col. 2:9), His virgin birth (Luke 1:26-35), His sinless life (I Pet. 2:22), His miracles (Matthew, Mark, Luke, and John), His atoning death through His shed blood on the cross (I Jn. 2:2), His bodily resurrection (Acts 3:15), His ascension to the right hand of the Father (Mark 16:19; Acts 1:9), and His personal return in power and glory (Acts 1:11).
5. Salvation is for those separated from God through their sin, requiring belief in Jesus Christ as Lord and Savior and repentance with the help of the Holy Spirit. (Romans 6:23; Romans 10:9-10; John 16:8)
6. Salvation is by grace alone through faith. (Ephesians 2:8-9)
7. While one is not saved by works, faith without works is dead. (James 2:17)
8. In the resurrection of both the saved and the lost, the one to eternal life and the other to eternal punishment. (Revelation 20:11-15; Matthew 25:46)
9. The present ministry of the Holy Spirit, by whose indwelling the believing Christian is enabled to live a godly life and have a strong witness for the saving work of Christ. (Galatians 5:15-20)
10. The unity of the Spirit where every believer is given gifts to operate as one body of our Lord Jesus Christ. (Ephesians 4:11-16)
11. Marriage is between one man and one woman. (1 Corinthians 7:1-2; Matthew 19:4-5; Ephesians 5:31)
12. God created humans male and female, which defines a person's gender for the extent of his or her life. (Genesis 1:27)

**IMPORTANT NOTE: Parents agree by signing the enrollment contract to support the school's presentation of these tenants as truth.**

### **Objectives**

In light of Grace Christian Academy's mission, the following objectives are laid forth:

*Growth in Wisdom, Academically, Grace Christian Academy seeks*

To instill a Biblical worldview with a reverence for God as the Creator and sovereign ruler of the universe.

To nurture a positive attitude toward learning, realizing that work is performed unto God and not unto man. (Colossians 3:23)

To ensure mastery of the basics in all academic areas.

To encourage full academic potential.

To develop higher level critical thinking skills.

- To develop and foster creativity and skills of expression.
- To encourage among both students and teachers a lifelong love of learning.
- To develop the ability to apply academic knowledge and skills to affect the world for Christ.

*Growth in Stature, Physically and Emotionally, Grace Christian Academy seeks*

- To model and develop Christian character traits.
- To promote good physical fitness & health habits with respect for the body as a temple of God.
- To teach that God created each person uniquely and specifically for His honor and glory.
- To teach and promote good health, hygiene, nutrition, physical fitness habits, and a respect for the body as the temple of God.
- To encourage an enjoyment of physical activity and develop age-appropriate physical skills.
- To develop skills to handle change and adversity. (James 1:2-4)

*Growth in Favor with God, Spiritually, Grace Christian Academy seeks*

- To lead students to a personal relationship with Jesus Christ.
- To help students identify and embrace God's plan, purpose, and will for their lives. (Ephesians 2:10)
- To help students understand the Holy Spirit's role in a believer's life and better follow His leading toward God's will.
- To help students better understand and embrace the essential doctrines of the Christian Faith.
- To guide and encourage students in knowing and desiring God's will for their lives.
- To model Christ's love through servanthood to the local community and beyond. (Philippians 2:1-5)
- To train students in sharing the gospel of Jesus Christ while developing a heart for the lost in all nations. (Matthew 28:18-20)
- To train students to develop devotional times so that they grow in the Word of God through daily prayer and daily Bible study.
- To train students to use God's Word to evaluate all ideas and conduct in order to make wise decisions based on His absolute truth and thereby reflect the character of Christ. (2 Timothy 3:16)

*Growth in Favor with Man, Socially, Grace Christian Academy seeks*

- To teach students the value of honesty and speaking truthfully in all matters.
- To model and encourage loving conflict resolution as found in Matthew 18:15-17.
- To establish an atmosphere of mutual respect, care, love, and understanding in interpersonal relationships with believers and non-believers while not compromising God's absolute truth.
- To be fishers of men by winning our fellow man over with godly character, love, and truth. (Matthew 22:39; Ephesians 4:15; John 8:32)

## **Core Values**

- Truth-** The Holy Bible is the inerrant, revealed Word of God and is taught as truth. Biblical truth is the foundation and guide for life and the learning experience. Biblically-integrated studies and a Biblical worldview are essential elements of Grace Christian Academy. (John 17:17)
- Grace-** Jesus Christ came demonstrating and delivering the grace (unmerited and generous acts and gifts) of God. We glorify God by receiving this grace, living in it, and showing it to others in what we do and how we do it. (Ephesians 4:7; 2 Corinthians 12:9)

**Discipleship-** Jesus' Great Commission is to make disciples of all peoples. We believe this is a distinctive of why Grace Christian Academy exists. All staff, programs, materials and activity support this commission. (Matthew 28:18-20)

**Potential-** All are made by God, in the image of God, and therefore inherently valuable. Furthermore, God's purpose is Christ-likeness in His people. As such, learning aims to engage students toward their full potential in Christ by seeking Him with all their hearts. (Jeremiah 29:11-14)

**Christian Personnel-** The board, administration, faculty, and staff of GCA are committed followers of Christ, known by their fruits, guided by the Word of God and the Spirit of Christ. (Ephesians 4:1-3)

**Operations-** The school's day-to-day operational practices are to be a consistent model of integrity, effectiveness, and accountability in an environment of joyful dependency on God's leading and provision. (Psalm 118:24)

## **GCA's Educational Philosophy**

1. The Bible clearly instructs parents, not the church or the state, to "bring up a child in the discipline and instruction of the Lord." Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment, while not usurping the parents' role in child rearing. (Ephesians 6:4)
2. God's character and attributes are revealed not only in His Word but also in every facet of His creation. Therefore, we interrelate subjects in ways that show how this is true. (Romans 1:20)
3. Since God wants us to love him with all our heart, soul, mind, and strength, we challenge students to be open to how God reveals Himself in His creation and to pursue knowledge of Him with a strong desire to learn. (Matthew 22:37)
4. All students have varying learning styles that God has ordained and designed in them. Therefore, we will teach in ways to create multiple learning opportunities. (John 15:16)
5. We believe all students have the ability to learn. (Proverbs 1:2-7)
6. Students should work to their best ability as if working for the Lord (Colossians 3:23-24) and should be praised for doing so, rather than being compared to the achievement of others. It is our desire that the same is true in your relationship with your child and his/her learning.
7. We believe students should understand the different ways to learn and to respect the fact that since others may learn differently, they must participate joyfully in all ways of learning during class time.
8. Instructional time should give opportunity for students to experience innovative ideas within their varying learning styles.
9. Staff should view students as the Lord does, with a special heart for the young and their simplicity of faith and innocence. Therefore, we strive to accurately teach them the Word of God and how to apply it to their daily lives. (Mark 10:13-16)

## **Curriculum Goals & Design**

At GCA we present a Biblical Christian world-view throughout all of our curriculum and therefore do not attempt to follow Common Core Curriculum content. In addition, Grace Christian Academy also draws from the Classical Education framework in its overarching curriculum design. Fundamentally, Classical Education takes a student through three stages of thinking and learning that ancient learners understood: grammar (building a strong basis of the fundamental facts, information and syntax), logic (building logical and critical thinking skills), and rhetoric

(argumentation, support and refutation of valid arguments). Interestingly, these three stages fit well into the stages of child development and therefore, serve a child's educational growth process in an excellent way. Furthermore, we believe these stages mimic what we as Christian parents desire our children to grow from and into, that is to build a strong knowledge of the Bible and other academic subjects at a young age, then to be able to reason and evaluate one's faith for understanding to promote a desire to know Christ as one's personal Savior, and finally be able to argue and support valid arguments surrounding one's faith. GCA incorporates aspects of this philosophy into its curriculum structure as well as uses some methods such as song to promote memory work in the younger years, critical thinking in the middle school years and defending the arguments that undergird that validity of our faith in Christ during the high school years. In terms of teaching methodology, we encourage our teachers to apply the more robust aspects of its pedagogy. However, we encourage our staff to promote creativity and teaching to multiple learning styles in their methods that go beyond only the Classical framework. In terms of curriculum content, this plays out in ways such as teaching the history of human existence from the beginning of time through Adam and Eve and the spread of humanity around the world rather than an American centric model of history. This supports weaving in the understanding and passion for missions around the world at a young age. All in all, we seek to utilize what Classical Education does best in supporting a strong Christian education by utilizing its best methods, its treatment of human thought development and inclusion of classical subject content but supplementing it with additional modern and beneficial teaching methods.

Overall, the Bible will not only be taught directly, it will also be woven through language arts, mathematics, social studies, science, health/physical education, art/music, and other classes and student groups. Students will discover that God created learning so that we can fulfill our created role and that He created learning so that we may know more about His glory in all of creation. For example, the Lord created language so that we can express ourselves in prayer and worship and to be able to read, understand, and apply His Word to our lives. Fundamentally, mathematics and science help us to understand His created order and the awesome uniqueness of His creation. Social Studies develops an understanding of the role of society for us as individuals and our responsibility to it as a part of the Great Commission as well as an appreciation, awareness, and love for all people. In addition, students will begin to understand the different situations of Christians living around the world. GCA will teach and encourage the student's expression through music, visual art, role play, and movement. Teachers will encourage music and visual art appreciation as we study other cultures to help students gain a Christ-centered perspective of the world, that there will be people of every tribe, tongue and nation represented in heaven.

Overall, our goal is to help students develop a worldview where God is at the center and all things serve His will. This includes an academic understanding of our world so that we can put that knowledge to use to further His Kingdom to bring others to a saving knowledge of Jesus Christ.

## **ADMISSIONS**

### **Racial Nondiscrimination Policy**

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

### **Requirements of Enrollment**

Toilet trained and...

4 years old by September 1, 2024 for 4K (contingent upon enrollment numbers)

5 years old by September 1, 2024 for 5K

6 years old by September 1, 2024 for 1st grade

All students are given placement tests to determine where they fit into GCA's curriculum. Students are placed in courses based on their readiness. If their readiness is below grade level, GCA works to develop a curriculum plan that will help them move toward grade level. If it is above, consideration and effort will be given to allow for more advanced placement as scheduling allows.

## **Admission Steps**

1. Pray for the Lord's guidance in this decision for your family.
2. Contact the administrator via email at [info@gracechristiangreenbay.org](mailto:info@gracechristiangreenbay.org) or by phone at 920.785.1276 to express interest, read the Parent-Student Handbook, also on GCA's website ([www.gracechristiangreenbay.org](http://www.gracechristiangreenbay.org)), set up a tour and time to meet, and/or attend an Open House or Shadow Day.
3. Complete the enrollment application forms found on the homepage of GCA's website ([www.gracechristiangreenbay.org](http://www.gracechristiangreenbay.org)) or print and send the completed enrollment application forms to Grace Christian Academy, 1087 Kellogg St, Green Bay, WI 54303, along with the non-refundable \$25 application fee. Please make checks payable to: Grace Christian Academy.
4. Upon receipt of enrollment application forms and application fee, a family interview with the school administrators and the school board will be scheduled to hear your heart in how the Lord is providing and affirming a plan of discipleship and education for your children through GCA. In addition, this is an opportunity for the school board to answer any questions you may have about GCA and to clarify the school's mission and expectations.
5. After the interview, the board will prayerfully review your child's enrollment application forms and recommendation from the head administrator/principal. In addition, the board will also review completion of academic placement tests and verification that the school's resources can adequately meet your child(ren)'s needs.
6. You will be given notice of the board's recommendation to enroll your child(ren). Upon acceptance, a \$350 enrollment fee is due for each child to secure each child's place in the class for the upcoming school year.

## **Tuition/Fee Information**

- Enrollment fees (\$350/per student) are due upon acceptance of the enrollment application forms by the school board and are non-refundable unless GCA is unable to provide class space or offerings for your child.
- All applications fees of \$25 are non-refundable. Returning students do not need to pay the application fee.
- The first tuition payment is due by July 1<sup>st</sup>. Both the enrollment fee and the first month's tuition payment must accompany applications submitted after July 1<sup>st</sup>.

- In the event of a full class, your child may be placed on the school’s waiting list even though all other admission requirements have been fulfilled. You will be notified in writing of your numbered position on this list. You may withdraw from the waiting list at any time.

Tuition is due in 10 equal payments on or before the 1st day of each month, July 1st, through April 1st. Options to pay in full, in two equal payments, or in four equal payments are also available. Please note the conditions for late payment as presented in the enrollment contract. Please be sure to follow your payment agreement carefully. The successful operation of the school makes it important for families to fulfill their financial obligations in a timely manner.

## **Tuition Schedule for the 2024-2025 Year**

Tuition amount does not include application, enrollment or any other fees.

4K (traditional school), 3 mornings per week	\$3,700
KINDERGARTEN - FIFTH GRADE (traditional school)	\$4,700
SIXTH GRADE – TWELFTH GRADE (virtual/traditional school)	\$5,200

IMPORTANT NOTE: Accepted enrollment with a signed contract is a legally binding contract by you to pay the full tuition amount so GCA can keep its staff compensation commitments. Withdrawal from GCA or expulsion from GCA does not remove or change the obligation to pay the full tuition amount. Records will not be released for accounts not paid in full.

### **Payment Options:**

<i>-ONE PAYMENT</i>	<i>DUE 7/1/24</i>
<i>-TWO PAYMENTS</i>	<i>DUE 7/1/24 AND 12/1/24</i>
<i>-FOUR PAYMENTS</i>	<i>DUE 7/1/24, 10/1/24, 12/1/24, 3/1/25</i>
<i>-TEN PAYMENTS</i>	<i>DUE ON THE 1ST OF EVERY MONTH FROM 7/1/24 TO 4/1/25</i>

IMPORTANT NOTE: Payments not received by the 5th of the month will be charged a \$25 late payment fee. Parents are responsible for contacting the school if special arrangements must be made. No contact will be considered failure to pay. Payments and/or their late fees not received by the end of the month due will be considered delinquent. Two delinquent payments in a school year or any delinquent payments or fees 60 days past due could result in your child’s dismissal from the school. Grades and school records will be withheld on all delinquent accounts, whether for tuition or fees.

## **Tuition Assistance**

If scholarships become available for students, tuition assistance will be granted based on availability of resources and family need. GCA awards students of any race, color, ethnicity, or country of national origin.

We encourage families to consider other sources of income to fund their child’s education, for example, relatives, such as grandparents, uncles and aunts with an interest in their younger generation’s education.

## Outreach Events 2024-2025

In general, preparations for each outreach event begin about 4 weeks or more before the event. If you would like to be involved, please contact the administrator or event coordinator for that event. We encourage parents to join in on the fun and fellowship of planning and/or volunteering to work at events together. We hope you will mark these dates on your calendar to attend and share the dates with your family and friends. The blessings from these events go far beyond the financial outpouring; however, the financial blessings do provide a substantial part of the school's funds to cover overhead expenses so please be in prayer that the Lord would use these events to bless the school financially and impact the community in ways that further Christ's Kingdom.

### 2024

December 14                  Cookie Walk Event

### 2025

February 15                 Booyah Sale

TBD                             Community Cake Auction & Silent Auction

## Student-Teacher Ratio

4K, Kindergarten            10:1

1st - 12th Levels            12:1

## Combined Grades

Depending on circumstances, two levels may be combined. Student-teacher ratios will not exceed 12:1 for combined grades unless in higher grades.

## Lunch & Snacks

Lunch service is not provided by GCA. Parents must provide a sack lunch, which is a great opportunity to teach healthy eating patterns. In addition, the lunch period is "closed", meaning that students may not leave campus with others for lunch at their own free will. Students should bring their own utensils and not expect to use plastic ones from the school. If students do have to use school issued silverware, they will be expected to wash and dry the silverware after their meal. Do not send knives or any dangerous kitchen utensils. Food that needs a sharp knife needs to be pre-cut at home.

Because students who maintain a healthy, stable metabolism function the best throughout the day, fruit, vegetables, and healthy proteins and grains are an expected part of student lunches. These are important for a healthy diet as well as a productive school day. On the other hand, less healthy or very sweet lunches with high concentrations of sugars are common contributors to hyperactivity, obesity, and mood swings. As a result, sugary, sweet snacks or other junk food type items should be

kept to a minimum (we recommend only one per day). For K-5th grade, a healthy mid-morning snack is needed. *\*Healthy snacks include: fruit, raisins, crackers, vegetables, yogurt, etc.*

As a policy, lunch supervisors who notice an unhealthy pattern (more unhealthy items/lack of healthy items/no lunch or snack brought to school) in a student's lunch will notify the administrator, who will notify the parents of the student's eating patterns. Parents will be contacted with the expectation that they will help their child pack a healthy, well-balanced lunch/snack for the future. This expectation will be treated the same for all students.

## **Transportation & Pick-up/Drop-off Policies**

Parents must provide their own children's transportation to and from school daily. We believe that time spent with family is precious. Moreover, we want to provide the safest environment for our students. Thus, we maintain a policy that students will be transported by a family member or designated friend. In order for a student to go with another parent/guardian at the end of the day, the administration must have been notified the morning of before 8:00 AM at the [attendance@gracechristianpulaski.org](mailto:attendance@gracechristianpulaski.org) email. Students who will be biking or walking must have written parent/guardian permission on file with the administration. Here are the general guidelines for drop-off and pick-up:

Drop-off: Parents/Guardians must promptly drop off their children before school starts between 8:00-8:10 AM. All school doors close at 8:10 AM and are locked for the school day. If families come after school starts at 8:10 AM, then they will have to be received at the front office. Barring extenuating circumstances, students will receive a tardy for coming late. There are consequences for habitual tardiness (see Attendance & Absences/Tardy section).

Pick-up: Parents/Guardians must promptly pick up their children after school ends at 3:15 from the back parking lot of the school. If you will be late, it is your responsibility to call the school office as soon as possible. If another individual is to pick up your child, the administration must have been notified the morning of before 8:00 AM. Supervisors will make sure the parking lot is clear and safe of vehicles moving before students can be released to walk to their parents' vehicle.

Teachers will be assigned drop-off and pick-up supervision and must be careful to protect the safety of our students. Both drop-off and pick-up take place in the back of the building in the private parking lot. In addition, students should not be running/playing in the parking lot during these times.

In the front and sides of the building the sidewalk is a public access thoroughfare, so teachers/parents need to be looking out for bicycle traffic, runners, and other pedestrian traffic when entering/exiting the back parking lot.

## **Chapel**

Grace Christian Academy students start every day with corporate prayer, worship, and devotional time. Parents and family members are welcome and encouraged to attend as we see the value of joining together in the teaching of God's Word and corporate worship. (Hebrews 10:23-25)

School will begin with prayer, the Pledge of Allegiance and the Christian Pledge, a memory verse, followed by worship, and a lesson. Both pledges are optional to recite. However, students are encouraged to learn them by heart. The weekly opportunity to recite the Pledge

of Allegiance to the United States of America is required by State law for private schools. All students are expected to be respectful during these times.

#### *Pledge of Allegiance to the United States of America*

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.

#### *Pledge of Allegiance to the Lord*

I pledge allegiance to the Cross of my Lord Jesus Christ, One Savior, King Eternal, with mercy and grace for all. Praise the Lord. Amen!

### **School Schedule**

The specific schedule will be announced via email before the start of the school year. In general, the school day begins at 8:10 am and ends at 3:15 pm.

### **School Calendar for the 2024-2025 School Year**

The school calendar will be available before the new academic year begins. Please contact the school office to request a copy or go to our website at [www.gracechristiangreenbay.org](http://www.gracechristiangreenbay.org) to look at the school calendar.

### **Attendance & Absences/Tardies**

School attendance by minors is the legal responsibility of their parents under Wisconsin school compulsory laws. Quality education requires regular student attendance as well. However, we recognize that situations arise in which missing school is unavoidable.

For planned absences, please let the school administrator and teacher(s) know as soon as possible so that any assignments may be pre-arranged with you.

For unforeseeable absences (i.e. illness), you must contact the school office before 8 AM if your child will be absent from school that day at the [attendance@gracechristianpulaski.org](mailto:attendance@gracechristianpulaski.org) email. Please make sure to leave your child's first and last name, dates/times of the absence, along with the reason for the absence. Texting/calling GCA administrators or school staff not an option for this procedure.

If a student has more than 5 excused absences or 3 tardies (coming to school) in a trimester, parents will be contacted by the administrator to develop a more rigid plan, with fair consequences, that will develop better habits and routines for the student to get to school and/or be on time.

### **School Delays/Closings**

GCA will have an announcement on radio or television with regards to school closings, delays or early dismissals due to inclement weather. You will also be notified directly via text/email. In the event that school closes during the day due to unforeseen circumstances (e.g. sickness, etc.), you will also be notified directly via text/email.

### **Emergency Contact & Health Information**

Initially provided on your child's enrollment application, please inform the school of any changes to this information upon receiving emergency and health forms prior to the first day of school.

## **Illness/Injury**

Should a student become sick or injured while at school, the parent will be called to come to school to get the student. Please keep "Student Emergency" form information current so that parents or other designated adults can be easily contacted should a need arise.

First aid given at school is for temporary care only. No matter how minor the injury may be, parents should check the injury at home.

Please notify the staff of any injury that would hinder the usual activity of the student while in school, especially participation in physical education or recess. The parent should provide written permission from a doctor if the injury requires him or her to be restricted from participation in normal school activities for more than one day.

## **Illness/Conditions Not Permitted at School**

We believe that parents are the first line of defense when it comes to illness of their child(ren) and potentially spreading the illness to others. Please be very considerate of the health of the other students and staff as you make the decision of whether or not to send your child to school in the event of illness. The student himself and the rest of the students and staff are benefitted by an ill student staying home to rest and recuperate. Students are expected to remain at home or will be sent home when they exhibit the following physical conditions:

Any communicable disease, such as chickenpox, pink eye, strep throat, flu, head lice, or ringworm, should be treated or in remission before returning to school. (This list is not exhaustive, but these are the more common diseases that require medical treatment).

Fever: Temperature must be below 100° for 24 hours without a fever reducing medication before returning to school.

Pink Eye: Student may return to school when the redness/pinkness of the eye disappears or upon a doctor's written consent.

The student should remain at home or will be sent home if conditions such as a significant runny nose, cough, sore throat, consistent sneezing, significant stomachache, vomiting, earache, or headache are evident. Please consider your child's ability to control symptoms by covering their cough or remembering to use hand sanitizer after blowing their nose. This will also be considered when a decision is made to contact a parent to arrange pick-up of an ill student. Hand sanitizer and tissues are available in every classroom and other places throughout the school.

Thank you for your understanding and concern for the health of all the students and staff of GCA!

## **Hygiene**

Since growing in stature is part of our mission statement, healthy personal hygiene as well as being well-groomed are both evidence of that growth in stature. We, at GCA, consider hygiene as part of healthy, responsible living that shows respect to others and themselves. Therefore, we teach these concepts in our health classes and throughout the school day. As a result, we seek to uphold standards of hygiene and grooming that will keep them healthy, present a good witness for themselves, the school, and the Lord, as well as prepare them for the expectations of a future employer. Related to this, parents with students who begin to show signs of puberty need to respond to the changing needs of their children's personal hygiene, such as more frequent bathing, washing one's face, use of deodorant, etc. To be specific, GCA holds the following hygiene expectations. GCA students need to be:

1. Showering regularly.

2. Clean smelling.
3. Visibly cleaning, brushing, and/or combing hair. Regular hair cuts must keep students within the hairstyle guidelines found in the Dress Code section.
4. Clean shaven as it applies for boys. Style guidelines found in Dress Code section.
5. Wearing clean clothes, shoes, socks, and undergarments. NOTE: Clothes worn during physical education are susceptible to greater odor due to high-intensity activity and therefore students must be bringing in a fresh pair of Phy. Ed. clothes weekly.
6. Brushing teeth regularly.
7. Using deodorant for students entering or in puberty.
8. Washing hands regularly when using the restroom. In addition, no drawing on oneself, particularly hands, with pens/markers is permitted.

If a student needs to be made aware that their hygiene needs improving, but it is not a serious situation, the student will be expected to improve the next day. If it is a significant situation, parents will be contacted to pick up the student so that they can take care of the issue and return to school. After an incident, parents are expected to make sure the student's grooming is appropriate for school life, until the student can show personal responsibility. If parents have been contacted and the problem continues, consequences may be applied at the discretion of the administrator.

As a special note, head lice, is a common but very contagious occurrence in school children. Hence, regular showering is very important, though contact with a carrier is most often the cause. Head lice are tiny insects in the hair and on the scalp which usually cause itching. Therefore, intense itching is a sign that head lice may be present. Nits are lice eggs that look like small oval white specks that are attached to the hair and are the visible indication that lice are present. Each family should inspect their children periodically for any signs of head lice. If any signs of lice or nits are found, the student should be treated immediately and thoroughly. This will prevent others from being infested and help to prevent a head lice epidemic. Consult a professional if in doubt about the findings. Students may return to school when successfully treated for head lice and ALL nits manually removed.

## **Medication**

It is best to have medications and treatments administered at home. **NO MEDICATION, including aspirin or cough drops, is to be kept in a student's possession** (only exception: asthma inhalers). Any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper written consent and instructions. A school *Medication Request* form with instructions for administering medication must be completed, signed by the parent, and submitted to the **school administrator** in order to grant permission to give a student medications. **All such medications must be in the original prescription bottle, properly labeled with the student's name, dosage, and time.**

## **Visitor Policy**

Parents are welcome to visit GCA throughout the day, whether to volunteer or visit. If volunteering, please make arrangements with the teacher before your visit. Student visitors are limited to prospective students and GCA graduates. All parents and visitors must sign in at the GCA receptionist counter upon arrival and wear a visitor's badge, lanyard, or name tag provided by GCA staff throughout their stay. Visits should not disrupt instruction, testing, or other activities. Guests are asked to please adhere to the GCA dress code. Student visitors are not allowed on school campus during regular school hours unless approved in advance by the administration.

## **Volunteering**

GCA staff and leadership appreciate and encourage volunteering. However, to ensure the safety of our students, regular volunteers interacting with students need to complete a volunteer application. Volunteers are subject to background checks.

## **Parent-Teacher Communication**

Email is the best way to communicate with your child's teacher. If it would be better to make a call, it is helpful to leave a message that includes your question/concern and the best phone number and time to be reached. For any other correspondence, please direct your calls to the main office at 920.785.1276 or the head administrator/principal.

## **Dress Code**

Students and parents should understand that the purpose of this dress code is intended to protect the hearts, minds, and eyes of our students and staff during their day together. When it comes to the subject of modest clothing, the first question we should ask ourselves is: What am I trying to accomplish by what I wear? Above all, modesty is ultimately a reflection of the heart. Our outer appearance should reflect the inner reality of our relationship with Jesus Christ and our desire to honor Him. Immodesty can stem from an obsession with self, the intention to be noticed, lack of consideration for others, and/or lack of self-control and self-esteem. Furthermore, as Christians, we are under the watchful eye of our unbelieving neighbors and should be set apart, not out of a self-righteousness, but out of a love for others and Christ. 1 Peter 2:12 states, "Be careful to live properly among your unbelieving neighbors. Then even if they accuse you of doing wrong, they will see your honorable behavior, and they will give honor to God when he judges the world."

For all the above reasons and those that follow, GCA has a dress code:

- To focus on learning
- To encourage virtues like humility, simplicity, and respect for others
- To discourage vices like pride, materialism, and sensuality
- To remind students of the seriousness of scholarly work. The dress code begins the process of learning to honor guidelines for work attire that may be different from your own preferences. Research shows that higher standards of dress increases achievement.
- To help create a sense of community and unity on campus
- To develop a modest way of life

Students and parents should be careful to follow the dress code so that staff can focus on learning rather than discussing violations with students and parents. Because it is the job of our staff to maintain an edifying learning environment that supports GCA's mission, vision and philosophy of education, parental support is critical in training children to learn to submit to authority in situations that may not fit their personal style of dress, such as in the workplace. With that said, the school also wants to help in whatever way to come alongside your children to adhere to the dress code. If this dress code will be a financial or excessive burden on your family in any way, then please contact the administrator for options for us to come alongside to help. Ultimately, the dress code is a means to honor God by encouraging Christian virtues in the way we present ourselves to each other and the world, not to be a point of contention and discouragement among families and the school. Thank you for submitting to GCA's dress code policy and helping us to honor God in all we do!

#### GENERAL REQUIREMENTS:

1. Dress Code requirements are to be adhered to during the school day and all school related events. Ultimately the head administrator will have the final decision in all dress code circumstances including special privileges that can be administered during the school year like "casual Fridays."
2. Students are to be cleanly dressed, groomed well, and show healthy hygiene (see the section entitled "Hygiene, Headlice, etc.).
3. Clothing should have no pictures, symbols, or any writing. Clothing can have modest sparkles, flowers, organic patterns (plants/ animals), and geometric shapes.
4. Small logos on shirts, pants and socks, at a diameter of one inch or less, are acceptable.
5. Students should not expect to use tape to cover anything that does not follow the dress code. It either follows the dress code or it shouldn't be worn.
6. Clothing must be in good condition without stains, holes, or frayed edges.
7. Careful attention should be paid by both boys and girls that shirts and pants not be revealing when lifting, sitting, or bending over.
8. Undergarments are not to show, nor are midriffs. Belts should be worn as needed to prevent this.
9. Clothing should not be revealing or so tight that it clearly reveals/ accentuates a student's body features.
10. Sunglasses, hats, coats, jackets, and hoods are not to be worn except in preparation to go outdoors.
11. Visible tattoos and drawing on oneself are not permitted.
12. Grace Christian Academy polo shirts for 6th level and up and t-shirts for 5th level and down are allowed.

#### PANTS/SHORTS:

1. Pants must be solid colors.
2. Cargo pants in solid colors are acceptable.
3. Jeans are acceptable as long as they are solid colored and do not appear to be worn out or faded. Jeans should not have any holes or be extremely tight fitting to accentuate body form.
4. 6th level and up: Athletic pants/leggings are not allowed with the exception that they can be worn under skirts or with untucked shirts hanging over to the thigh. They must be a solid color.
5. 5th level and down: Athletic pants may be worn. Leggings can only be worn under skirts or with untucked shirts hanging over to the thigh.
6. On warm days in August, September, May & June, shorts may be worn but should be no shorter than the top of the knee when standing. 6th level and up must wear dress shorts, no athletic shorts. 5th level and down can wear dress shorts or athletic shorts. If needed, any special changes will be made by the administrator based on especially hot weather forecasts.

#### SHOES/SOCKS:

1. All students must wear closed toe/closed heel shoes during the school day. Unless it is a special occasion, footwear such as sandals, flip flops, crocs, high heels, or any other variation of open toe/open heel footwear is not allowed.
2. 6th level and up: Shoes must be dress shoes or modest appearing crossover dress/boot/athletic shoes. Small logos at a diameter of one inch or less are acceptable. With the exception of Phy.Ed. classes, athletic shoes are not allowed.
3. 5th level and down: Athletic shoes are acceptable. Otherwise shoes must be dress shoes or modest appearing crossover shoes.
4. No light up shoes or roller wheel shoes are allowed.

5. Shoes must be tied at all times.
6. Socks need to be of modest colors and design. Logos at a diameter of one inch or less are acceptable.

#### BOYS ONLY:

1. Hair for boys needs to be neatly trimmed and clean in appearance and should not extend below the eyebrows, earlobes or below the collar.
2. Facial hair styles (mustaches, beards, goatees, etc.) are not allowed. All boys must be clean shaven while in school.
3. For both boys and girls, extreme hair fads, colors and styles are not permitted including anything deemed detracting from the learning environment, such as afros, mohawks, long spikes, and others as deemed necessary.
4. 5th level and down: No jewelry (bracelets, necklaces, rings, etc.) is allowed during the school day.
5. No piercings allowed.
6. 6th level and up:
  - A. Shirts must be collared. Knit cotton polos are acceptable as well as dress shirts. Nice sweaters and crewneck sweatshirts (not sports sweatshirts or hoodies) are also acceptable. For the LegacyMaking Academy (9-12), required tops from the approved GCA wardrobe are required.
  - B. Only one piece of modest jewelry (bracelet, ring, or necklace) is allowed during the school day.

#### GIRLS ONLY:

1. Skirts must be knee-length or longer, modest, and appropriate for the day's activities.
2. Solid light shades of neutral color nail polish are allowed.
3. No unnatural hair colors are allowed.
4. Hair accessories should follow the rules about color for other clothing.
5. One earring per ear of a diameter or length less than 1 inch is allowed. No other body piercings are permitted.
6. 5th level and down:
  - A. Along with one pair of earrings, one other piece of modest jewelry in the form of a bracelet or necklace is allowed.
  - B. Shorts or leggings must be worn under skirts.
7. 6th level and up:
  - A. Along with earrings, modest jewelry in amount and appearance is allowed to be worn each day (i.e. extra earrings, bracelet, ring, necklace, etc.). Jewelry should not be displayed or worn in an excessive manner or in a way that would bring attention to oneself.
  - B. Make-up is allowed with neutral tones and should not be worn in an excessive manner. That is, it should hardly be noticeable. No sparkles are allowed.
  - C. Shirts must be short sleeve or longer and semi-casual (no T-shirts). Knit cotton polos are acceptable as well as dress shirts. Sweaters (not sweatshirts or hoodies) are also acceptable. For the LegacyMaking Academy (9-12), required tops from the approved GCA wardrobe are required.

#### PHYSICAL EDUCATION:

5th level and down: For physical education, parents of elementary students should try to make sure that students are wearing clothing and shoes that promote physical movement during PE days. Thus, skirts, dresses and dress shoes should be avoided on PE days. You will be notified of your child's schedule so that you can plan for this.

6th level and up: All students will have school issued uniforms for physical education class. The uniform will consist of a GCA t-shirt and athletic pants/shorts. The uniforms will be kept at school but must be taken home at the end of the week to be washed. Athletic shoes must be brought to school to wear for class.

#### DISCIPLINE:

GCA students are expected to follow the dress code. Students violating the dress code will be required to wear school supplied over-clothing at the sole discretion of the school administrator throughout the remainder of the school day. In addition, the following procedures will be administered to students when the dress code is not followed:

#### 5th level and down:

- 1st violation: parent contact
- 2nd violation: parent contact & parent must bring a change of clothes
- 3rd violation: student is sent home and/or suspension

#### 6th level and up:

- 1st violation: verbal warning to student from teacher and/or administrator
- 2nd violation: parent contact
- 3rd violation: student is sent home and/or suspension

## **Student Dating**

To maintain the focus on academics and spiritual growth at Grace Christian Academy, avoid controversies of what is appropriate or inappropriate, and to make sure there is no confusion amongst our younger students, no students are allowed to participate in dating relationship interactions during school hours while students at Grace Christian Academy (e.g. personal displays of affection like holding hands, kissing, correspondence over electronics, etc.). In addition, while we believe every family has personal convictions and beliefs when it comes to their son or daughter dating, and while we do not prohibit dating relationship interactions among students outside of school hours, we do recommend that students refrain from dating relationships while they attend the Academy. We believe this promotes the sanctity of the male-female relationship for marriage because as a general rule high school students are not ready to enter into a marriage relationship. While we understand that parents can differ on their opinions about teen dating/courting and students likely have their own opinions too, we choose to err on the stricter side for the reasons listed above as well as to keep our focus on the Lord, protect our student body from harm through gossip or rumors, to protect unity among our families and students, for our students to avoid any appearance of evil, and to focus on the mission of Grace Christian Academy. Enrollment at Grace Christian Academy assumes an agreement to follow this policy with the understanding that disobeying this policy is subject to administrative disciplinary actions.

## **Student Lockers/Desks**

Student lockers/desks will be issued to students by staff. Students must take care of lockers and desk areas, which includes keeping them organized, clean, and closed when not in use. Also, clothing (Phy. Ed. clothes, winter clothes, etc.) must be hung up nicely and neatly in lockers and/or on coat racks at all times. Lockers/desk areas are also the property of the academy. Lockers and desk areas are open to inspection at any time for tidiness checks as well as search and seizure. Please note the policies regarding lockers in the "Search and Seizure" section of this handbook.

# **ACADEMICS**

## **Grading Policy**

4K and up to 5th grade will use the following grading assessment:

E = Exceeds Expectations (Student is truly learning beyond what is expected.)

M = Meets Expectations (Student has satisfactorily met learning goals.)

G = Growing (Student shows improvement through continued growth, but student is not meeting curriculum goals at present.)

I = Insufficient Growth (Student is not progressing at a rate that will allow them to meet goals in time.)

N = Not Growing (Student is not meeting curriculum goals and no improvement has been shown.)

U = Unable to Observe

6th grade through 12th grade will use the following grading assessment:

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-65	D
64-0	F

Assignment/Homework policies are determined by individual teachers with the overseeing of administration. In general, incomplete assignments must be completed in order for the student to receive a final grade. In addition, incomplete assignments need to be completed within a reasonable timeframe or consequences will be administered to the student. Incomplete assignments and/or unwillingness to do one's work are subject to discretionary disciplinary action, including but not limited to notifying parents, meeting with parents, suspension, and expulsion.

## **Parent-Teacher Conferences**

Parent-teacher conferences will be held three times a year with different formats for each one (scheduled, individual appointment, open house). You will be notified in advance of the date and time. Please communicate early if you need to modify the time or date of the scheduled conference.

## **Parent Involvement**

These are ways that you should be involved in your child's education.

1. Pray for your child, GCA, and you as parents/guardians. There are several ways to be involved with prayer groups at the school. Talk to the administrator for ways in which you can be plugged in with staff, other families, and students when it comes to prayer. Your example sends a powerful message to your child(ren) and other students at the school (James 5:16).
2. Establish responsible guidelines in your home of balancing homework and free time (i.e. video games, TV, internet, etc.) so that homework is encouraged to be done on time and to the best of the student's ability.
3. Review and discuss work sent home with your child. Come alongside them and help them whenever you are able.
4. Read papers sent home by teachers and administrators as well as emails and newsletters.
5. Communicate with your child's teacher early about any concerns you may have.
6. These are ways that you are encouraged to be involved in your child's education.
  - Attend daily chapel at the school when able. Daily chapel runs 8:10-8:30 every day. Your involvement and example send a powerful message!
  - Contact your child's teacher about visiting their class.
  - Share your vocation with a class.
  - Accompany a class on a field trip.
  - Help in class with special activities/projects/celebrations.
  - Request feedback from the teacher on your impressions of your child's progress.

## **Missed Assignments**

If it is expected that the student will be missing more than one day of school, please notify the child's teacher and administration so that missing assignments can be put together and picked up.

It is the responsibility of the family to help their child with missed assignments in a timely manner so that the child can successfully continue his or her academic growth. Unfortunately, the teacher cannot be held responsible for the missed work of students.

## **Homework Policy**

First, students should expect that ALL homework assignments MUST be completed, whether on time or late. In general, students should expect some homework with the intention is that it is meaningful for their growth. Parents should help children develop responsibility and provide accountability support at home. In addition, GCA staff stay in close communication with each other. In that, late homework consequences are invoked across the board. For example, if a student has a missing assignment in Health class and Social Studies, a pattern is being developed and a parent may be contacted as well as quick action taken by staff regarding homework completion for both classes. In that, students should expect discipline for late homework and expect to have to finish it within a strict

timeframe. Disciplinary actions could include but are not limited to losing recess, appropriate school service, calls home, and parent-student-teacher meetings. In extreme cases of rebellious defiance that can impact the student and school environment, students can be suspended or expelled from GCA.

ONLINE COURSES: It should be noted that for students in online courses through Freedom Project Academy, late homework is not tolerated and is automatically a zero. Therefore, it is extremely important that parents support their children by creating successful homework study habits and environments at home and set up a home schedule that is conducive for successful homework completion early on. Students that fail FPA courses will have to repeat the course or take a corresponding placement test to meet the prerequisite requirements for future classes that are needed for a high school diploma through FPA.

## **DISCIPLINE**

GCA is committed to the philosophy and principles of Christian education. Student conduct which works against GCA's philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We expect that our students respond with positive attitudes and appropriate conduct.

Hebrews 12:11 suggests that discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family and to respond to God with respect and obedience on the basis of their former training by their parents. GCA's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

The Bible clearly indicates that the parents are responsible for the discipline, that is, training or instruction of their children. Grace Christian Academy exists to assist parents in their God-given responsibilities. Therefore, GCA seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, GCA has attempted to align itself as closely as possible with the Bible's instructions to parents in order to provide the utmost consistency for the child between training to be taught at home and training received at GCA. In the same spirit, GCA likewise assumes parents will direct and discipline their children according to biblical principles as well as support the biblical training and discipline provided at GCA.

God-given responsibilities in the discipline process exist not only for parents and teachers, they exist likewise for the students. Students are to respond to GCA faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward GCA authority which manifests itself in improper behavior or violated standards will result in disciplinary action. GCA expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness. Attendance at Grace Christian Academy is a privilege and not a right. However, it is our heart's desire to partner with families in the nurturing of the student(s). At times, as situations require more drastic action, the Academy reserves the right and at its sole discretion can dismiss a student from attendance at

GCA. In addition, the Academy reserves the right to deny re-admission to any student whose actions demonstrate that it is not in the school's best interest to allow re-admission. The best interest of the student, the student body, and the staff must all be taken into consideration in matters of a more serious nature.

### **Biblical Exhortation for Godly Behavior**

1. Use your time wisely: "Teach us to number our days aright, that we may gain a heart of wisdom." (Psalm 90:12)
2. Be considerate of others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Eph. 4:29, 32)
3. Do not be misled. Bad company corrupts good moral character. (I Cor. 15:33)
4. These people honor me with their lips. But their hearts are far from me. (Mark 7:6)
5. Discipline yourself for the purpose of godliness. (I Tim. 4:7-12)
6. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. (Heb. 12:11)

### **Student Expectations**

1. No talking in class without being recognized; that is, students should raise their hands unless instructed by the teacher that it is ok to speak freely.
2. Students must have permission to leave their seats.
3. Students must keep their hands, feet, and other things to themselves.
4. Students must be kind in what they say to others and to their teachers.
5. Students must accept and obey any instruction or discipline from all teachers and staff.
6. Students shall respect the authority of all adults and the rights and property of others.
7. All student organizations that meet in the school must have an authorized sponsor with them.
8. Movement in the hallways, whether between classes or during classes, must be done quietly and in an orderly fashion.
9. Any student leaving a room during class/recess/lunch time must have permission from their teacher.
10. Students may not make disrespectful noises or disruptions during school at any time.

In addition, **certain student behavior cannot be tolerated** and will result in action by the teacher and/or the administration. The following serve as examples but are not limited to include:

1. Use of physical force or verbal intimidation toward staff, administration, or students;
2. Leaving school property without permission;
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student or parent);
4. Bringing to school any article that distracts another (i.e. cell phones, cameras, games, iPods, fidget devices, etc.);
5. Being disrespectful toward fellow students, teachers or staff in attitude, words, or actions;
6. Noisy, distracting interruptions such as emotional outbursts, bodily noises, and any other annoying sounds;
7. Using profanity or vulgarity;
8. Lying, cheating, or stealing;
9. Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.;

10. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of GCA;
11. Obscene body language;
12. Chewing gum/eating candy at school (at times this can be regulated by teacher discretion);
13. Food or drinks, other than water;
14. Possession on their person, in their locker, in their backpack, or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography;
15. Blatant disrespect or defiance.
16. Misbehavior during transportation to or from school activities will not be tolerated.
17. Entering the building before 7:15 AM, except with permission and supervision by a teacher.
18. Attendance at school functions on days of suspension. For continued suspensions, permission to attend activities or hold positions can be revoked for the remainder of the school year at the discretion of the administrator.
19. Student use or entrance into staff offices, work areas not intended for student use, all parking lots and roadways during school hours, and construction areas. Some activities may be allowed for specific purposes with special permission and staff supervision.

## **Method of Discipline**

Students deserve to be treated fairly and reasonably. Discipline will be based on evaluation of the circumstances for each case. It is our belief that discipline must address attitudes of the heart, teach submission to authority without challenge, without excuse or delay, and lead students toward Christ-like behavior. Factors that will be considered are the seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude. Parents are asked and encouraged to foster the responsibility of their children and respect of those in authority by supporting the disciplinary actions taken by GCA staff.

## **General Parent Expectations**

1. Parents are expected to dress modestly and appropriately at all on- campus and school related events and field trips.
2. Parents are expected to be respectful of school staff and students and display Christ-like behavior through edifying speech.
3. Parents are asked to trust the judgment of GCA staff. However, we understand there may be times when a disagreement over the way a GCA policy was enforced or student behavior disciplined. In this event, all situations related to student discipline and any school-related concerns must be voiced only to those concerned, following the Matthew 18 principle.
4. Finally, parents are responsible to know and adhere to all school policies.

## **Misunderstandings/Conflict Resolution**

The faculty and staff of GCA are committed to resolving conflicts according to the principle of Matthew 18, the principle of giving good reports. Often problems are due to miscommunication. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17, and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent or student MUST first go to the teacher or individual directly involved with the situation. If the problem is not resolved at that level, then the school principal may meet with the parent and teacher or individual. And finally if this does not resolve the situation, the matter may be brought before the school board.

## **Bullying & Harassment**

GCA strives to provide a safe, secure, and respectful learning environment for everyone in the school buildings, on school grounds, and at school-sponsored activities. Therefore, bullying and harassing behavior will not be tolerated in any GCA buildings, property, and educational environments so that there is no disruption to the learning environment and learning process. Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a *pattern* of repeated targeted behaviors directed at them by others. Harassment is unwanted physical contact, gestures, or verbal exchanges, whether sexual or otherwise.

Harassment, sexual or otherwise, is prohibited. Individuals who, upon investigation are determined to have engaged in harassment under the provision of this policy, may be subject to disciplinary action. An individual responsible for harassing behavior, whether bullying or otherwise, is subject to discretionary disciplinary action by GCA administration, including but not limited to notifying parents, meeting with administration, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities as needed. Disciplinary action will be taken based on the results of investigation of the report. Students are also intended to be protected from any bullying or harassment by GCA staff in this policy.

Students who are victims of bullying or harassment will be protected and staff will strive to take action to protect the students. As a result, a student found bullying or harassing another will be disciplined by staff and/or escorted by staff to the school administrator. Incidents and/or reports of bullying will be reported to the school administrator to protect the safety of victims. An incident report will be filled out by any staff who observed the behavior or the student reporting the behavior or both as applicable.

GCA desires that students act in a loving manner toward students and staff and vice versa as Paul describes in Galatians 5:22-23 as love, joy, peace, patience, kindness, goodness, gentleness, long-suffering, and self-control. We seek to implement a clear framework for dealing with bullying and harassment incidents in order to protect the students and help the instigator learn how to relate in a way that is loving and respectful to others. The Bible directs us in this way: *"My command is this: Love each other as I have loved you."* John 15:12

Our policy is based on the motto that bullying and harassment are "not OK at GCA." GCA recognizes that not all behaviors should be considered bullying, harassment, or willful violation of this policy. However, those that are found to be so after investigation, will be subject to disciplinary action.

The following may be forms of bullying and harassment:

- Physical aggression-including hitting, punching, kicking, etc.
- Teasing or verbal abuse-including putdowns, insults, name calling, or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- Setting up of humiliating experiences
- Damaging a persons property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip, sexual remarks, or slandering
- Inappropriate and unwanted physical touch or words spoken, whether sexual or not

**In order to best serve the victim, GCA has set forth the following guidelines for its students, staff, and parents:**

1. Students should ask the offending student to stop. Students should take appropriate steps to discourage or prevent bullying. Students should be willing to resolve bullying situations, employing forgiveness and changes in behavior.
2. Students are expected to make incidents known as they happen, that is to share it and ask for permission to go to share it with staff that they feel safe. When necessary, they should complete an incident report form after it happens. Completing an incident report is sometimes necessary to deal with the problem correctly and quickly for the student's safety. In some cases, facts from bystanders may need to be gathered.
3. If a student prefers to have a parent report the situation, this is understandable. Students are strongly encouraged to share incidents with their parents. However, students who wait to inform staff/administration can slow the process of effective resolution to the problem. However, GCA does understand a child's need for protection and help from his parents to address these issues which are often emotionally difficult. Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first. Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters. Parents not satisfied with the action may refer to administrators if the need arises.
4. All staff will have access to the information recorded on all incidents so that they may be aware of any issues between students.
5. Staff and administration view bullying allegations as a serious matter not to be taken lightly. Thus, staff and administration will work diligently to address the situation in a timely manner with the intent to maximize the safety of the victim.
6. Parent(s) of victims and instigators may be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
7. Parents are asked to help the school in addressing the source of the problem at home. It will take a team effort to help the instigator learn to understand and respect the value of others in God's eyes. It will also take the family to help encourage the victim to maintain the knowledge of his worth in God's eyes and help of the Lord to protect both their heart, mind, and body.

Truly, the heart of GCA and its staff is to provide a safe and loving environment for students to learn and grow closer to the Lord. GCA seeks to not only teach what God's Word teaches us about the value of each individual, but also to help students put such behavior and thinking into practice.

## **Electronic Communications & Technology Policy**

Time will be spent to help students become comfortable technology users for learning and for use in real-life situations. For example, students will use online programs to facilitate learning and to meet the different learning styles of students. They will also use technology to publish their own writing and express their learning in various ways, such as graphing, to express collected data, etc. All students and parents must read, sign, return, and abide by the *Electronic Communications Agreement*. By signing that you and your child have read this handbook together, you are also agreeing to the responsibilities set forth regarding the use of technology at GCA.

The Electronic Communications Policy at GCA is intended to provide employees and students with guidance concerning use of the school's electronic communication systems so that the professional and personal use of technology represents the godly character and reputation of GCA and its staff. This type of electronic usage includes, but is not limited to its computer systems, access to the Internet, email, and telephone/wireless systems. This policy applies whether those systems are accessed from GCA's premises or from off site. This policy also places restrictions on the use by

students of certain electronic devices that they may own (i.e. cellphones, iPads, watches, etc). In addition, GCA is not liable in any way for personal devices brought or sent to school with a student. Administration reserves the right to restrict possession or usage as needed to protect the learning environment at GCA. Students and parents are asked to adhere to the following during school hours (8:10-3:15):

- Elementary (3K-5): All personal electronic devices should be left at home. If a student must have an electronic device at school for any purpose on any given day, then written permission and reason from the parents must be submitted to administration for approval.
- Upper Level (6-12): All personal electronic devices can be brought to school but must be turned off during school hours and kept in school bags/backpacks. There will be certain times of the school day that students will be allowed to use their devices (e.g. lunch break, school assignments), but only under allowance and supervision of teachers and/or school administration.

If abuse of school electronic communication systems and/or personal electronic devices is observed, then devices will be confiscated and returned to parents at the end of the school day. If abuse continues, then further disciplinary actions will be handled by the administrator and/or school board as deemed necessary.

GCA provides internet access and e-mail to its older students for educational purposes. Computers and other related equipment and devices, like all other office equipment that is provided by the school, are the property of GCA. Thus, students are only allowed to use school technology during school hours unless GCA staff have given direct permission to use the technology and are supervising the use outside of school hours. In addition, students should not consider any of their e-mail, internet usage, or telephone calls made on the school's equipment or systems to be private or confidential. All such usage may be monitored or inspected at any time by GCA.

In addition to student expectations regarding electronic communication and equipment, students are also expected to make a good faith effort to manage their technology by way of faith. We do utilize some content filters and strive to protect minor children from inappropriate material that may be found while using the network. However, even with those safeguards in place, GCA staff cannot 100% guarantee that everything will be filtered. Safe internet usage will be taught and is a skill and responsibility that students are expected to utilize as they use the Internet in a God-honoring way for its intended academic purposes. Safe utilization of the internet for homework and take-home projects is the responsibility of the parents.

The use of online chat rooms, wikis, blogs, forums, social media, and other tools will be under teacher supervised settings and used for valid instructional purposes within the educational settings.

Finally, severe violation of students will be reported by the supervising staff member to the administrator by filling out an *Incident Report Form*. Any student responsible for a breach in GCA electronic communications policy is subject to disciplinary action.

## **Unacceptable Use of Technology**

It is impossible to completely define unacceptable use of technology. However, for the purpose of illustration, some examples are:

- Sending or displaying offensive messages or pictures;
- Using offensive or obscene language;
- Damaging equipment or networks;

- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work, or files;
- Unauthorized access such as hacking;
- Intentionally wasting resources;
- Circumventing the content filter by any means;
- Regularly employing the technology for commercial or political purposes; and
- Any form of harassment using electronic devices, commonly known as "cyberbullying" by students, staff, or third parties is prohibited and will not be tolerated in the school. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form on or off site which disrupts or prevents a safe and positive educational and working environment for an individual or group of students may also be considered cyberbullying and, therefore, under the disciplinary rule of GCA. Finally, *Unacceptable use of technology may also be unlawful and subject to prosecution based on its severity and legal implications.*

Again, the heart of GCA is to use technology as a tool for learning, expression of learning, and communication. Thank you for respecting others and abiding by GCA's expectations in this area.

## **Academic Integrity**

Grace Christian Academy strives to teach students the importance of personal and academic integrity: "He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity." Proverbs 2:7 Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God of academic integrity and will not be tolerated. Cheating is defined as obtaining, attempting to obtain, aiding another to obtain credit for work, or any improvement of evaluation of performance by any dishonest or deceptive means. Examples of cheating or academic dishonesty include but are not limited to:

- Copying another student's homework, quiz, test or other paper without express permission from the teacher;
- Using or allowing another student to misrepresent or fabricate work as one's own, unless part of a group project when work is shared;
- Unauthorized possession, distribution or use of test or quiz materials in advance, using or displaying notes, "cheat sheets," or any other information devices inappropriate to the prescribed test conditions;
- Seeking to deceitfully obtain, collaborate, or secure answers during a test or quiz from any outside source, whether through visual, auditory, written, electronic, or verbal means; and
- Plagiarism in any form. Plagiarism carries severe academic consequences that can result in the failure of a course.

In general, discipline of issues of academic integrity remain at the discretion of the teacher and administration. Parents concerned that their child may be cheating should contact the student's teacher or school administration promptly.

## **Drugs and Alcohol**

Grace Christian Academy will not tolerate the buying, selling, possession, or any transfer of drugs and/or alcohol. Issues related to drug use, possession, and/or transfer will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at GCA. Although consumption is an expulsion offense, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the respective administrator and school board. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse to submit to the test, or refuse to submit the test results to GCA, then the student's privilege to attend the Academy will be revoked.

## **Guns and Weapons**

Grace Christian Academy does not allow guns, ammunition, knives, weapons, or their facsimile (fake representations of weapons) on campus. Firearms and dangerous weapons are prohibited on all property of GCA. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons exempt from this prohibition. Weapons will be confiscated immediately and the student carrying the weapon should be escorted by a staff member to the office. A student carrying a weapon is subject to discretionary disciplinary action, including but not limited to notifying parents, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities. Violation of this policy may result in the immediate dismissal of the participating student or students with the exception of a facsimile, which may result in suspension or dismissal at the discretion of the administration.

## **Search and Seizure**

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers/ areas, or student automobiles and may seize illegal, unauthorized, or contraband materials discovered in the search. GCA reserves the right to invite the Green Bay Police Department, another police department if needed, and/or appropriate narcotics search group to visit at any time during the school year to search for drugs. Any weapons, alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. The following policies apply:

1. **Personal Searches:** A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/ her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked. Please understand that GCA views unwillingness to bear testimony to one's own innocence not only as insubordinate behavior but also cause for staff and administration to have a concern of trust and safety of other students.

2. Student Locker/Area Searches: Student lockers/areas or any other storage spaces are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities without notice, without student consent, without parental consent, and without a search warrant.
3. Seizure of Illegal Materials: If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **Dismissals**

Grace Christian Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective administration. Any pupil who persistently neglects work, who fails to meet academic standards, who exercises poor citizenship, who continues to be uncooperative, or whose parents fail to cooperate, may be dismissed from the school. Dismissal will be administered by the respective administrator with the advice and approval of the school board. Appeal of a dismissal may be made in writing to the administrator within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend GCA is not permitted to attend school related events.

## **School Board Leadership**

*Mrs. Jaime Jackson - President*

Having been called to be the founder of Grace Christian Academy, Mrs. Jackson serves as the president on the school board and is an entrepreneur who currently operates and manages a coffee roasting business. Mrs. Jackson has been prepared for her board position educationally with her Bachelor's in Elementary and Middle School Education as well as Master's Degree and principal's certification in Educational Administration. She brings educational experience through almost 20 years of combined professional teaching and homeschooling experience, and spiritual leadership experience with 25 years of service in youth ministry and a few years of service as a missionary in Asia. Mrs. Jackson is married to her husband, Dave, and together they have two children, Zoe and Isaiah.

*Mr. Jeremie Johnson - Vice President/Secretary - Head Administrator*

Mr. Johnson is the Head Administrator of the school at Grace Christian Academy. Mr. Johnson has been prepared for this position in numerous ways: educationally with a Master's Degree, multiple years in public & private education, and spiritually with his years of service at his local church with youth and Sunday school classes. Mr. Johnson is strongly devoted to help students know the Lord deeply and to disciple them towards leaving a legacy of walking with Christ! Mr. Johnson is married to his wife, Amy, and together they have two children, Aleck and Linnea.

*Mrs. Ashley Bisterfeldt - Treasurer*

Ashley Bisterfeldt is a parent at Grace Christian Academy and is the Elementary Principal. She was a public school educator for 16 years before deciding to be a stay at home mom. She has a Bachelor's in Elementary/Middle Education and a Master's Degree in Education with a Reading Specialist Licensure from the University of Wisconsin Eau Claire. In addition, she obtained her Education Specialist Degree from George Washington University while living in Virginia for four

years during her career in education. Ashley is married to her husband Ben and they live on a farm in Seymour, WI, with their two children Greyson and Harper, both of which attend GCA.

*Mr. Brad Jarosinski - Member at Large*

*Mrs. Leanne Wied - Member at Large*

## **School Information**

Grace Christian Academy is located at 1087 Kellogg St., Green Bay, WI 54303. Its main offices are located at 125A S. St. Augustine Street. Currently, the main offices are open from 8 am to 3:30 pm but are open by appointment between school sessions. Appointments can be made by contacting us at 920-785-1276 or by contacting the school administrator personally. Please leave a detailed message regarding your questions and when it is best to reach you. Your call will be returned as soon as possible. During school hours, the easiest method of communication directly to the administrator is via email at [info@gracechristiangreenbay.org](mailto:info@gracechristiangreenbay.org). General office questions can be directed to our office staff at 920-785-1276. We look forward to hearing from you!

## **In Closing**

We, as the leadership of Grace Christian Academy, look forward to hearing from you as you share your interest in the ministry of GCA. There are many ways to partner with us that not only include enrollment, but also volunteering, financial support, prayer partnership, student sponsorship, and sharing the mission and vision of GCA with others. Please make a point to contact us to get together to discuss how you could be a part of what God is doing in our area! We'd love to share all of what God has done so far to make Grace Christian Academy a reality and how He has enabled us to equip students to leave a legacy of walking with Christ! Thank you for taking time to read about us! Continue to look for updates about school events at [www.gracechristiangreenbay.org](http://www.gracechristiangreenbay.org).

Serving you for God's Glory,  
The Grace Christian Academy School Board