

Disclaimer

The Grace Christian Academy Parent & Student Handbook is provided to you as a guide to ensure that you understand the academic and conduct expectations that the Academy (*from here forward “Academy” refers to Grace Christian Academy*) has for your child during his/her enrollment. There is no mutuality between you and the Academy concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the Academy. Enrollment in the Academy is a choice and a privilege and not to be considered a right. All policies, rules, and regulations contained in this Handbook are considered up to date and will be upheld and followed during the most current school year. It is the expectation of the Academy that all policies and rules be followed by the students whether on or off campus. The Administration and Board reserve the right to amend, remove, or add policies, rules, and regulations as deemed appropriate or necessary; parents and students will be informed of any such changes.

Please notify Administration at gracechristian@gca-nmi.com if you have any questions or concerns.

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MESSAGE FROM THE BOARD & ADMINISTRATION

Hafa Adai and welcome to Grace Christian Academy! We are pleased you are with us this school year and trust it will be a memorable and exciting educational experience.

Grace Christian Academy has set “excellence” as its goal in every area of the school’s program. The staff and faculty have worked very hard toward that goal, and we are very pleased and humbled with how well the program has developed over the years.

We believe what makes Grace Christian Academy what it is today is its Christian philosophy of education. The Christian faith and the truth taught in the Bible form every policy and decision we make, whether it is the uniform policy, discipline policy, curricular choices or personnel recruitment. The Christian faith is the heart of GCA and the reason for its excellence.

The Scripture teaches that the education of children is primarily the responsibility of the parents (Deuteronomy 6:6–9). We believe the instructions of church, school and government exist to help, but the ultimate responsibility for the education of the child belongs to mom and dad. It is for this reason that we as a school have gone to great lengths to inform our parents about our program at GCA.

We take seriously the trust you place in us. Second only to parents, we as a school have a tremendous impact on the thinking, beliefs, and values of your children. Because of this, it is imperative that you are not only aware of what we teach, but are in agreement as well.

This handbook provides information about the school’s philosophy, Expected School Wide Learning Results (ESLRS), policies, and procedures that one can refer to throughout the school year. If you have questions about any policy, please feel free to contact us and let us know. Our staff and faculty will respond quickly.

In closing, thank you again for your confidence and trust. We look forward to a great year together as we strive toward Christian excellence for your children. God bless you.

Sincerely,

The Board & Administration

ABOUT OUR SCHOOL

MISSION STATEMENT:

Grace Christian Academy exists to partner with the home to produce vibrant, confident, and loving students who excel in their academic pursuits in commitment to Jesus Christ.

MOTTO: Loyalty, Training, Service

SCRIPTURE: “Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning. The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.”

Proverbs 9:9-10

CHALLENGE ... Press on...to win the prize...

“... I press on to take hold of that for which Christ Jesus took hold of me... One thing I do: forgetting what is behind and straining toward what is ahead, I press on toward heavenward in Christ Jesus.”

Philippians 3:12-14

COLORS: Gray, White, and Navy Blue

MASCOT: The Eagle

SONG: “They That Wait Upon the Lord”

They that wait upon the Lord
Shall renew their strength.
They shall mount up with wings as eagles.
They shall run and not be weary,
They shall walk and not faint.
Teach me, Lord; teach me Lord, to wait.
Isaiah 40:31

FLOWER: Flame Tree

EXPECTED SCHOOLWIDE LEARNING RESULTS

Grace Christian Academy strives to focus on student success in meeting expected school-wide learning results that are glorifying to God. A Grace Christian Academy student is prepared to be a/an:

V - Vibrant and committed disciple of Christ who...

- Demonstrates understanding of the Christian faith and values as reflected in the life and teachings of Jesus Christ and able to defend their Christian worldview
- Is actively involved in a church community, serving God, and others by personally carrying out the Great Commission locally, and around the world in a culturally sensitive manner.
- Participates in giving to mission and doing mission projects.
- Develops leadership skills and engages in Christian service activities and community outreach.

Evidence & Examples of this ESLR: Student discipleship by other students, written assignments, spiritual growth assessments, regular attendance in church and youth services, participates in outreach

A - Academic achiever and critical thinker who...

- Can objectively analyze the pros and cons of issues and events past, present, and future
- Creates original products and works with high standards.
- Thinks critically, solves problems effectively, and draws conclusions from research, personal analysis, and investigation.
- Develops reading and writing skills that are analytical and logical
- Can use logical and mathematical concepts for solving problems

Evidence & Examples of this ESLR: reports comparing and contrasting history or world views, able to use higher order thinking skills, debates held in and outside of class, PSAT/SAT/ASVAB/TERRANOVA results

L - Loving, moral, and ethical citizen who...

- Works collaboratively with diverse cultures, races, and religions as a global citizen
- Demonstrates self-control in attitude and behavior.
- Demonstrates civic responsibility and personal rights as a citizen through an appreciation of the rule of law, equality of opportunity, due process, representative government, and democratic decision-making.
- Maintains healthy interpersonal relationships

Evidence & Examples of this ESLR: Service projects, volunteerism, community involvement, sportsmanship

U - Unwavering learner who...

- Views learning as a life-long process
- Engages in an open/honest exchange of ideas.
- Demonstrates competence in the academic disciplines that will enable them to pursue the university/career goals to which he/she aspires.
- Advances their achievement using technology resources
- Accepts responsibility for their own continued growth spiritually, academically, and socially.

Evidence & Examples of this ESLR: College/university acceptance, self-motivated research and debates, proactive in learning

E - Effective and confident communicator who...

- Listens actively for understanding
- Contributes to groups collaboratively with interpersonal skills.
- Demonstrates proficiency in verbal, written, and technological skills and utilizes those in practical ways.
- Is able to work successfully alone and as part of a team.
- Is able to produce a high-quality presentation in public.

Evidence & Examples of this ESLR: Class presentations, written and digital assignments, PGFC/NSDA/NJSDA/Mock Trial

EXPECTED STUDENT BEHAVIOR POLICY

We desire that our students would be their best not only in academics but also in behavior and attitude. Therefore, we have adapted a school wide expected behavior policy to help our students become **SOARING EAGLES**.

Everyone shows respect

Appropriate use of language

Give your full attention

Listen and learn

Excellent work on time

School rules and policies followed by all GCA students

VISION FOR OUR STUDENTS

We believe that each child is on a journey of learning and growing; each student is a unique masterpiece in process. We want to help children reach their God-given potential; thus, placing emphasis on carrying out the vision of “vibrant, confident and loving students.”

CHRISTIAN SCHOOL GOALS

- To teach that the Bible is the inspired and only infallible authoritative Word of God thus developing attitudes of love and respect toward it. (II Tim. 3:15-17; II Pet. 1:20-21)
- To teach the basic doctrines of the Bible. (Titus 2:1)
- To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10:9-10)
- To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Rom. 12:1-2; II Tim. 2:15; Deut. 27:16-17)
- To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Eph. 4:12; I Cor. 12:1-31; Matt. 28:19-20)
- To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam. 16:7; Gal. 5:22-23)
- To teach the student how to develop the mind of Christ toward Godliness. (Phil. 2:5; I Tim. 4:7)
- To encourage the student to develop self-discipline and responsibility from God's perspective. (I Tim. 4:7; I Cor. 9:24-27)
- To teach the student the respect for and submission to authority from God's perspective. (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3)
- To help the student develop a Christian worldview by integrating life, and all studies, with the Bible. (II Pet. 1:3)
- To teach the student to hide God's Word in his heart through memorization and meditation. (Psa. 119:11; Psa. 1:1-3)
- To teach the student how to study God's word. (II Tim. 2:15)
- To help the student develop his self-image as a unique individual created in the image of God and to attain its fullest potential. (Psa. 139: 13-16)
- To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Phil. 2:1-4; Eph. 5:21)
- To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal. 5:13; Rom. 12:10)
- To teach the student Biblical skills for personal and social relationships. (Psa. 119:9; Eph. 4:12)
- To teach the student the Biblical view of dating, marriage and the family. (I Thess. 4:4-7; I Tim 4:12; Gen. 2:18-25; Eph. 5:22-33)
- To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19-20)
- To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim 6:17-19; Matt. 6:19-20; I Cor. 10:31)
- To teach the student an appreciation for fine arts.
- To teach the student to understand and use the fundamental processes of communicating and dealing with others (such as reading, writing, speaking, and listening) (II Cor. 5:20)
- To teach and encourage the student to use good study skills and habits. (II Tim 2:3-7)
- To teach the student how to research and reason logically from a Biblical perspective. (Heb. 5:14; Rom. 12:2)

- To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation (II Tim. 3:14-17)
- To teach the student good citizenship through a Biblical understanding (home, church, nation). (I Cor. 10:11; Rom. 13:1-7)
- Use current affairs in all areas, teaching the student how they relate to God's plan for man.
- To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve property. (Psa. 8:6; Heb. 2:6-8)

HOME GOALS

- To share the salvation that comes through Jesus Christ. (II Pet. 3:9, I Tim. 2:4)
- To aid families in Christian growth and to help them develop Christ-centered homes. (Eph. 5:22-33; II Pet. 3:18)
- To partner closely with the parents in every phase of development, especially as it relates to the school programs. (Mark 10:45)
- To help the parents understand the school's purpose and programs.
- To assist the parents in keeping up with the changing culture and its effect on the home and the implications for their children.
- To encourage regular attendance and involvement in a local church. (Heb. 10:24-25)
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deut. 6:4-7; Prov. 22:6)

HISTORY OF GRACE CHRISTIAN ACADEMY

"...I tell you, open your eyes and look on the fields! They are ripe for the harvest." (John 4:35b)

The vision to establish Grace Christian Ministries was birthed at a New Year's Eve worship service on the island of Guam in 1984. By the end of the year, it was clear to the church leadership that the doors of opportunities to share the love of Christ on the island of Saipan were opening up.

On January 7, 1985 in response to an invitation to start a church, Rev. Raymond Kinsella moved to Saipan to set up a Youth Center called Teen Challenge. However, within six months, instead of a Teen Challenge Center, the first Assemblies of God church (Saipan First Assembly) was established in the Northern Marianas.

Before the end of the year, we felt the Lord leading us to establish a Christian school. Plans were set in motion to establish a Christian school in China Town. But in February (1986), Dr. David McClure, then President of Grace Christian Academy, invited us to assume the administration of the school. Through a miraculous set of circumstances, the Lord provided the finances to assume the administration by June 1986. It was clear that Christian education would be one of the primary vehicles to carry the message of God's love to the people of the Northern Mariana Islands.

We started our first school year in 1986 with sixty-five students on our Saipan campus with a team of nine staff. Today there are Grace Christian Academy campuses on the three main islands (Rota, Tinian and Saipan) of the Northern Marianas. Over the last twenty years, over a thousand students have attended Grace Christian Academy schools.

Today, it is considered one of the premier educational institutions in the Northern Marianas and our students have consistently done very well in interscholastic competitions and on several occasions taken home the top prize. Most of our students have gone on to college after graduation and many have excelled in universities in Hawaii, U.S. Mainland, Philippines, South Korea, and throughout Asia. We are very proud of our students' accomplishments.

On October 2000, Grace Christian Academy became fully accredited with the Association of Christian Schools International. It has expanded its facilities to include a high school building, science and computer labs, a cafeteria, a campus library, and better access roads, as well as improved parking and playground areas.

We continue to strive for excellence!

STATEMENT OF ORGANIZATION

Grace Christian Academy is a ministry of Grace Christian Ministries and an integral part of the church. The Board and Administration are the governing body of the school and work closely together to ensure a healthy, safe learning environment for our community.

STATEMENT OF FAITH

Grace Christian Academy was founded and functions upon the basic fundamental principles of the Word of God. It espouses the historic Christian view of life as presented in the Bible. All Grace Christian Academy employees hold the following statements of faith and practice:

1. We believe the Bible is the inspired and the infallible and authoritative written Word of God.
2. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years.
4. We believe in the Blessed Hope, which is the Rapture of the Church at Christ's coming.
5. We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
6. We believe regeneration by the Holy Spirit is absolutely essential to personal salvation.
7. We believe in water baptism by immersion.
8. We believe in the redemptive work of Christ on the cross provides healing of the human body in answer to believing power.

9. We believe in the Baptism of the Holy Spirit which, according to Acts 2:4, is given to believers who ask for it.
10. We believe in the sanctifying power of the Holy Spirit and that, through the Holy Spirit's indwelling, the Christian is enabled to live a holy life.
11. We believe in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Statement of Marriage, Gender and Sexuality

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the standards of Grace Christian Academy.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11.)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct and use of pornography) is sin. (Matt. 15:18-20; 1 Cor. 6:9-10.)

PHILOSOPHY AND GOAL OF CHRISTIAN EDUCATION

Grace Christian Academy's philosophy of Christian education is based upon the Word of God. The primary objective and purpose of the school is to train the students in the way of life presented in the Scriptures in the process of providing a high quality general education. It is a spiritual ministry so evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ, and the teaching of spiritual truths has a firm foundation. This is instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word. We seek to engage the mind in its search for truth; develop Godly character formed by Biblical principles; and, to nurture a love for God and humanity.

The academic program places strong emphasis on the mastery of the fundamental blocks necessary for satisfactory achievement in all areas. Proven teaching methods are utilized with a constant search for improvement. Realizing the differences in innate abilities, we encourage and expect each student to perform to his/her maximum potential.

Character training is another emphasis with obedience at the heart. It eventually cultivates an inner self-discipline, which is essential to the emotional, physical, social, and spiritual well-being of the students. The authority in the classroom is the teacher who administers discipline fairly but firmly. To obey, to do right, to love God and country, and to always measure one's attitude against the principles in the Scriptures, are the characteristics we strive to instill in our students; thus, equipping them for the role of God's plan in their lives.

We believe that all life should have as its focal point the person of Jesus Christ and that every endeavor of mankind should be for the glory of God (I Corinthians 10:31), to this Grace Christian Academy exists.

In the **intellectual** phase, students are developing and maintaining a desire for knowledge as designed and intended by the Creator.

In the **physical** realm, students are taught to respect the body as the temple of the Holy Spirit (I Corinthians 3:16) through sports competitions, recreation programs, and activities.

Socially and culturally, students are taught that all people are called God's creation and are to be loved and accepted without regard to outward differences. Many opportunities are given to enable students to understand and appreciate cultural patterns different from their own.

In the **spiritual area**, students are encouraged to know their Creator and Heavenly Father by becoming followers of Jesus Christ in faith and life style.

CNMI NATIONAL ANTHEM

Chamorro:

Gi talo gi halom tasi
Nai gaige tano-hu
Ayo nai siempre husaga
Malago' ho

Ya un dia bai hu hanao
Bai hu fatto ha talo
Tisina hao hu dingo
O tano-hu

Chorus:

Mit beses yan mas
Hu saluda hao
Gatbo na Islas Marianas
Hu tuna hao

Carolinian:

Satil matawal Pacifico
Igha elo faluweey iye
Ighilal igha ebwe lootiw
Tipeey iye

Eew rual nge ibwe mwetesangi
Nge ibwal sefaalitiy
Ese mmwel bwe ibwe lighiti
Bwe falaweey

Sangaras fa bwughuwal
Ay tirow ngalugh
Ling ghathul teel
Faliu Marianas ay mwareiti

PLEDGES

Grace Christian Academy believes in the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for flag and country.

Pledge of Allegiance

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 to the 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 for all who believe.

Pledge to the 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, and I will hide its words in my heart, that I might not sin against God.

Prinimeti

Manhula yu' fiet gi papa I bandera-hu; Notte Marianas na bai hu cho'gue todu I nina' sina-hu para bai hu prutehi yan difende I Hinengge, I Kottura, I Lenguahi, I Aire, I Hanom yan I Tano' ni irensia-ku direcho ginen as Yu'os Tata para todu I hinirasion chamorro pa'go yan para todu tiempo.

ACADEMIC DEPARTMENT

The Principal oversees the operations of the academic department. Offices included here are:

1. Office of the Vice-Principal
2. Office of the Business Administrator & Business Office
3. Admission's Office
4. Discipline & Guidance Office
5. Library
6. Kindergarten & Elementary Departments
7. Junior & Senior High School Departments

ADMISSIONS AND REGISTRATION POLICY

Non-Discriminatory Policy

Grace Christian Academy admits students of any race, color, national and ethnic origin. The same rights, privileges, programs and activities are made available to all students at the school regardless of their background.

Informational Materials

Parents inquiring about enrollment and other admissions issues are encouraged to review available informational materials to determine whether or not Grace Christian Academy offers the type of education they want for their child/ren.

Age Requirements

Applicants for kindergarten-4 must be 4 years of age and applicants for kindergarten-5 must be 5 years by August 31st of the current school year.

All other grade levels are determined according to the last grade attended or based on age of the student. Administration reserves the right to evaluate the academic (i.e. diagnostic placement tests, standardized tests, report card grades) recommendations and social recommendations by the teachers as defined in the policies on a case-by-case basis.

Waiting Lists

Once a maximum number of students have been enrolled for a class, all other applicants are placed on a waiting list. If the waiting list exceeds the minimum requirement prescribed by the school board, the Principal may authorize the establishment of a new class.

Admissions Packet Requirements

Application fees are assessed upon submission of the following:

1. Completed Application Form
2. Corporal Discipline Form
3. Financial Agreement Form
4. A copy of applicant's Birth Certificate
5. A copy of all Immunization Records
6. School Entrance Health Certificate from the Commonwealth Health Center showing that all immunizations are up to date
7. One recent passport size photograph of the applicant
8. Copies of the applicant's report cards for the last two years and transcripts (except those entering kindergarten program)
9. A complete physical examination
10. U.S. Foreign Student Visa (**mandatory: new foreign student one-time fee**)
11. Certificate of adoption/legal guardianship/power of attorney if student lives with someone other than birth parents.

Diagnostic Tests

Diagnostic tests are administered to new students and required to determine the student's needs and academic level.

Interview with the Principal

After diagnostic tests are administered, the grades are posted, officials review the application, and the Principal interviews the parents and the applicants. It is at this interview that the parents are given the opportunity to discuss any concerns regarding the school's policies, philosophy, and diagnostic testing results. Upon the student's acceptance, the registration fee will need to be paid before the student is considered officially registered.

Helps Class Grades 1-12

Helps classes are offered free of charge by a GCA teacher at least two times per week. The teacher determines the best time to conduct Helps Class. Parents are notified of students who need help during the school year.

Student Arrivals

Classrooms are opened fifteen minutes before the regular class begins (7:45am). Students must be in the classroom by the time the bell rings (8:00 a.m.) or be considered tardy. Parents are requested to drop off his/her child before the warning bell, which rings at 7:55am.

Delivering Lunches/School Items

Individuals delivering lunches/school items to students must drop items off at the Guidance Office or Business Office. The name of the student and grade level should be written on the lunch bag, container, package, or school items. Note that non-staff/faculty members are not permitted at any time to go directly to the classroom.

Dismissal

An orderly dismissal is important for all students' safety. Impress upon your child the importance of following our guidelines for dismissal.

Students may be picked up at dismissal time as indicated in the schedule. Only those individuals listed on the Pick-Up Authorization Form are allowed to pick up students. All drivers should follow traffic rules for safety including speed limits and one-way signs.

Refer to the map and traffic plan below for grade level pick up places:

- Kindergarten - 5th Grade – no later than 3:30 p.m. (in front of building A)
- 6th - 12th Grade – no later than 3:30 p.m. (at back of building A/ front of Chapel)

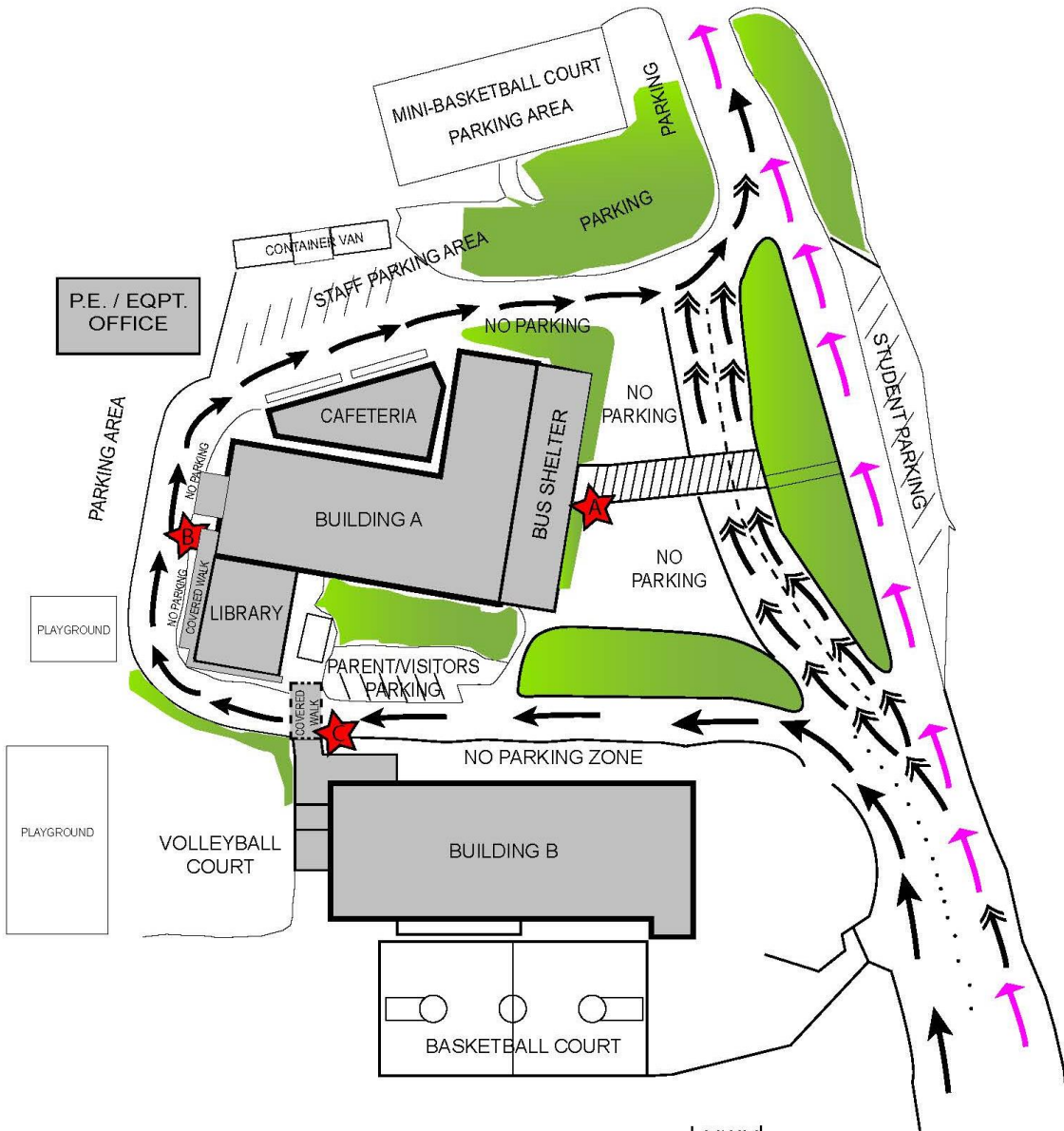
Elementary students must remain in the bus shelter while waiting for parents. Waiting at the back of the building A with older sibling is prohibited, the older siblings need to go to the bus shelter for pick up (***please see map/traffic route on the following page***).

Late School Pick-Up Policy

- ◆ Kindergarten through 12th grade – Must be picked up by 3:30p.m. Parents will be charged \$10 per child per day if the child is picked up at any point beyond pick up time.
- ◆ Note that Late pick up fees will also be applied to students being picked up more than 30 minutes after the end of a scheduled event/activity (sports/academic practice, etc.)
- ◆ Loitering is prohibited after 3:45 p.m.
- ◆ Students will be placed in the After-School Care room if not picked up by 3:30PM. Charges will be assessed.

To encourage students to be picked up on time and primarily for security and safety purposes, late pick up fees are imposed and added to the student account. If a student is picked up late three times, a parent conference is held with Administration to identify alternatives, if necessary.

GCA MAP/TRAFFIC ROUTE



NOTE:
 KINDER/ELEMENTARY STUDENTS
 WILL BE ESCORTED TO CARS BY
 STAFF

- Legend:**
- ← Junior High / Senior High route
 - ⇐ Kinder / Elementary route
 - To Parking
 - ★ Pick-up / Drop-off point

Late Pick-Up Monitoring

On a year-to-year basis of need, number of students enrolled in the program, and availability of GCA personnel, this program is offered to GCA families (K4-5th grade).

Your child may enroll in this program that meets from 3:30PM to 5:30PM every school day. Please contact the Business Office regarding fees.

Early School Pick-Up

Parents or guardians must sign out their child in the Business Office or Guidance Office prior to taking the student(s) earlier than the regularly scheduled school dismissal period. Students are not permitted to leave school early without parent or guardian permission.

Pick Up Authorization

Pick up authorization forms must be signed by the parents or guardians informing the school of who the student can leave the campus with. Drivers are subject to proof of identification at any time during pick up times. If a child will be picked up by someone other than a parent, guardian, or other authorized person as stated at registration, the child must submit a note to the guidance officer. ***If they will be going home with another student, letters must be submitted by both/all families involved.*** If proper notification is not given, the student will not be allowed to ride with that person.

*Taxi cars are **not** authorized to pick up students.

After School Activities

Students involved in after school extra-curricular activities are under the supervision of their teachers, coaches, or advisors. Parents are responsible for picking up students on time after the activity. As stated earlier, late pick up fees will be assessed if the child is picked up 30 minutes past the end of the activity.

Activity Days

Fridays are considered activity days. Students must wear their class T-shirts, long jeans, and closed toe shoes on scheduled activity days. ***The regular school uniform must be worn in the absence of an activity day uniform.***

Visitors

Grace Christian Academy is a closed campus. Student guests are not encouraged except for the cultural exchange program with a waiver signed by the parents or guardians releasing GCA from liability. All student visitors must seek permission two school (2) days in advance and only visit other students during the lunch period. A student must accompany his/her guest throughout this time and is responsible for that guest's conduct.

A visitor, parent, or relative of any student must secure permission from the Business Office or Guidance Office. The visitor is required to sign in upon arrival and wear a visitor's badge. Upon completion of business, the visitor returns to the Business or Guidance Office to sign out indicating time they are leaving campus. Loitering on campus or in parking lots is prohibited. Please note that a visitor request may be denied by administration or designated official.

THE CURRICULUM

Grace Christian Academy offers a curriculum that has been compiled by the faculty, staff, and administrators. The curriculum used is recommended and approved by Association of Christian Schools International (ACSI). The Academy uses Holt McDougal, Mosdos Press, Pearson, Houghton Mifflin Harcourt, ACSI and ABeka as the main curricular sources. Supplemental materials are based on sound scholarship, common sense, and the Word of God.

We, at Grace Christian Academy, believe that a Christian school is a school not merely for the sake of academics, but also for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandate.

Bible is the most important subject in the Christian school and is taught every day at the elementary level and one semester per school year at the junior/senior high school levels. The Bible and its' principles and truth are interwoven in every subject at every grade level. Our goal is to lead each child to the saving knowledge of the Lord Jesus Christ and then help him/her grow spiritually in the Lord. It is designed to give examples of how Christians should live and to give opportunities for Christian service.

ADVANCED PLACEMENT (AP) COURSES

The intent of these courses is to prepare sophomores (Pre-AP), juniors, and seniors (AP) in high school to take a college class. Consequently, in May, students take the national exam, and if the student passes with a "3 to 5" score, that student may be eligible for college credit. Therefore, most of the curriculum, material, and information used in Pre-AP and AP classes are secular. These materials are found in most colleges and universities, and often times taught to students by non-Christian instructors.

Here at GCA, the teacher in a Pre-AP or AP course, too, becomes one of the resources in the classroom. The Christian teacher provided is there to teach and guide our students in their belief and thinking. One of the goals is that our students can critically think and analyze the material before them and use their Bible teaching as a foundation to speak truth and engage in debate.

Students in a GCA AP course receive a grade higher on the Grading Scales.

A minimum of seven (7) students must be enrolled in an AP course in order for the course to be given.

HOMework/SEATWORK/PROJECTS/REPORTS POLICY

GCA recognizes the value and importance of homework to support the daily learning process. It reinforces the acquisition of skills and knowledge necessary to accomplish the students' educational goals. Parents are a necessary component for this factor of the program to be effective. We encourage parents to be actively involved in assisting or facilitating the prompt completion of homework assignments. Students need the support of both home and school in order to achieve what God has planned for each individual. Homework is usually assigned daily except on days specified by the administration to allow students a break from the routine. There is no homework assigned during school-wide assessment days. Parents are welcome to consult with teachers for any questions relating to homework assignments. To ensure that homework and/or other assigned work is/are completed on time, the following guidelines will be instituted in every classroom and subject:

Elementary (3rd through 5th Grade)

- If a student fails to submit his/her homework/seatwork/project/report on the day assigned, **5%** will automatically be deducted.
- An additional **5%** will be deducted until the assigned work is completed and turned into the teacher (up to three school days).
- After the 3rd day, mandatory homework detention will be given by the teacher to those students who have not turned in an assignment. The purpose of the detention is to complete the assignment; if a student does not attend the homework detention the assignment will receive a failing grade.
- In addition, the teacher may also implement one of the Minor Infractions Consequences listed on page 44 when the student is given a failing grade on the assignment.
- Repeated failure to complete homework (5 or more non-submitted homework assignments per quarter), will result in a referral to the Guidance Office with possible disciplinary action.
- *NOTE: Special circumstances i.e. illness, death in family, off-island trips, etc. will be reviewed by administration and be given extensions on a case-by-case basis.*

Junior High/High School (6th through 12th Grade)

- If a student fails to submit his/her homework/seatwork/project/report on the day assigned, **10%** will automatically be deducted.
- An additional **10%** will be deducted until the assigned work is completed and turned into the teacher (up to three school days).
- After the 3rd day, mandatory homework detention will be given by the teacher to those students who have not turned in an assignment. The purpose of the detention is to complete the assignment; if a student does not attend the homework detention the assignment will receive a failing grade.
- In addition, teacher may also implement one of the Minor Infractions Consequences listed on page 44 when the student is given a failing grade on the assignment.

- Repeated failure to complete homework (5 or more non-submitted homework assignments per quarter), will result in a referral to the Guidance Office with possible disciplinary action.

NOTE: Special circumstances i.e. illness, death in family, off-island trips, etc... will be reviewed by administration and be given extensions on a case by case basis.

SIGNED PAPERS/PROGRESS REPORTS/DOCUMENTS POLICY

Communication between the school, teacher, and home is vital. As is stated in our Mission Statement, *we exist to partner with the home*. Part of this communication involves the school/teachers being sure the certain papers and documents i.e. progress reports, test/project scores, and important documents/letters are being received and read by parents. Students will be expected to take the responsibility of showing his/her parent/guardian progress reports, major test/project scores, important documents and letters, and having them returned the following day (or date required) signed by a parent or guardian. If the “Signed Papers” are not returned on the required date, the following discipline will be followed:

- Signed paper(s) will be assessed a homework grade of 100 points. If the Signed Papers are returned on the proper date, 100 points will be given. However, if the Signed Papers are not returned on the assigned date, **5 Points (1st – 5th)/10 points (6th – 12th) will automatically be deducted up to a maximum of 15/30 points. If the student does not turn in the papers after 3 school days, he/she may receive a failing grade for the homework grade.**
- Teachers will communicate by phone call, memorandum, e-mail, or face-to-face with the parent/guardian regarding missing signed papers.
- In addition, a teacher may also implement one of the Minor Infractions consequences listed on page 44 when the student is given a failing grade on the assignment.

STUDENT SERVICES

Library

The library is available for use by all Grace Christian Academy students to:

1. become well informed,
2. conduct research,
3. cultivate the imagination and creative expression,
4. develop skills for career and vocational advancement, and
5. enjoy leisure by means of reading and other media services.

Library procedures

1. A library card is issued to new students at the beginning of the school year (as available). This card will be used during the entire time that the student is enrolled

at GCA. Lost or stolen cards may be replaced for a fee. This card is required in order to check out library materials.

2. Students may check out books, but not videos, magazines or reference materials.
3. Computers, with full internet capability, are available for students and faculty; with student use as priority. Computer usage is limited to two 30-minute internet sessions per day. Sending email requires an individual account. School addresses cannot be used and no chats are allowed. Seating allows for only one person per computer, which will be strictly enforced.
4. A copy machine is available for students. A per page fee is assessed for copying work.
5. Loan period for books is one week. A per day fine is assessed for each book not returned on time. Loan or damaged materials are assessed up to the current retail price plus replacement cost. Library materials cannot be checked out while fines are owed.
6. Limits – Students are allowed to borrow up to three books at a time (K4 – 1 book at a time). Library staff may limit the number of items that can be checked out for subjects in high demand. Up to two titles may be reserved. Titles will be held for two days after request.
7. All Grace Christian Academy policies are in effect in the library at all times.
8. Noise and other inappropriate behavior are prohibited. Any students causing disturbances in the library may be removed from the premises.
9. Food, drinks and gum are not permitted in the library at any time.
10. Students may only copy material from the library that will help in the research and writing projects. References must be given proper credit as to comply with copyright law.
11. The library is opened during school hours only. Specific hours of operation will be posted.
12. Students found mutilating library materials shall be disciplined for destruction of school property.
13. Students should not loan the books they check out from the library to anyone else.
14. Students are asked to observe library regulations, and to return borrowed books promptly.

Cafeteria/Food Service

The cafeteria is opened from 7:00AM-7:30AM for breakfast and during the lunch periods during regular school days for students and staff. The cafeteria is provided for the purpose of consuming food and socializing. All students are expected to obey rules of conduct in the cafeteria as posted or be referred to the Guidance Officer.

Every effort is made to present food that is nutritious and that meets the Federal Food Assistance program guidelines. There is a charge for meals, but GCA students could qualify for reduced-rate or free meals. However, students must submit an application completed by their parent(s) or legal guardian(s) in order to qualify. Information about this program is available at the Office of PSS Child Nutrition Program.

Please note that food service is outsourced through PSS and the Federal Food Program.

STUDENT MEDICAL POLICY

Medical Emergency Procedures

Parents are required to complete an Emergency Medical Form, detailing information for the school in case of emergency. These forms are turned into the homeroom teacher. Minor illnesses are treated at the school clinic or at the business office. Parents are informed of major illnesses. The designated personnel may administer first aid treatment if necessary. We encourage students to have groomed, clean hair, and fingernails. If a student is found to have head lice, a note is sent home to parents/guardians for proper treatment. Parents may also be contacted when a student has pink eye or other contagious diseases.

Physical Examinations

Students are required to undergo a complete physical examination as one of the enrollment requirements. The form must be submitted to the Registrar before school begins. Students will not be allowed to attend classes without an updated physical exam every two years.

If students participate in after-school sports, he/she must undergo a physical exam to play sports. Each exam is valid for one school year, for any type of school sports team.

Chemical Abuse Policy

Grace Christian Academy is a zero-tolerance school. Zero tolerance is defined as the possession, use, or sale of alcoholic beverages, marijuana, crystal meth – amphetamine (ice), narcotics, other mind/behavior altering substances or look a-like substances will not be tolerated and students are subject to immediate expulsion. The aforementioned substances are strictly prohibited at all times on campus or during any school sponsored events/activities.

Any substance or activity representative of drugs will be subject to this chemical abuse policy. Betel nut, tobacco, vaping or any form of chewing tobacco and may be subject to the chemical abuse policy.

The administration reserves the right to search the possession of a student's belongings, including, but not limited to, the student's bags, desk, locker, and automobile if there is a suspicion of an illegal and/or prohibited substance.

Non-Prescription Drugs

Students are not permitted to bring non-prescription medication to school.

Prescription Drugs

Students taking medication prescribed by a physician must inform the office with a written notice from the physician or parent/guardian. The medication is to be given to the nurse or assigned staff who shall administer the medication at the required time. Giving or selling medication on campus is prohibited and subject to serious disciplinary action.

Medical Referrals

A medical referral will be suggested for a student who has been sent to the clinic or business office for illness four or more consecutive times seeking treatment for the same illness.

ATTENDANCE POLICY

The school day begins promptly at 8:00 a.m. and ends at 3:00 p.m. for all grade levels. The school year consists of one hundred eighty instructional days. If a student accumulates more than ten (10) absences in a semester, credit will not be given for the subjects with mandatory summer school and possible retention, as a result.

Responsibilities of Students and Parents

1. Parents or guardians must notify the Business or Guidance Office to report absences between 8:15 a.m. and 9:00 a.m. This can be done by phone call or by emailing ddilse.saipan@gca-nmi.com (email is preferable).
2. Parents of students in elementary school are responsible for scheduling make up quizzes or exams with the teacher. Junior high and senior high students are responsible for scheduling make up quizzes, tests or exams with their teachers upon receipt of an excused absence. All work must be made up within three (3) school days after the student returns. (In case of extended absences, the teacher may allow additional days for make-up work.)
3. Unexcused absences will result in a failing grade for all class work, quizzes, tests, exams (scheduled on that day), and class projects due.
4. Students with five absences in a quarter will have a conference with the principal and the guidance officer.

Coursework completed or high school credit may not be granted if a student is absent more than 5 times per quarter or 10 times per semester, unless under special circumstances approved by Administration. Students will not be allowed to participate in extra-curricular activities if they exceed the allowed number of absences.

Excused Absence

An excused absence is when a student misses a class due to personal illness, serious illness or death of an immediate family member, school approved trips, medical or dental appointments, court appearances, or absences due to Providential causes. Please note that the school must be informed by the parent/guardian. All students are responsible for assignments and lessons missed during these absences.

Unexcused Absences

Unexcused absences are issued to those students without parental or guardian notes, cutting classes, excessive tardiness, suspension or with no valid reason for being absent. Students may receive a failing grade on all missed assignments and assessments for an unexcused absence.

TARDINESS/LATE ARRIVAL TO SCHOOL/CLASS POLICY

Parents are encouraged to bring students to school on time before classes begin. Students are considered tardy after the bell rings. Any student who arrives to school/class late must report immediately to the Attendance/Guidance Office or Business Office. After signing-in, students are to report directly to the class in progress at that time.

In kindergarten and elementary, if a student is an hour tardy, he or she is marked half day absent and must report to the Guidance or Business Office before entering the classroom.

In junior high and high school, students missing ten minutes per subject may be counted ABSENT for the class. **Three unexcused tardy will constitute one unexcused absence.**

1 st unexcused tardy	verbal warning and parent signature required
2 nd unexcused tardy	official letter sent home indicating the next unexcused tardy will equal an unexcused absence
3 rd unexcused tardy	official letter indicating an unexcused absence and next tardy equals a detention
4 th unexcused tardy	official letter indicating one (1) day after-school detention
5 th unexcused tardy	meeting with parent/guardian, principal and student; loss of parking/driving for the remainder of the school year (student drivers), Saturday detention
6 th unexcused tardy	2 nd meeting and Saturday detention
7 th unexcused tardy	other consequences as deemed appropriate by administration

NOTE: The above policy is regarding being late to school. When a student is tardy for class, discipline procedures and policies will be followed

PERFECT ATTENDANCE

Students receive perfect attendance for the school year when he or she attends all classes/periods and is tardy no more than 2 times to any class (including homeroom), per school year. These students are awarded at the end of the school year.

EXCUSE FOR PHYSICAL EDUCATION

When students have a medical or physical limitation that prevents them from full participation in physical education classes, the instructional component is modified in

order for the student to benefit from the program. To qualify for this, students must produce a note from a qualified physician explaining the nature and duration of the limitation.

FIELD TRIPS

School field trips must be requested by teachers and approved by Administration. Students who go on field trips must have written permission of their parent(s) and written permission of all instructors whose classes would be missed as a result of field trip. Any instructor may refuse a student permission to join the field trip due to unsatisfactory grades, poor attendance, or inappropriate classroom behavior.

While on field trips, students are expected to conduct themselves with appropriate decorum. They are subject to all GCA rules and regulations, and to reasonable requests/orders of the chaperone/supervisor.

OFF ISLAND TRIPS

As a matter of policy, Grace Christian Academy discourages parents or guardians from removing their children from classes to attend off-island trips. The absence may affect the student's educational progress. Off-island trip forms may be obtained at the Guidance Office or Registrar's office and submitted prior to the departure date. Fees are imposed to offset early exams, quizzes, and testing costs. **Forms should be submitted at least one week prior to departure for approval. In cases of emergency, please submit forms as soon as possible.**

GRADES, CREDITS, AND HONORS

Progress Reports

Progress Reports are provided to inform parents of the classroom performance of their children. Parents are requested to review the report with their child, sign, and promptly return to the teacher. If the signed progress report is not returned to the teacher, the student is subject to academic and disciplinary action.

Report Cards

Report Cards are issued upon completion of each quarter with a summary of the students' attendance records, grades, and other such topics. They are given to parents, guardians, or an authorized family representative during Parent/Teacher Conferences. They may be withheld for any outstanding school balances on accounts.

Standard Grading Scale:

<u>Letter Grade</u>	<u>Numeric Average</u>	<u>Grade Points Average (GPA)</u>
A+	99-100	4.00
A	96-98	4.00

A-	93-95	4.00
B+	90-92	3.50
B	87-89	3.25
B-	83-86	3.00
C+	80-82	2.50
C	77-79	2.25
C-	73-76	2.00
D+	70-72	1.50
D	67-69	1.25
D-	63-66	1.00
F	0-62	0.00
I	Incomplete	
NC	No Credit	
P	Pass	

Advanced Placement (AP) Classes Grading Scale:

<u>Letter Grade</u>	<u>Numeric Average</u>	<u>Grade Points Average (GPA)</u>
A+	100 - 110	5.00
A	96 - 99	5.00
A-	93 - 95	5.00
B+	90 - 92	4.50
B	87 - 89	4.25
B-	83 - 86	4.00
C+	80 - 82	3.50
C	77 - 79	3.25
C-	73 - 76	3.00
D+	70 - 72	2.50
D	67 - 69	2.25
D-	63 - 66	2.00
D-	60 - 62	1.00
F	0 - 59	0.00
I	Incomplete	
NC	No Credit	
P	Pass	

Honor Roll

Honor roll is a means of recognizing those students in all classes who have not only excelled academically, but also have demonstrated high standards of personal conduct and character. Students with major discipline problems may not be eligible for this certificate (**see Guidelines for Discipline Policy and Procedures**).

Honor Roll certificates are given each of the four quarters in the following three categories:

Principal's List

Students with an "A" average, numeric grade of **96 – 100** in all subjects, per quarter.

A Honor Roll

Students with an “A” average, and no numeric grade below **93** in any subject, per quarter.

B Honor Roll

Students with a “B” average, and no numeric grade below **83** in any subject, per quarter.

Non-academic subjects such as library, art, music, and computer in grades K through 5th and teacher aid and peer tutoring in high school will receive grades of “Pass” or “Fail.” These subjects will not be calculated in numeric averages, per quarter. Physical education in kindergarten through 2nd grade will receive grades of “Pass” or “Fail”, per quarter, per school year.

Any student receiving a grade of “incomplete” must make arrangements with teachers to make up the required work within two weeks of the end of the quarter. Failure to do so will result in a failing grade.

Special Education Procedures and Policies

Grace Christian Academy does not have a formal special education program.

Children who attend public schools are entitled to a free appropriate public education (FAPE) and an individualized education program (IEP). FAPE refers specifically to special education and related services that are provided at public expense, under public supervision and direction, without charge to the parent, and that meet the standards of the state or local education department. Special education and related services must be provided in conformity with an IEP as required by Individuals with Disabilities Education Act (IDEA).

Private schools do not receive the same funding and are not required to provide a free appropriate education, an IEP or provide special education services to children with disabilities. A child enrolled in a private school may have a non-binding Service Plan rather than an IEP.

The public-school system (PSS CNMI) is responsible for providing evaluations and re-evaluations to students parentally placed in a private school. In addition, a minimal amount of money is provided for students who have been tested and qualify for special education services. These funds are often combined and used to provide services such as online speech or occupational therapy or assistive technology.

If a parent/guardian chooses to place a child who currently qualifies for special education services or will later qualify for special education services at Grace Christian Academy, the following procedures/policies will be in place:

- With parental permission, evaluations and re-evaluations will be scheduled based on availability and schedule of the CNMI Public School System liaison to the private schools.
- A Service Plan meeting will be held with the parents, teachers involved, administration or designee, and the CNMI PSS representative.

- The plans, goals, accommodations and modifications in the Service Plan will be followed based on staff and resource availability. GCA may be limited in its capacity to meet all the Service Plan goals, modifications, etc. due to the fact that GCA does not have a Special Education Program.
- Students with modified educational programs (including students in the ESL program) will not be eligible for National Honor Society, Honor Roll, and Academics Awards. These awards and organizations are based on GPA in non-modified educational programs.
- If a student's educational program is modified, this will be stated on reports cards and transcripts (including students in the ESL program).
- Modified courses will be titled appropriately (for example: Basic English 1 vs. 9th Grade Language & Composition).
- Grace Christian Academy does not employ classroom instructional aides. If a student needs individualized assistance, pull-outs may be provided, if appropriate, during the school day based on availability of qualified GCA staff/faculty. Please note that a parent/guardian will not be permitted to act as an aide to his/her child.

Grace Christian Academy Administration reserves the right to decide on a case-by-case basis what is most appropriate for each student.

ACADEMIC HONORS AND CHARACTER RECOGNITION

Students who excel in character and academics are recognized and honored at the end of the school year. Students are constantly and consistently encouraged to perform at their maximum potential. This program is designed to encourage students to continue striving for the highest standards set before man by God.

Students who receive major disciplinary action according to the **Guidelines of Discipline Policy and Procedures** may be ineligible to receive academic honors and character awards.

ACADEMIC AWARDS

Consistent Principal's List

Students with an "A" average in all subjects with no numeric grade below 96, per quarter, per school year

Consistent Honor Roll

Students with an "A" or "B" average in all subjects with no numeric grade below 83, per quarter, per school year

Consistent Effort Award for Kindergarten

Students in the Kindergarten Department are awarded for showing effort in fulfilling all classroom requirements.

Highest Grades Per Grade Level

Each school year, this award is presented to the student who has excelled academically and received the highest cumulative numeric average in his/her class.

CHARACTER AWARDS

It is clear in God's Word that we are to be people of good character. The Bible states that we are to love one another (John 3:34), serve others (I Peter 4:10), and that we are to have a heart after God (Proverbs 23:26).

Diligence Award

Presented to the student who serves as an exceptional example to their peers by demonstrating unwavering perseverance and persistence in school work and other responsibilities and activities.

Joseph-Servant Award

Presented to the student(s) who has shown a spirit of love, forgiveness, submission, helpfulness, cooperation, and a positive attitude towards peers, teachers, and others.

Barnabas-Encourager Award

Given to the student(s) who has been an encouragement and support to others.

Christian Disciple Award

Presented to the student(s) who strives to live a Christ-centered life demonstrated by reflecting the teachings of Jesus in personal lifestyle and commitment, showing love for others and by sharing their faith.

Citizenship Award

This award encompasses all former descriptions of character awards. This award is presented to the student who strives to demonstrate excellent behavior in or out of the classroom and set a unique example of the love of Jesus.

GRADUATION AND COURSE REQUIREMENTS

From Kindergarten to 8th grade requirements are based upon the final grade. Subjects may include, but not limited to the following: Bible, Math, Numbers or Arithmetic, History, English or Language, Literature, Phonics, Reading, Science, Spelling and Penmanship.

1. K4 will be automatically promoted to K5.
2. K5-8th grade will need to fulfill all requirements below:
 - a. If a student has two failing grades he/she may be required to take and pass summer school before granted promotion.
 - b. To receive a passing grade in summer school, a student must fulfill all attendance requirements for summer school and receive a satisfactory final grade.

3. If a student has excessive unexcused absences (more than 10 per semester), the student may be required to take summer school or equivalent course.

High School (Grades 9-12)

The number of credits earned will determine a high school student's class placement or classification:

Freshman	00 - 08	credits
Sophomore	09 - 16	credits
Junior	17 - 24	credits
Senior	25 - 32	credits

Courses Offered

Bible

Introduction to Christianity
 Studies of Doctrines/Theology
 World Religions
 Origins (Science & Faith)

History

U.S. History
 CNMI History
 American Government/World Geography
 World History

English

Literature: 9, 10, 11, 12
 Language Arts & Composition: 9, 10, 11, 12
 AP Literature & Composition
 AP Language & Composition

Science

Environmental Science
 Biology
 Chemistry
 AP Physics
 AP Biology
 Fundamentals of Human Anatomy & Physiology

Mathematics

Algebra 1 and 2
 Geometry
 Pre-Calculus
 Calculus (Honors)
 Business Math
 College Accounting (Honors)

Foreign Language

Japanese 1 and 2

Physical Education

Other

Photojournalism
 Teacher Aide

***NOTE:** A student can only take a total of one semester/two quarters of TA. Also, this course will be given a grade of pass or fail and will not be included in the overall GPA.

Awarding of Credit

Credit is awarded per quarter (.5 or ½) if a student receives a numeric grade of "63" or higher. Students may earn a possible of eight credits for each school year.

Credits are earned as follows:

1. A student receives a numeric average passing grade of “63” in any approved subject at the end of each quarter.
2. A student does not have excessive absences (more than 5 per quarter/10 each semester.)
3. A student receives a satisfactory numeric grade in another approved subject/activity evaluated or determined by Administration.

Credits from other Institutions:

1. Students may earn credits from other institutions if the course is not offered at the Academy.
2. Credits may be eligible to apply to required courses/credits for graduation; however, grades are not factored into cumulative numeric average or the overall GPA of the student for awarding of academic awards/honors (i.e. valedictorian, salutatorian, and graduating with honors 3rd/4th/5th).
3. Credits will not be accepted from other schools for anything less than a half-credit.

Adding/Dropping Courses

Students are allowed to add or drop an elective class within the first week of school. Therefore, the student will remain in the regular class until the Registrar gives notice of the change. It is the student’s responsibility to inform the Vice-Principal and Registrar’s office before the first school day of the following week.

Summer School

The summer school program is designed for remedial purposes only and not for advancement. For senior high students, summer school is available only to those students failing one quarter (1/2 credit) of a semester class/subject or failing one semester (1 credit). No more than one credit may be awarded for each subject taken.

Summer school credits are awarded as stated in Graduation Requirements for kindergarten to 12th grade.

GRADUATION CEREMONIES

Graduation ceremonies are conducted for kindergarten, elementary, and senior high classes for those students who have completed the required courses of study for each section.

Guidelines to Discipline Policy & Procedures will be applied when determining students who graduate with academic honors and character awards.

****8th Grade Students will participate in a Promotion Ceremony***

MAJOR ACADEMIC AWARDS

As stated earlier, Grace Christian Academy desires to produce students that 'excel in their academic pursuits'. During our graduation ceremonies we feel it is important to give special recognition to those students who have excelled high and above academically. Listed below are the descriptions and requirements of our top five academic awards for graduating students.

TOP FIVE ACADEMIC AWARDS

Valedictorian

The graduating 5th grade student who has earned the highest cumulative numeric average, from ***third through fifth grade and has attended GCA for those school years.***

The graduating 12th grade student who has earned the highest cumulative numeric average ***from ninth through twelfth grade and has attended GCA for those years.***

The valedictorian of the graduating class earned a numeric grade of "83" or higher per subject, per quarter, per school year, and obtained the required years of residency at GCA.

The graduating 12th grade valedictorian must have a minimum of two credits of an AP course, Advanced Math, or Advanced Science.

Guidelines to Discipline Policy & Procedures will be applied when determining valedictorian.

Salutarian

The graduating 5th grade student who has earned the second highest cumulative numeric average, from ***third through fifth grade and has attended GCA for those school years.***

The graduating 12th grade student who has earned the second highest cumulative numeric average ***from ninth through twelfth grade and has attended GCA for those years.***

The salutarian of the graduating class earned a numeric grade of "83" or higher per subject, per quarter, per school year, and obtained the required years of residency at GCA.

The graduating 12th grade salutarian must have a minimum of two credits of AP course or Advanced Math.

Guidelines to Discipline Policy & Procedures will be applied when determining salutatorian.

Graduating with Honors: Third, Fourth, and Fifth

Awarded to those students who have earned third, fourth, or fifth highest cumulative numeric average, per school year.

The graduating 5th grade student who has earned the third, fourth, or fifth highest cumulative numeric average, from ***third through fifth grade and has attended GCA for those school years.***

The graduating 12th grade student who has earned the third, fourth, or fifth highest cumulative numeric average ***from ninth through twelfth grade and has attended GCA for grades 10th through 12th consecutively.***

The graduating students that place third, fourth, or fifth highest of the class earned a numeric grade of “83” or higher per subject, per quarter, and obtained the required years of residency at GCA. NOTE: A student’s 9th grade scores from a previous school(s) will be included in the student’s cumulative numeric average.

The graduating 12th grade students that place third, fourth, or fifth highest of the class must have a minimum of two credits of AP course or Advanced Math.

Guidelines to Discipline Policy & Procedures will be applied when determining those students who are Graduating with Honors.

MAJOR CHARACTER AWARDS

Eagle Award: Recipient and Runner - Up

This is the most prestigious award; this award encompasses all GCA character awards. This award is presented to the outstanding graduating students (excluding K5) who exude the character of Jesus Christ, earn consistent academic honors, displays character excellence, displays leadership skills in class, and are actively involved in school and church activities. Nominees of this award must have attended GCA for two consecutive years, including the year of the award. ***Awardees are nominated by their peers, GCA faculty, staff and administration.***

OTHER ACADEMIC AWARDS

This award is given to recognize those students who have consistently maintained a high GPA, but have not met the same stringent requirements of the Major Academic Awards.

Consistent High GPA

5th grade students who have maintained a grade point average (GPA) of 3.5 throughout the present year and two previous years, with having attended GCA for the last two school years. (4th and 5th grades).

12th grade students who have maintained a grade point average (GPA) of 3.5 throughout 9th – 12th grade, with having attended GCA for the last two school years (11th and 12th grades).

Guidelines to Discipline Policy & Procedures will be applied when determining those students who are Graduating with Honors.

STUDENT DISCIPLINE POLICY AND PROCEDURES

General Principles

The ultimate goal of the Academy in establishing the Discipline Policy and Procedures is to develop students who are wise. Wisdom is looking at and reacting to life from God's perspective. All that is involved in disciplining children in the home, in the school, and in the church is directed toward wisdom. Students are consistently taught to put off negative character qualities and put on positive character qualities. This is done through discipline that is grounded on firmness and love, with emphasis on who the student is, not what the student does.

At GCA, the classroom teacher is the primary educator of the students, and that includes character training. All other offices in the school are support groups in the character development of students. Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect for or confidence in either parents or teachers will harm the child. When there is a misunderstanding, a student should take it quickly to the teacher. Often a conference or even a note can clear up the difficulty.

GCA is dedicated to developing young men and women of Christian character and integrity. It is important as parents, teachers, and administrators to be consistent with our children so that they clearly understand what is expected of them. We believe that established discipline within the classroom and the home is not only scripturally admonished, but educationally sound. It is the expectation of Grace Christian Academy that our students maintain Christ-like behavior and uphold the standards of the school as written and explained in this handbook at all times whether on or off campus.

The following are some general principles for all students to follow:

Classroom courtesy

Students are expected to maintain a friendly and disciplined academic atmosphere, always being courteous to one another and respectful of other cultures.

Teachers are the classroom authority

Teachers require the cooperation and respect of students in order to be effective educators.

Obedience to authority

Any school employee is in authority over the student and the student is expected to show obedience and give respect to such individuals.

Showing proper respect for school property

Students are expected to respect the blessings of the Lord, including the grounds, buildings, and the entire campus. Vandalism and any such actions will not be tolerated on campus.

English is the official school language

Because this is an English speaking school preparing students for higher education, we feel it is beneficial to the student to learn to speak and understand English proficiently. Therefore, it is expected that English be spoken while on campus as much as possible. Permission will be given, though, by the classroom teacher and/or during designated times for students to speak in their first language.

CHEATING POLICY

Students are encouraged to do their own work and to help their classmates when in need. When students, though, are caught looking at another student's paper or using other such means to answer questions on tests, quizzes, or exams or committing plagiarism on writing assignments, the Guidance Officer (GO) and the parents are immediately notified. Students are given a failing grade for coursework and Steps of Discipline for Major Infractions will be followed.

Cheating on Homework/Seatwork

Students caught cheating (giving or receiving answers) on homework or daily seatwork assignments for the first time will receive a minor infraction and a failing grade on the assignment. Documentation of this infraction will be done and the parents will be informed. If the incident occurs for a second time, the student then receives a Major Infraction, and Steps for Major Infractions are followed.

Pre-Meditated Cheating (May include, but not limited to):

A student caught in possession of passing or creating copies of exams, tests, quizzes, answer keys, or cheat notes by any method (i.e. electronic devices, paper, verbally, hand signals, etc.). Students are given a failing grade for coursework and Steps of Discipline for Major Infractions are followed.

Impulsive Cheating (May include, but not limited to):

A student who looks at another student's paper, asks another student for answers, gives another student an answer(s), looks at electronic devices/book/notes during the test or quiz, passes notes, or speaks in another language during the test/quiz (or appears to cheat by doing any of the previously mentioned pre-meditated cheating). Students are given a failing grade for coursework and Steps of Discipline for Major Infractions are followed.

DETENTION

Detention is a discipline measure the academy uses in which the student is required to stay after school (3:00 – 4:00 p.m.) in a monitored room. The student is not allowed to socialize, have any electronics, or work on any school related assignments. In addition, the student must follow the guidelines and instructions given by the supervising faculty. The student may be allocated supervised work detail or given assigned reading material. Students may also be required to report to school for Saturday Detention from 8:30AM to 11:30AM. During this time the student will do chores such as, but not limited to, cleaning classrooms, campus facilities and grounds. Detention notices will go out to the parents at least one to two days before any scheduled detention. Failure to serve detention will result in other forms of discipline.

CORPORAL DISCIPLINE POLICY

Corporal discipline may be administered when the student has committed infractions in certain categories. The respective Guidance Officer (GO) or Principal carries it out, with a witness present in the room. A wooden paddle is used and one to two swats is/are given depending on the severity of the infraction. As much as possible, parents are notified of the action on the same day by phone. If attempts fail, then a notice is sent home with the student.

1. The offense is clearly discussed with the student.
2. Staff will discuss Scriptural applications and pray with your child.
3. Students are not physically restrained.
4. The corporal discipline measure is documented.

Scripture: “He who spares the rod hates his son, but he who loves him is careful to discipline him.” Proverbs 13:24

SUSPENSION

Suspension is the removal of a student from school for a specified period of time (1 to 5 days) for a certain unacceptable behavior listed in the discipline policy. If a student serves in-school or at-home suspension, those days are considered as unexcused absences.

1. A conference between the parents and a school official will be necessary before the student is allowed to return to school after each suspension
2. A suspended student will receive failing grades for the period of suspension in all of his/her classes on all schoolwork, quizzes, exams, or projects.
3. The student is limited to three (3) suspensions (in-school and/or at-home) in a school year. Any major infraction thereafter will result in **expulsion**.

PROBATION

Probation is enforced if a student exhibits inappropriate behavior and continues to receive discipline consequences or have academic problems.

1. Academic Probation
 - a. Low score on diagnostic tests for new students
 - b. Unsatisfactory academic progress within a nine-week period
 - c. Returning students with low academic grade
2. Disciplinary Probation
 - a. When a student receives their second major infraction (6th-12th) or third red key (K4-5th)
 - b. Transferring students who may have discipline problems in former school
 - c. Returning students with discipline problems the previous year will be placed on probation for first quarter.
 - d. Students with two suspensions in a year.
 - e. Other situations at the discretion of administration.

Entering Probation

Probation takes effect after the student's performance is reviewed and found unsatisfactory. A conference is held with the student, parents, principal, and the guidance officer.

Probation Period

Probation period lasts for a minimum of three weeks, at the discretion of Guidance Officer and Administration. Student participation in extracurricular activities is suspended and all privileges are revoked during this period. Positions of trust and leadership are suspended and possibly removed. Progress reports are given to parents every three weeks.

Evaluation Procedures for Probation

1. Academic Probation
 - a. The teacher reviews student grades and behavior.
 - b. The principal evaluates grades and sends the progress reports to the parents.
2. Disciplinary Probation
 - a. Discipline records are reviewed.
 - b. Guidance officer initiates meeting and prepares progress reports.

KINDERGARTEN AND ELEMENTARY DISCIPLINE

General Rules:

1. Students are to receive permission before speaking or answering and before leaving a seat.
2. Chewing gum is prohibited **anywhere on campus.**
3. Students are expected to be in authorized areas only.
4. Students are prohibited from bringing distracting items to school (i.e. toys, electronic games, Ipods, cards, etc.) unless it is a part of a class activity.

5. Students must work on assignments given in the classrooms.
6. Students are encouraged to respect and value the culture of others.
7. Students' desks and personal property must be clean and tidy.
8. Tipping classroom chairs are prohibited. Students are required to have materials and supplies necessary for class.
9. Students are to follow teachers' instructions the first time it is given.

Minor Infractions (may include, but not limited to the following):

1. Not following directions
2. Talking without permission
3. Making fun of others/teasing
4. Distracting behavior
5. Others deemed appropriate by the administration

Note: Cell phones and all electronic devices should be turned into the homeroom teacher before the start of the school day.

Major Infractions (may include but not limited to the following):

1. Cheating (see cheating policies and consequences)
2. Outright disobedience or disrespect to authority (all staff and faculty)
3. Swearing/Cursing/Using derogatory terms or slang words to put other person(s) down
4. Damaging school property in any form/way
5. Lying to teacher or staff member
6. Stealing
7. Fighting/Bullying/Injuring another student or teachers, verbally, physically, and/or written form during or after school hours (including online)
8. Smoking, vaping, chewing betel nut or tobacco
9. Possession of drugs or alcohol
10. Possession of a weapon [knife, gun (including BB gun), box cutter, etc...]
11. Inappropriate behavior/language (written or verbal – including online)
12. Others deemed appropriate by the administration

****If a student commits any of the major infractions listed, parents will be notified.***

GUIDELINES OF DISCIPLINE POLICY AND PROCEDURES

It is very important to use visuals and manipulative to help students learn, comprehend and retain knowledge. A discipline plan using visuals and manipulative has been proven effective in this department.

Teachers follow a plan in disciplining students. This plan uses a key with different colors for each step. Each key with the child's name is placed on blue at the beginning of the day. After a rule has been violated, the student must change the key to the next color. This allows students to realize a rule is broken and to visualize the consequences.

K4 – 2nd grades, the colors are as follows:

Blue:	Excellent behavior
Green:	First infraction
Yellow:	Second infraction
Orange:	Third infraction
Red:	Fourth infraction

The consequences for each infraction (misbehavior) are listed below in the Methods of Discipline section.

3rd through 5th grade level, colors are as follows:

Blue:	Excellent behavior
Yellow:	First infraction
Orange:	Second infraction
Red:	Third infraction

Steps of Discipline for Minor Infractions

Kindergarten to Grade 2

- A. First Infraction – 1st warning, student will be counseled – key moves to green
- B. Second Infraction – 2nd warning, key moves to yellow, time out or loss of privilege in class
- C. Third Infraction – 3rd warning, key moves to orange, consequences given, teacher informs parents, discipline form sent home for signature
- D. Fourth Infraction – Key moved to red, treated as a Major Infraction, student sent to guidance office, discipline officer will call home, form sent home for signature

Grades 3 – 5

- A. First Infraction- First warning, student will be counseled, key moves to yellow
- B. Second Infraction- Second warning, key moves to orange, consequences given, teacher informs parents; discipline form sent home for signature
- C. Third Infraction – Key moved to red, treated as a Major Infraction, child sent to guidance office, discipline officer will call home, form sent home for signature

Kindergarten to Grade 5

The following procedures are in effect regarding an orange key (per semester):

First Orange:	Teacher communicates with parents (phone, e-mail or face-to-face)
Second Orange:	Parent conference with the teacher concerned (face-to-face)
Third Orange:	Treated as a Major Infraction (red key); student sent to guidance office
Fourth Orange:	Parent/Student conference with the Guidance Office

Methods of Discipline Administered Kindergarten and Elementary

General Procedures

When a student commits a Major Infraction in or out of the classroom, the teacher or witnessing staff shall refer the student to the appropriate GO and parents shall be notified personally, by phone, or by note home.

It is the expectation of Grace Christian Academy that our students maintain Christ-like behavior and uphold the standards of the school as written and explained in this handbook at all times whether on or off campus.

Grace Christian Academy Administration reserves the right to decide on a case-by-case basis the disciplinary consequences deemed most appropriate for each student.

Steps of Discipline for Major Infractions (Kindergarten to Grade 5):

1st Red Key: The student is counseled and parent(s) notified by the supervising faculty or staff, Appropriate consequence(s) will be given.

2nd Red Key: Visit to the Guidance Office, Loss of eligibility of Character Award, Additional appropriate consequence(s) given

3rd Red Key: Consequences of 1st and 2nd Red Key, Parent Conference with GO and teacher: Conference to discuss problems and how the school and home may work together to help the student make better choices. Student is ineligible to attend the end of the year activities. Further consequences will also be discussed.

4th Red Key: Suspension: Parent Conference with GO, teacher, and principal, an individualized discipline plan (IDP) is developed for the student, who is placed on discipline probation. The IDP will include a detailed plan of specific changes in attitude and actions to be expected of the student. It will also include responsibilities of the Parents and the Teachers. The student may not return to the classroom without clearance. NOTE: Corporal Discipline may also be administered.

5th Red Key: Conference with the Board Chairman, principal, GO, and staff/teacher involved. If the situation continues, the parents, student(s), and other appropriate faculty and staff meet with the principal to review the previous action taken and recommend further course of action. NOTE: Corporal Discipline may also be administered.

6th Red Key: Expulsion is recommended if it is apparent that the school is unable to meet the needs of the student and all efforts have been made to address behavioral or other identified issues. Expulsion requires the approval of the Board.

****Kindergarten to Grade 2: Students are given clean slates in January.***

GUIDELINES TO JUNIOR AND SENIOR HIGH SCHOOL DISCIPLINE POLICY & PROCEDURES

Students are required to sign a student contract confirming their agreement and understanding of all school policies and procedures at the beginning of the year. We believe that when a student becomes a part of GCA, he/she represents the school at all times, whether on or off campus. It is the expectation of Grace Christian Academy that our students maintain Christ-like behavior and uphold the standards of the school as written and explained in this handbook at all times whether on or off campus.

Grace Christian Academy Administration reserves the right to decide on a case-by-case basis the disciplinary consequences deemed most appropriate for each student.

General Guidelines:

1. At the beginning of the year, students are given ten points for the entire year.
2. Points are deducted as infractions occur, based on the Category and severity of the infraction.
3. Parents are notified in writing and/or by telephone by the Guidance Officer (GO) when points are deducted. Written notices require parent or guardian signature to be returned as indicated.

Points System:

The point level will determine the following actions:

1. Nine:
 - a. Conference with the GO explaining proper conduct.
 - b. Additional measures may be imposed.
 - c. May be ineligible for Character Awards, and possible ineligibility for Academic Awards due to Category or severity of Infraction.
 - d. Placed on probation from extra-curricular activities (i.e. sports team, mock trial team)
2. Eight:
 - a. Conference with the GO.
 - b. Referral to Pastoral Affairs.
 - c. Additional measures may be imposed.

- d. If points deducted due to Major Infraction #2, student may be removed from extra-curricular activities (i.e. sports team, mock trial, etc.)
 - e. Same as #1, "c"
3. Seven:
- a. Conference with parents, student, and GO.
 - b. Referral to Pastoral Affairs
 - c. Additional measures may be imposed.
 - d. Disqualification from all honors and awards
 - e. Same as #2, "d"
4. Six:
- a. Conference with parents, student, and GO.
 - b. Loss of leadership privileges.
 - c. Loss of privileges for after-school activities.
 - d. Disqualification from all honors and awards.
 - e. Referral to Pastoral Affairs
 - f. Additional measures may be imposed from #1, #2, #3
5. Five/Four/Three/Two
- a. Suspension/Conference with parents, student, and principal.
 - b. Student is placed on probation.
 - c. Same as b-f above.
6. One:
- a. Conference with the board chairman
 - b. Same as b-f of #4 and #5
7. Zero: Expulsion

Guidelines

1. Points lost due to a Category Two/Three infraction **will not** be restored.
2. Points lost from repeated Minor Infractions may be restored.
 - a. One point may be restored to students who have not received any infraction for a three-week period.
 - b. Students may request to do work detail for an hour each day after school for two weeks or a total of ten hours to earn back one point.

DISCIPLINE CATEGORIES AND CONSEQUENCES

Misconduct will be classified into three (3) Categories depending upon the severity of the violation.

Minor Infractions

The classroom teacher will be responsible for enforcing the rules and passing out the consequences in the classroom. The teacher is the authority figure and is the primary character-building trainer of the school. As the authority figure in the classroom, the teacher demands the respect of each student entering his/her class.

Minor Infractions (may include, but not limited to the following):

1. Not following directions
2. Talking without permission
3. Making fun of others/teasing
4. Distracting behavior
5. Sleeping in class
6. Others deemed appropriate by the administration

Consequences for Minor Infractions

These infractions will receive immediate consequences issued by the supervising staff/faculty member. The infraction and consequence will then be logged and submitted to the guidance office daily. The consequences could include, but are not limited to:

1. **Loss of free time:** A teacher may choose to keep a student during any free time the student may have such as lunch free time (after the 15 min. eating time allowed), any period without a scheduled class (for seniors), etc.
2. **Loss of classroom privileges:** A teacher may deny a student the privilege to go on a field trip, class picnic or class function.
3. **Physical exertion:** A teacher may require a student to do push-ups, run laps or other forms of physical exertion as a measure of discipline.
4. **Assigning chores:** A teacher may require a student to do chores such as but not limited to sweeping floors, taking out the trash, and cleaning windows.
5. **Assigning a writing assignment:** A teacher may require a student to write an assignment aside from having to do his/her coursework.
6. **Lunch detention:** A teacher may require a student to be in lunch detention
7. **After-school detention**
8. **Probation**

Repeat Offenders

Continued minor infractions will be dealt with as follows:

1. If a student receives two (2) Minor infractions within one class period in the same day for any reason, he/she will be sent to the Guidance Office. This will be considered a Major Infraction.
2. If a student receives three (3) Minor infractions for any reason within one week, he/she will be called in by the Guidance Officer. This will be considered as a Major Infraction.
3. If a student receives four (4) or more Minor Infractions within a month, he/she will be called in by the Guidance Officer. This will be considered as a Major Infraction.
4. Consistent accumulation of minor infractions can be considered as direct disobedience to policies and standards resulting in a Major Category Three.

Major “Category Two” Infractions

Activities and actions that are serious in nature constitute a Major “Category Two” Infraction. The school will attempt to work with the student for change.

NOTE: A Major Infraction “Category Two” Infraction will be considered and documented as committing a second major infraction. The Discipline and Policy Procedures of 2nd Major Infraction will be followed.

It is the expectation of Grace Christian Academy that our students maintain Christ-like behavior and uphold the standards of the school as written and explained in this handbook at all times whether on or off campus.

Grace Christian Academy Administration reserves the right to decide on a case-by-case basis the disciplinary consequences deemed most appropriate for each student.

Major Infractions List: (may include, but not limited to the following):

1. Fighting: Verbal Responses/Reactions or Physical Responses/Reactions
2. Disobedience to a teacher’s instructions (i.e. leaving classroom without permission, blatant disregard for teacher instructions, etc.)
3. Extortion from other students (obtaining money or personal property from other students by force or threat)
4. Disrespect toward faculty or staff.
5. Injury to another student or staff from reckless behavior
6. Stealing (Depending on severity, this may be considered a Major Category 3 Infraction.)
7. Truancy (cutting/skipping classes, leaving campus without permission)
8. Consistent failure to respond to correction
9. Vandalism
10. Opening of prohibited web sites (for example: sites containing pornography, explicit language, gambling, etc.)
11. Inciting rebellious acts such as fights/ other behavior
12. Bullying – inflicting physical, emotional, and mental distress on another student by means of threats or harmful actions or words during or after school hours (including online)
13. Lying to teachers or staff.
14. Possession and/or use of betel nut, cigarettes, vaping paraphernalia or any form of tobacco on campus
15. Making harmful threats to students or staff (including online)
16. Destroying school property. In addition to initial consequences, the student will be required to pay for damages and present a receipt from the Business Office to the Guidance Officer before returning to class.
17. Driving to school without a license – students will lose driving privileges for reckless action on campus.
18. Transporting other students off-campus without authorization
19. Cheating on exams, tests, or quizzes (Students receive a failing grade for applicable coursework, in addition to consequences listed in Cheating Policy.)
20. Plagiarism
21. Swearing/Cursing/Using derogatory terms or slang words to put others down
22. Forgery of parent’s or staff’s signature

23. Spreading gossip
24. Repeated minor infractions (Major Category One Infraction for first offense)
25. Speaking to unauthorized campus visitors without permission
26. Possession of firecrackers, stink bombs
27. Causing safety hazard
28. Refusal to receive correction
29. Being in unauthorized areas (vehicles, offices, wooded area outside campus boundaries, and other areas declared off limits by school administration)
30. Inappropriate behavior/language (written or verbal)
31. Inappropriate displays of affection (as defined by school authorities)
32. Derogatory comments/words used or defaming GCA (school or individuals) including online (i.e. Facebook, Twitter, or any type of social media)
33. Possession of pornographic material (depending on severity)
34. Others deemed appropriate by the administration

CONSEQUENCES FOR MAJOR INFRACTIONS

First Major Infraction- Student is sent to the Guidance Office with the Discipline Referral Form (Major Infraction Form) completed and signed by supervising faculty or witnessing staff. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer. The student will be counseled (1pt. deduction) by the Discipline officer and serve one day after school detention. Discipline Policy & Procedures will be administered. Student will be placed on probation (see Probation section) from extra-curricular activities/sports team and others as stated.

Second Major Infraction- Student is sent to the Guidance Office with the Discipline Referral Form (Major Infraction Form) completed and signed by supervising or witnessing faculty/staff. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer and findings reported to the Principal. Parents will be contacted by the Discipline Officer in writing and a conference will be held. The student will serve at least 1 day after-school detention and/or Saturday detention, and will be counseled by the Guidance Officer or a GCA Pastor. Points deducted will be minimum of 2 or maximum of 4 depending on the severity of the Infraction. Student will be removed from extra-curricular activities/sports team/leadership/and others. Discipline Policy & Procedures will be administered.

Third Major Infraction – Student is sent to the Guidance Office with the Discipline Referral Form (Major Infraction) completed and signed by supervising faculty or witnessing. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer and findings reported to the Principal. Parents will be contacted by the Discipline Officer in writing and a conference will be called with the Principal, Parents, Guidance Officer, and student. Student will receive one 1-3 day(s) suspension (in-house or at-home), minimum 5 points deduction, 2 days of after-school and/or Saturday detention, removed from any extracurricular

activities/leadership/etc..., and will be counseled. Discipline Policy & Procedures will be administered.

Fourth Major Infraction- Student is sent to the Guidance Office with the Discipline Referral Form completed and signed by supervising faculty or witnessing. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer and findings reported to the Principal. Parents will be contacted by the Discipline Officer in writing and a conference will be called with the Principal, Parents, and student. The student will receive at least 2 days at-home suspension, minimum of 2 points deduction and 5 days of after-school detention and/or Saturday detention. Number of suspension days may be prolonged depending on student's behavior during suspension. All grades during this time will receive a failing grade. The student will be recommended for counseling, probation for the rest of the year and possible expulsion.

Major "Category Three" Infractions

Category Three Infraction includes activities that seriously threaten the safety of a student, his/her classmates, or others. Activities that show blatant lack of respect for CNMI laws, authority or property and activities that violate the Biblical moral codes or conduct. This also includes the promoting, advocating, and or advertising of such activities in any format or medium. These offenses may be grounds for immediate expulsion.

It is the expectation of Grace Christian Academy that our students maintain Christ-like behavior and uphold the standards of the school as written and explained in this handbook at all times whether on or off campus.

Grace Christian Academy Administration and/or Board reserve the right to decide on a case-by-case basis the disciplinary consequences deemed most appropriate for each student.

Sample Infractions (may include, but not limited to the following):

1. Violation of CNMI or Federal laws (legally charged and found guilty) (*Romans 13:1-7*)
2. Possession, dealing, use of drugs and alcohol on or off campus or also during school-sponsored activity
3. Stealing
4. Violence (involvement in a riot; possession or use of any deadly weapon)
5. Physical threat or harm to school staff/faculty or another student (written, verbal, online, etc.)
6. Strong immoral behavior (*1 Cor. 6:18*)
7. Blatant lack of respect for school authority (obvious defiance)
8. More than three suspensions in a school year
9. A student who has used up 10 points from the Discipline Points System
10. Others deemed appropriate by the administration

DRESS CODE & UNIFORM POLICY

The attire and grooming of Grace Christian Academy students must be modest, clean, neat, and adhering to the standards expected of a representative of the school. Whether on or off campus, proper dress indicates one's self-respect and symbolizes the unity of purpose and philosophy of Grace Christian Academy. The school uniform should be worn with dignity and proper decorum and students must conduct themselves properly. The uniform should also be worn to promote discipline and foster pride in being a student of Grace Christian Academy.

Students are required to observe the dress code fully and properly at all times on or off campus during a school-related activity. Students not observing this code shall not be admitted to classes and be subject to immediate discipline, at the discretion of the Guidance Officer.

Casual dress days are privileges, not rights. If the dress code is not observed, this privilege shall be revoked.

Students are required to wear the prescribed uniforms when representing the school in interscholastic activities and or field trips.

Kindergarten

Boys and girls wear the gray GCA shorts/skirts and white shirts or PE shirts with the school's logo.

Girls Uniform (Grades 1-5)

Jumper- Blue plaid with GCA embroidered logo

Blouse- White, with a collar and short sleeves, without logo

Girls Uniform (Grades 6-12)

Skirt- Blue plaid skirt (Skirts must be at the knee)

Blouse: Navy Blue w/ GCA logo (neat & buttoned up at all times)

Undershirt/Tank-top (if showing): must be gray, black, navy blue, or white (must not show below the blouse)

Boys Uniform (Grades 1-5)

Trousers- Gray (Pants must be worn at the natural waistline, not on the hips.)

Belts must be worn in the belt loops, if necessary to hold pants in place.

Shirt- White, short sleeves with collar and front buttons, with GCA embroidered

Logo (Shirts must be buttoned and tucked in at all times.)

Under-Shirt/Tank-top – White, Black, Navy Blue, or Gray, short-sleeves

Boys Uniform (Grades 6 – 12)

Trousers- Gray (Pants must be worn at the natural waistline, not on the hips.)

Shirt- Navy Blue with GCA embroidered Logo

(Shirts must be neat and buttoned up at all times.)

Under-Shirt/Tank-top (if showing) – White, Black, Navy Blue, or Gray, short-sleeves (must not show below the shirt)

Kindergarten Physical Education (P.E.) Uniform

Gray shirts with GCA logo and solid gray, navy blue, or black shorts

Elementary, Junior, and Senior High P.E. Uniform

Gray shirt with GCA logo and **solid** black, navy blue, or gray shorts. P.E. shirts are available at the Business Office. Shorts must be no shorter than 3 inches above the knees and may be purchased outside of GCA.

Excuse for Physical Education Class

When students have a medical or physical limitation that prevents them from full participation in physical education classes, the instructional component is modified in order for the student to benefit from the program. To qualify for this, students must produce a note from a qualified physician explaining the nature and duration of the limitation.

Activity Day Dress Code

Ankle-length blue or black jeans
Class T-shirts & Close-Toed Shoes

Casual Day Dress Code

Pants with inappropriate/openings holes, **are not permitted.**
Modest clothes – no shirts exposing belly skin, no spaghetti strap or sleeveless shirts (Administration reserves the right to decide what is considered “modest” clothing.)
Capris, cargos, and shorts no more than 3 inches above the knee are permitted on casual days (boys and girls).

OTHER UNIFORM RELATED POLICY

Allowed

- ❖ **Solid** white, black, gray, navy jackets, or **cardigan sweaters with zipper or buttons may be worn inside the classroom or outside the classroom, as needed**
- ❖ Belts are only allowed in the belt loops, not hanging down.
- ❖ Shoes are close-toed
- ❖ Uniforms must be worn clean and neatly pressed
- ❖ Hats or caps are allowed only during PE classes
- ❖ **The principal must approve other types of uniform**

Not Allowed

- ❖ Bandanas and hanging chains on trousers
- ❖ Male students with earrings (at all times during school-related activity & on campus)
- ❖ Hair on male students touching the collar or long in general
- ❖ Hair dye with outrageous color and outlandish hair decorations
- ❖ Sandals, slippers, zorries, or jellybean-type shoes, flip-flops
- ❖ Tights/stretchy pants (grades 3-12)
- ❖ Visual body piercings (other than earrings for girls)

- ❖ Roller skate shoes
- ❖ Shirts with inappropriate print
- ❖ Shirts that are see-through, revealing or overly tight
- ❖ Hats, hoods, or sunglasses, at any time inside the classroom, chapel, and offices

Accountability:

- ◆ Parents are to ensure that the students understand and abide by the school dress code/uniform policy (NOTE: laundry issues are not an acceptable excuse).
- ◆ Teachers are to check that students are dressed properly. Disciplinary action will be enforced for those who do not follow the dress code/uniform policy.
- ◆ The administration reserves the right to serve as the final authority on student appearance during school operations and at any school functions, and will take appropriate disciplinary measures for repeated offenses.

UNIFORM VIOLATIONS (6th – 12th)

Standards of dress vary from school to school. The standards are reflections of several factors: philosophy of the school, reflection of community, climactic conditions, appropriateness for the activities, and Christian modesty.

First time violations- The violation will be treated as a Minor Infraction, and the student must *immediately* correct the offense. If the offense cannot immediately be corrected the student is to be sent to the Guidance Officer, whereupon, the student must call home for necessary items to be brought to correct the violation.

Repeated offenses- Repeatedly violating the uniform policy is seen as an act of disrespect to the school, and outright disobedience to the school's policies. This then will be treated sternly.

1. Two infractions within a week or three within a month will be treated as a Category Two Infraction receiving a Major Infraction and detention.
2. If there is another infraction after a student receives a Major Infraction due to uniform violation, he/she will receive an in-house suspension and be placed on disciplinary probation.

CELL PHONES, IPODS, LAPTOPS, TABLETS, EARBUDS OR ANY OTHER ELECTRONIC DEVICE

The use of all electronic devices is prohibited during the school day without permission from staff/faculty. All cell phones must be turned into the homeroom teacher at the beginning of the school day. ***Cell phones should be turned off or on silent mode***

and must have student's name upon surrender to the teacher. All electronic devices must have identification name.

NOTE: If a student is found in the possession of a cell phone/earbuds/electronic device during a test or quiz, he/she will automatically receive a Major Infraction "Category Two"

OTHER INFORMATION/POLICIES/PROCEDURES

SENIOR PRIVILEGES

Seniors are given privileges in recognition of their years of hard work and discipline in the educational arena. They may leave the campus during lunch and after their last class but only with the parent's written permission. They are expected to be the examples to the student body of the Christ-like character that the school aims to develop in all the students. With the privileges come the responsibility to maintain honor and integrity within the student population on and off campus.

Privileges begin second quarter of the school year. In order to qualify, students must be earning a 73% average in all subjects and not have any major discipline infractions on record. Seniors on probation are prohibited from leaving campus unless they have completed all course work for that day.

STUDENT DRIVER ETIQUETTE

Driving on campus with personal vehicles is a privilege and not a right. All traffic regulations imposed by law are to be adhered and will be strictly enforced. Non-compliance will result in revocation of privileges. Please note GCA is not liable for vandalism of or stolen items from personal vehicles.

1. Students must present to the guidance officer a copy of a valid driver's license, car registration, and a copy of their vehicle insurance before receiving permission to drive and park on campus.
2. Students are to park in designated areas only.
3. Students are prohibited from sitting in parked cars while on campus or loitering near the cars.
4. Chasing other vehicles or pedestrians, rapid starts and stops, spinning of tires, and other such careless driving tactics are prohibited.
5. Students are not permitted to hang on the edge of a vehicle or out of the window while car is in motion.
6. Objects are not to be thrown or dropped from the vehicles.
7. Bumper stickers that promote the use of drugs and alcohol or convey vulgar and obscene language, and promiscuity are not allowed on cars.
8. Activation of loud car stereo systems on campus during class or work hours is prohibited

9. Students must receive written permission from the guidance officer and their parent/guardian to transport other students to extracurricular activities during school hours.
10. Parking places are limited and therefore issued on seniority and need.
11. Seniors who leave campus for lunch are still subject to all GCA policies and procedures. Seniors are prohibited from taking underclassmen off campus and are subject to immediate revocation of privileges and possible suspension.
12. Students driving without a valid driver's license will be suspended.
13. Students who have failing grades may have their privileges revoked.

LOST OR DAMAGED GCA/PSS PROPERTY

Students are obligated to pay for the repair, replacement of any lost, stolen, or damaged GCA/PSS properties including textbooks, supplies, materials, and equipment that were issued or entrusted to their care.

CLASS FUNDRAISING

Only authorized fundraising activities may be allowed at GCA campus within the schedule approved by the administration. Fundraising Activity Request Form must be completed, turned in, and approved within the first month of school. Fundraising requests will be approved on a first come first served basis. On Campus or Off Campus Activity Request Form must be completed, signed by the class or activity advisor, and submitted to the Principal for approval prior to the fundraising event. Clubs, organizations, and homeroom class shall provide trash bags and be responsible for cleanup after their events. Any request for photocopy that is related to class, organization, or club fundraising will be charged accordingly. All fundraising money and receipts must be turned in to the business office a week after the fundraising activity.

CLASS PARTIES/OFF CAMPUS TRIPS

Class parties and off campus trips are not permitted unless they are part of the school's instructional program. Permission from the Principal before plans are made is mandatory. On campus or off campus request form should be filled out and turned in ahead of time. No last-minute class parties or off campus trips will be allowed.

CLASSROOM/CAMPUS CARE

Teachers and students are expected to maintain the cleanliness of the classrooms and the school premises. Food should not be stored in any classroom because of health considerations. Also, food is not to be eaten in the classrooms, unless approved by the teacher during special events/meetings. Trash is to be emptied on a daily basis. Also, no students are to use any classroom unless a teacher is present.

FACULTY/STAFF LOUNGE

The faculty/staff lounge is provided for teachers and staff as a place to work during their preparation or free times to relax, have snacks and lunch, or hold meetings. This place is prohibited to students at all times.

INSPECTION

GCA reserves the right to conduct unannounced inspections of all properties on the school campus. This includes but is not limited to vehicles, books, bags, purses, clothes, desks, lockers, etc.

SCHOOL SPONSORED SPECIAL OCCASIONS

The following are the guidelines and restrictions for school sponsored special occasions:

1. No illegal drugs, nicotine, vaping or alcohol are permitted on the premises. There is zero tolerance for this and the strictest consequences will be enforced in non-compliance.
2. The school acknowledges that social activities are important to provide a balance in the life of its students. There are certain privileges that are afforded to give ample opportunities for engagement. However, with these privileges comes responsibility to conduct one's self in a manner worthy of the standards set forth by GCA. All students attending school sponsored special activities and their guests must be advised that they represent GCA, their parents, families, and themselves.
3. The attire is limited to modest clothing with the following specifications:
 - a. Dress/skirts must be no more than 2-3 inches above the knee.
 - b. Backless dresses are not allowed.
 - c. Shawls/shrugs/sweaters or other such accessories should be worn over gowns with spaghetti straps.
 - d. No low fronts revealing bust line or bare backs below the armpit region.
 - e. No tight fitting clothes.
 - f. No shorts
 - g. Males are encouraged to wear suits and ties with dress pants.
 - h. Earrings on males are prohibited.
4. Dancing is permitted with the following restrictions:
 - a. No body contact
 - b. No movements with sexual overtones (seductive moving, gyrating, etc.)
 - c. When slow dancing, hands are restricted to the waist and or shoulders
 - d. No kissing
5. When the scheduled time for the activity ends, the students are required to follow the instructions of their parents and the school is released from responsibility. Any school related activities need to be approved by both parents of the students attending the event(s).

THE ADMINISTRATION RESERVES THE RIGHT TO IMPLEMENT DISCIPLINARY MEASURES FOR ANY OFFENSE OR MISCONDUCT COMMITTED NOT LISTED IN THE INFRACTIONS LISTS DURING SCHOOL-RELATED ACTIVITIES, ON OR OFF-CAMPUS.

PARENT COMMUNICATION

The success of any educational program is dependent on the establishment of partnerships between the home and the school. Parent orientation and open house is held at the beginning of each school year to allow parents to meet teachers, staff, and administrators. Regular reports will be issued during the course of the year as well as the monthly newsletter to keep parents updated on school activities and future plans. Parents are strongly encouraged to visit the campus on a regular basis and to get involved in the educational program of their children.

Parent Teacher Conferences

Parents may request a conference with the teacher or the principal at any time. This may be done by making appointments through the academic office. For concerns or issues, it is advised that the teacher be contacted before meeting with the principal.

Home Visitation

Upon request of the parent/guardian, home visitation is done by GCA teachers and other school staff to become acquainted with the families of students. This is a face to face connection with exchange of wide range of information, detailed views, and concerns as well as observations of students in the home setting. The parent-teacher conference is a common but short form of personal contact. Through home visits GCA faculty and staff demonstrate stronger interest in students and their families. Home visits help teachers demonstrate their interest in students' families and understand the students better by seeing them in their home environment. Through this program, GCA faculty and staff establish a stronger partnership with the parents in their children's education.

PARENT/STUDENT GRIEVANCE PROCEDURE

If a parent or student is aggrieved over any action or policy taken by the school, the parent/student is afforded the following grievance procedures for appeal of such action or policy:

1. The student, parent, guardian, or agent shall file a written request to the Principal for conference to discuss the appeal of any action or policy of the school.
2. If satisfactory resolution is not reached within fourteen days, a request may be filed with the Secretary of the Board of Directors. A board hearing shall be scheduled within 30 days to hear the appeal.
3. The Board of Directors is authorized to amend any policy or action at the appeal.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

These activities are to provide students with opportunities to apply what is learned in the classroom setting.

Students are ineligible to participate in extracurricular activities for the following reasons:

1. Any student receiving a Major Infraction or receiving a grade of “72” or lower in any subject/class will be “benched” or placed on temporary probation. If sufficient academic or behavior improvement has not been made within 6 weeks, the student will be removed from the team/activity. Students’ behavior and grades will be evaluated every 2 to 3 weeks.
2. Any student receiving poor citizenship for the quarter or unsatisfactory in classroom behavior assessment from teachers/coaches will be “benched” or placed on temporary probation. The students’ behavior will be evaluated every 2 to 3 weeks. If sufficient behavioral improvement has not been made within 6 weeks, the student will be removed from the team/activity.
3. Any student suspended during the activity season.
4. The principal may revise requirements as advised by coaches, advisors, and Board Chairman.

We strongly advise students not to commit to more than two extra-curricular activities a semester. When they are involved in too many activities, it makes it difficult for them to reach their full potential. Too many extra-curricular activities can cause them to be overloaded and cause unnecessary stress.

National Honor Society and National Junior Honor Society

National Honor Society (NHS) for grades 10-12 and National Junior Honor Society (NJHS) for grades 6-9 are both nation-wide organizations which recognize students who do not only excel in academics, but in character, leadership, and service as well. Students have the opportunity to be inducted into the society once a year. The first requirement is that the student has a 3.5 cumulative GPA (non-modified) and no major infractions. This is based upon the previous semester up to the point of induction. Since it is based on the previous semester, new students and 6th graders are not eligible until the spring semester. Students that are eligible will receive a letter of notification. When the application forms have been completed and submitted and students evaluated by the faculty, a panel will assess the gathered information to determine if the student meets all four pillars of the society. If all four pillars are shown in the students’ life, he/she will be inducted as a member. Once a student becomes a member he/she will remain so for the duration they are at the school, provided the standards they were accepted on are maintained. If a student does not initially make it as a member, they are able to try again the following semester and will be given recommendations of what they can do to gain membership.

National Speech and Debate

Forensic leagues for high school (NSDA), junior high (NJSDA), and primary grades (PGFC) regularly meet once a month during the school year. Students from different schools within an NSDA district compete in speech and drama events. Students with qualifying points represent GCA in the district and national competitions.

Art & Essay Contests

GCA students are provided opportunities to enhance their art and writing skills. With the guidance of the instructors, students will be encouraged to participate in school, national, and local sponsored art and essay contests.

Student Council

The Student Council (STUCO) is responsible for setting Christian leadership example to the student body of Grace Christian Academy. In order to be eligible, the student running for a position in Student Council must meet the following requirements: he/she **must:** be in the 10th, 11th or 12th grade; have the required GPA of 3.5; have no major infraction during the school year; have attended GCA for two years (which may include the year of candidacy); demonstrate evidence of a teachable spirit; show proper respect for authority; be a good example to the student body; not be afraid to stand firm with decisions even if it is not the most popular; be committed to serving the student body along with other STUCO members; practice self-discipline; be in agreement with the school's philosophy and mission; and be able to work well with other students who may not agree with their position on a topic or debated issue. The officers are to adhere to all policies of the school and the Student Council By-laws. Applicants are required to complete an application form and get recommendations from three faculty members and one recommendation from a pastor or priest. Completed applications and recommendations will be reviewed and applicants will be interviewed. Qualified applicants are elected for office by the student body. The Student Council is responsible for organizing student activities that promote school spirit, camaraderie, and unity. The Student Council acts as a voice of the student body through proper channel to the school administration.

Math Competitions

This club is established to increase student's accuracy, speed, and understanding of math facts through their participation in club projects. It is open to students who are motivated to apply mathematical concepts learned in class through hands-on activities.

The students participate in activities that foster excellence in math through individual and group effort. Math Court is a monthly competition for elementary students and Junior and Senior High students.

Spelling Bee

A school wide Spelling Bee is conducted for students in grades four through eight. The winner of the school-wide spelling bee represents GCA in an annual district Spelling Bee sponsored by the Pacific Daily News in Guam. If the school representative wins in the district Spelling Bee, the student represents the Pacific Islands at the annual competition in Washington, DC.

Mock Trial

The Mock Trial teams provide opportunity for middle and high school students to compete against teams from others schools in simulated court trials. The teams meet throughout the school year with the help of faculty and attorney coaches to prepare for Mock Trial competitions. The teams prepare by studying and researching of legal practices and methods, analyzing legal cases, visiting courtrooms, and practicing in front of the student body.

Academic Bee Challenge

An academic competition for grades four through six sponsored by the National Honor Society of Marianas High School and Saipan Southern High School National Honor Society for middle school.

Athletic/Sports Clubs/Competitions

This is established to support the school's sports teams during competition, to improve physical skills necessary to participate in sports and to provide opportunities for growth in physical performance skills. It is open to students who demonstrate interest in sports and have passed health, character, and academic eligibility requirements. Parent consent forms and waivers of liability must be completed prior to student's participation.

All GCA students desiring to be a part of a GCA Sports Team must meet the following requirements:

1. Proper Documents Completed: Physical Exam, Parental Consent, Academic & Conduct Grades Sheet
2. At the time of try-outs, a student cannot have a "72" or lower in any subject/class on his/her Academic & Conduct Grades Sheet
3. At the time of try-outs, a student cannot have a "poor" conduct grade in any subject/class from the teacher.
4. Coaches will be selecting players for the team on the following criteria:
 - A. All documents completed: Physical Exam, Parental Consent, Academic & Conduct Grades Sheet
 - B. Performance Skills/Abilities
 - C. Seniority by Grade Level (i.e. 12th grade/8th grade)

5. If a student is selected for the team, he/she will be signing a contract with the coach. This contract will include his/her commitment to meeting the requirements (#1, #2, and #3 above) throughout the season of the sport and scheduled practice times.
6. A student chosen for a team will be evaluated on his/her academic and conduct grades every 2 – 3 weeks. If he/she does not meet the stated requirements (# 2, #3, #5), that student will be “benched” or placed on probation for 3 weeks. If in that time he/she has made the requirements, he/she will be allowed to play; however, if he/she does not make the requirements again, he/she will be “benched” or placed on probation for another 3 weeks. If after 6 weeks (2 probation periods), he/she has not improved he/she will be removed from the team.

Participation in extra-curricular activities is dependent on student’s academic and behavior standings. Students must meet all requirements, academic & behavior, to participate in extra-curricular activities.

If a student(s) participates in island-wide competitions, using non-instructional time and purchasing his/her own supplies/materials, and taking it upon him/herself to gather information and compete in any type of competition, individually, then he/she will receive the entire award/prize winnings. However, when students are enlisted or represent the school in any island-wide competition where instructional time is given, a teacher is provided to monitor/supervise, then the school will be given the award /prize winnings and student(s) will be awarded and compensated upon discretion of the school’s administration.

Achievement Testing

School – wide standardized test(s) will be administered.

Grade 10-11 (Sophomores and Juniors): PSAT/NMSAT- FALL: Recommended for all college-bound students. Top percentile scorers will become National Merit Semi-Finalists and may qualify for a scholarship from the CNMI Government.

Grades 11-12 (Juniors and Seniors): SAT and/or ACT may be taken during the spring of junior or the fall of senior year. All colleges require one of these for admissions. National test dates are set up five times during the year at Northern Marianas College.

ACT Aspire Testing (K5-12th Grade): ACT Aspire testing is done in the spring of each school year.

PASTORAL AFFAIRS DEPARTMENT

CHRISTIAN TRAINING

Grace Christian Academy teaches those truths that are central in the Evangelical tradition. We present that man is sinful in nature and needs to be restored to a right relationship with the Lord Jesus Christ if he is to know peace here or in the glory of God hereafter. It is our

purpose to provide a basic academic educational program that has, as its integrating center, the triune God.

EVANGELISM OF STUDENTS

GCA shall accept students from non-Christian families provided that families are in agreement with the purpose and practices of the school. Teachers should give a clear presentation of the Gospel and know where each student stands in regard to their relationship with Christ. It is the desire of the school that every student has a personal relationship with Christ and that the Gospel is made a natural part of the process.

CHAPEL ATTENDANCE

Chapel is held each week for students with pastoral staff conducting services and teachers also in attendance.

Attentive, courteous conduct that is honoring to the Lord should be observed at all times. Students will stand during worship time. Studying, sleeping, reading of textbooks, and doing homework are prohibited during services.

Junior and senior high school students are required to take notes and submit to the Bible teacher at the designated time. Chapel notes will also be graded and quizzes given on service topics.

CAMPUS PRAYER

Prayer is at the forefront of the school's mission and educational program. Students are trained to establish and maintain a consistent prayer life. Teachers help students to understand how God is central to all life and how continuous communication with Him is essential to consistent Christian living.

BIBLE CLASSES

GCA's philosophy is based upon the Word of God. It is imperative that students develop progressive knowledge and understanding of the Bible.

Proverbs 9:10, "The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding."

Bible classes are taught using the New Century Version (NCV) and the New International Version (NIV) for study, quotation, and memorization. Parents may request the use of another translation (not paraphrases) for student memorization.

Psalms 119:9,11 – "How can a young man keep his way pure? By living according to Your Word. I have hidden your Word in my heart that I might not sin against you."

Each student is involved in Bible memorization. Students are given Scripture verses in class and during Spiritual Emphasis or other special chapel events.

No student will be required to pass a quiz on Bible memorization if the teacher has not memorized the same scripture.

COUNSELING

Pastoral Affairs staff provide counseling in spiritual, personal, and family adjustment areas. The guidance officer, teachers, staff and parents may make referrals.

FAMILY SERVICES

Believing that the family is the most important unit of society for the growth and nurturing of children, family services are made available to strengthen and encourage this unit. Information, resources, and education from a Christian perspective are provided in the following areas: parenting, marriage, and issues affecting students, such as peer pressure, drug and alcohol abuse, self-esteem, divorce, and others.

BUSINESS DEPARTMENT

FINANCIAL POLICY

In order for the mission and philosophy of the school to be realized and accomplished, GCA must fulfill its financial obligations to the students, the staff/faculty, the parents, and the community.

Tuition is calculated on the basis of the entire school year. Therefore, no adjustments will be made on tuition for personal vacation or school holidays. If a student enrolls after the year has begun, charges are pro-rated according to the actual number of days enrolled. Deductions are not made on tuition for absences regardless of the cause.

OFFICE HOURS

The office is opened from 7:30a.m. – 3:30 p.m., Monday to Friday, except holidays. A drop box is available for check payments only. Visa, Master card, and American Express are accepted.

REGISTRATION FEE

All applicants are assessed a non-refundable registration fee. This must be paid upon confirmation of acceptance. There is also a processing fee that is due upon submission of application forms and other required documents. This fee reserves a space for the applicant but does not guarantee acceptance.

INSURANCE PREMIUM FEE

Students are covered by accident insurance on and off-campus for school-sanctioned activities. Please note that this policy is required by ACSI and is strictly for accidents; therefore, not to be considered medical insurance. A fee will be charged at the beginning of each school year.

TUITION FEE

Tuition paid in full on or before July 1st will receive a 5% discount. Tuition is divided into eleven (11) monthly installments for your convenience. Monthly installments are due on the first of each month. Please inquire at the Business Office for more information regarding Tuition Fees.

Tuition Discount for Families with More Than One Child Enrolled

Families with more than one child enrolled shall pay the full amount for the first child while discounts will be applied for the sibling(s). The discount will only apply to immediate relatives or those under legal guardianship status.

BOOK FEE

Please inquire at the Business Office for specific grade level book fees.

Request for use of sibling's old reading textbooks must be submitted to the business office and approved by the business administrator on or before April 30th. The title of the reading books must be included in the written request. No adjustments will be made on book fees if request is turned in after April 30th.

COMPUTER FEE

An annual fee is assessed for equipment maintenance and repair. First semester computer fee is billed in September for grades 1 to 5. Please inquire at the Business Office for further details.

SCIENCE LAB FEE

An annual fee for junior and senior high students is assessed for science lab equipment maintenance and repair. The fee is billed in September.

LOCKER FEE

Junior High and High School students are offered lockers to store books and personal materials at a modest annual fee (based upon availability).

LATE PICK UP FEE

After 3:30, all students still on campus will be placed under the supervision of school staff. Students will be located in a designated area and a fee will be charged for the supervision.

Fees are included in the monthly tuition billing. After three late pickups, the Assistant Principal will meet with the parents.

If the student is on campus for a school activity, then the fee is activated 30 minutes after the activity has ended.

GRADUATION FEES

Graduation fees are assessed to cover for caps, gowns, diplomas, decorations, and miscellaneous items. The fee is refunded if the student does not graduate.

EARLY TESTING AND EXAM FEES

To cover administrative costs, early testing fees are assessed. Emergency requests must be accompanied by supporting documents such as physician's note, parents' note, and other necessary legal documents.

INSTRUCTIONAL MATERIALS WITH GCA/PSS TAG

Every student who has been issued school owned textbooks or Public School System (PSS) instructional materials have a responsibility to use the materials in a careful manner. At the end of each semester/school year (or if a student withdraws from school or a class prior to the end of the semester/school year), the student must return all textbooks and instructional materials to the teacher who issued it.

The school requires that the students pay the full replacement costs for lost books and instructional materials. Any outstanding obligations due to damaged or lost instructional materials may result in the school's refusal to release grades, report cards, or transcripts. Graduating students must be cleared before student's participation in the graduation ceremony.

MISSIONARY SCHOLARSHIP POLICY

GCA extends support to missionaries/ministers on the island by affording scholarships for their children. Students must be eligible according to the following:

1. Scholarship applications must be submitted to the registrar's office for review and recommendation to the administration, subject to final approval by the Board.
2. Students must maintain a grade average of 73 in every subject with no major infractions.
3. Parents/Guardians and students in this category must uphold the policies and procedures of the school to remain eligible.

4. New students who receive this scholarship are placed on probationary status for the first quarter.
5. Scholarships are available on annual basis so applications must be submitted annually.

VOLUNTARY WITHDRAWALS

Should you decide to withdraw your child during the school year, all records will only be released if payments are current. The parent/legal guardian is obligated to pay the entire quarter's tuition and fees for the term in which the student was enrolled. Any account outstanding on the date of the withdrawal must be settled before the child's cumulative record is released. Please note that the parent/guardian must inform the registrar's office of your intention to voluntarily withdraw your child/student.

LATE PAYMENT/ADMINISTRATIVE SUSPENSIONS/INVOLUNTARY WITHDRAWALS

If payment is not made by the end of each month, it is considered delinquent, and service charges (late fees) will be added to the past due account. ***If a delinquent account is not paid by the 10th of the following month, the student will automatically be subjected to administrative suspension (will not be admitted to class until the account is settled.)***

Once a student is suspended, an additional fee is applied to your account. If obligations remained unsettled, the student is subject to dismissal. In such cases, accounts are referred to collection agencies. In cases of expulsion from school, any account outstanding at that time must be settled before the student's cumulative record is released.

STUDENT RECORDS, TRANSCRIPTS, AND REPORT CARDS

There is a fee for release of student records to another school. Additional copies are assessed a fee. ***In order for grades, transcripts, and other records to be released, all financial obligations must be paid.***

Transcripts are sent directly to the transferring school. If the name of the transferring school is unknown, GCA will issue a letter stating dates of attendance and copies of report cards. Please allow us five (5) business days to prepare this for you.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a

school beyond the high school level. Students to whom the rights have transferred are "eligible students." The specifics of the law are stated below:

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

STUDENT CLEARANCE

Students will do a semester and/or yearly clearance. Students must be cleared of obligations with teachers (books/materials/assignments), the Library, Guidance Office, Business Office, and Administration. Failure to clear may result to non-release of student records, transcripts, report cards, and awards (diploma, academic honors, and other recognitions).

CHECK ACCEPTANCE, RETURNED CHECKS, AND CREDIT CARD PAYMENTS

Checks must be made payable to Grace Christian Academy and second party or postdated checks are not accepted.

If a check is returned for insufficient funds, a fee is charged for administrative costs. Should the note remain unsettled after several notices, all provisions under ‘Involuntary Withdrawals’ apply. After two checks are returned, families are required to make payments in cash, cashier checks, or money orders.

NOTICE OF PAYMENTS

All notices or communication relating to notes must be made in writing, either by mail or hand delivered through the student, to the address indicated on the enrollment form. Verbal communication such as phone calls will be used as reminders for follow-up on outstanding bills.

LEGAL OR ATTORNEY’S FEES

GCA reserves the right to charge attorney’s fees and other costs necessary for relief of the financial agreement note to occur. The parties in this agreement waive any right to trial by jury.

PHONE

Students are allowed to use the phone in the Business Office. There is a fee for usage of the phone.

AUTOMATIC WITHDRAWAL

Failure of a student to report to class for two consecutive weeks (school days) without any communication to the principal are considered withdrawn with all applicable fees activated.

SCHOOL FUNDRAISING

In order for GCA to continue providing “excellence” in education without adding a significant increase in tuition rates, fundraising programs are established.

The academy pursues other forms of assistance from the private sector, and the general community to supplement its financial base. From time to time, parents will be called on to help in this regard to continuously improve our programs for the students.

DECLARATION OF AGREEMENT AND COMMITMENT

This declaration will be sent home during the first week of school and MUST be signed by parents/guardians and students.

We have read and understand the school's Statement of Organization, Statement of Faith, Philosophy of Christian Education, Mission Statement, and we agree with Goals of Christian Education.

We, as parents, accept the challenge to "train up a child in the way he should go" (Proverbs 22:6), and we state that this training will be carried out at home.

We, as parents, agree to participate in the Christian education of our child by exemplifying Christian principles in our home.

We hereby state that we have read the handbook carefully and we agree and commit to support and abide by every policy and procedure written in this handbook.

We understand that we have an obligation to be actively involved in the education of our child. We agree to uphold and support the high academic standards of this school by providing a place at home for our child to study and to give our child encouragement in the completion of the school assignments.

We understand that parental involvement in our child's education is vital to his/her success and we agree to attend all parent meetings and lend support to the program of Christian education.

We will faithfully support the faculty and staff through our prayers and a positive attitude. In keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.

We understand that the standards of Grace Christian Academy do not tolerate profanity, obscenity in work or action, lying, cheating, dishonor to the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

We understand that Grace Christian Academy forbids the possession of tobacco, vaping material, alcoholic beverages, non-prescription controlled substances, firearms, and weapons; and that the violation of any criminal or civil law shall be constituted as a violation of Grace Christian Academy policy.

We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the administration, faculty, and staff to enforce all discipline policies and procedures.

We understand that it is our responsibility to pay all school fees on time. Failure to do so will give Grace Christian Academy personnel permission to place our child in administrative suspension.

We understand that failure to comply with Grace Christian Academy policies may result in denial of admission or immediate dismissal.

We understand that the standards of Grace Christian Academy apply both on and off campus and that GCA students are expected to uphold these standards at all times.