



**GRACE  
CHRISTIAN  
ACADEMY**

## **Family Handbook**

**2025-2026**

5741 State Route 144  
Owensboro, KY 42303

[gcaowensboro.org](http://gcaowensboro.org)

270-574-9974

This Family Handbook is intended to serve as a convenient source of information about Grace Christian Academy (GCA). Please study it carefully together as a family upon receiving it and keep it ready for reference during the year.

The following policies and procedures represent the most recent expression of the leadership of GCA in order to provide for equitable and consistent treatment of students and families. Neither this handbook nor anything in it is a contract. To assure that GCA achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, GCA reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

Questions about policies or procedures should be directed to the Head of School. It is the goal of GCA to endeavor to create an environment where Christ is honored every day and where there are few distractions to learning. May God bless our school family as we work together to serve our Lord and Savior.

*This handbook is abbreviated for quick reference for elementary families. To see the complete policy manual for the high school, please visit [GCAowensboro.org](http://GCAowensboro.org).*

### **Mission**

*The mission of Grace Christian Academy is to glorify God by equipping students with a spiritually and academically solid Christian worldview.* As such, GCA considers its employees to be ministers of Christ to the students and families they serve.

### **Board of Directors**

A Board of Directors governs GCA. The primary function of the board is to set school policy. The Board of Directors reviews, analyzes, and revises policy where necessary.

The Board oversees the Head of School who effectively implements the procedures that carry out the policies set by the Board of Directors. The Head of School carries out the mission of the school system, oversees the academic and spiritual functions, and monitors the operations necessary to support GCA's pursuit of the mission.

Members of the Board for the 2024-2025 school year are listed below.

Mr. Jason Tanner (President)

Mr. David Johnson (Vice-President)

Mr. David Roberts (Treasurer)

Mrs. Carol Newberry (Secretary)

Mr. David Hawes

Mrs. Vicky Cummins

Mr. Jordan Lanham

## **Statement of Faith**

We believe the Scriptures of the Old and New Testaments to be the inspired, infallible, inerrant, authoritative, and sufficient Word of God (2 Timothy 3:16-17; 2 Peter 1:20-21).

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).

We believe in the deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His present rule as Head of the church, and in His personal return in power and glory (Colossians 1:13-20; 1 Peter 3:22).

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord, repentance toward God, and not as a result of good works (Romans 3:23-26; Ephesians 2:8-9; Titus 3:5).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and perform good works (Romans 8:9-11; Ephesians 2:10; Titus 2:12-14).

We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of eternal life and those that are lost unto the resurrection of damnation (John 5:24-25, 28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class differences (John 17:20-23; 1 Corinthians 12:12-13; Galatians 3:28).

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe (2 Timothy 3:16-17). For purposes of doctrine, practice, policy, and discipline, the Head of School is GCA's final interpretive authority on the Bible's meaning and application.

## **Statement of Sanctity of Life and Statement on Gender, Marriage and Sexuality**

### **Statement on Sanctity of Life**

We believe that all human life is sacred beginning at the moment of conception and ending at a person's natural death. Accordingly, every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth. Direct or indirect volitional taking of any innocent human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and a crime against man (Genesis 1:26; Job 10:11; Psalm 139:13; John 1:3).

### **Statement on Gender, Marriage and Sexuality**

We believe that God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God (Genesis 1:27; Matthew 19:4).

We believe that the term "marriage" has only one meaning, which is marriage as created and sanctioned by God in which God joins one man and one woman in a single, life-long, and exclusive union, as delineated in Scripture (Matthew 19:5-6; Mark 10:7-9).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. 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 condoning, engaging in, or facilitation of any form of sexual intimacy outside marriage is sexually immoral, sinful, and offensive to God (Exodus 20:14).

We believe that any form of sexual immorality is sinful and offensive to God. Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex (Leviticus 18:22; 1 Corinthians 6:9; 1 Timothy 1:8-11).

We believe that in order to preserve the function and integrity of GCA, commitment to traditional education in a Christ-centered environment, to act as a faithful and local component of the Body of Christ, and to provide biblical instruction and modeling to the GCA's students, faculty, staff, families, and the community, it is imperative that all persons employed by GCA in any capacity, who serve as volunteers, or independent contractors, should abide by and agree to our Statement of Faith and to this Statement on Gender, Marriage, and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity; behavior or attitudes not displaying compassion, love, kindness, respect, and dignity which are directed toward any individual are unacceptable, must be repudiated, and are not in accord with Scripture, the doctrines of the Church, or the policies of GCA as reflected in our Statement of Faith.

### **Transgender Students/Sexual Orientation/Gender Fluidity**

Despite legislation in recent years regarding gender identity and sexual orientation, private, Christian schools still have the right to base admissions and hiring practices on a biblical understanding of sexual morality. In alliance with ACSI, GCA believes we must share biblical truth while clearly communicating love and grace. GCA's policy regarding gender identity and sexual orientation is not intended to limit our capacity to reach or serve any particular group but rather to protect GCA from being forced to operate in a way that violates our core biblical values.

We believe strongly that God wonderfully and unchangeably creates each person as male or female, and we are created in the image of God (Genesis 1:26-27). We recognize that some individuals reject their biological sex; however, although we respect the dignity of each person, we believe that in rejecting one's biological gender, these individuals reject God's design and the person He created them to be.

Thus, Grace Christian Academy reserves the right to deny admission or continuing enrollment to ANY student whose beliefs work in contrast to GCA's statement of faith and/or in contrast to the biblical foundation at the core of GCA.

All students, regardless of spoken or unspoken sexual orientation or gender identity, should understand that

- GCA upholds the same expectations for every student for conduct, in and out of the classroom, as outlined in the GCA Family Handbook.
- GCA faculty and staff will refer to students by their legal names and with pronouns implicitly given by God at birth.
- Students will use the restroom based on the gender assigned by God at birth.

Also, again note that GCA's statement of faith does not exhaust the extent of GCA's beliefs. The Bible, serving as the inspired and infallible word of God, serves as the final authority concerning truth, morality, and the proper conduct of humanity. The Bible is GCA's source for all beliefs, and the Head of School is GCA's final interpretive authority on the Bible's meaning and application as it pertains to decisions, functions, and policies of GCA and the GCA community.

## **Enrollment**

Students will not be considered for enrollment until their specific enrollment period begins. Preferential treatment will NOT be given to students turning in their enrollment documents before the enrollment period begins. It is up to the administration to make final enrollment decisions. It is important to understand:

- Enrollment forms will only be considered if they include half of the registration fee. This is refunded only if your child is denied enrollment to GCA.
- Class size is limited to 15 students in the Pre-K and Kindergarten programs.
- Enrollment of new students is subject to the approval of the administration only after enrollment forms are reviewed and/or an interview of the family is conducted.

## **Admissions**

To enter the 3-day (Tuesday, Wednesday, Thursday) Pre-K program, a child must be at least four years old by August 1st. Children must be able to use the restroom with no assistance.

To enter the Kindergarten class, a child must be at least five years old by August 1st.

GCA admits students of any race, color, nationality, or ethnic origin. We reserve the right to select students and families on the basis of their agreement with submission to the educational, disciplinary, and moral policies of GCA.

## **Weather Related Closings**

These will be related to you via the school communication systems. GCA will do its best to send work home in advance as inclement weather is predicted. For short term closings we will not do virtual learning. However, if GCA needs to be closed for an extended period of time, virtual learning will begin. Further instructions will be given at that point.

## **Snacks**

Snack time is built into the schedule of each class. Please send a snack with your child's name on it. Please send snacks that are easy to open, easy to eat, and low in sugar. Thank you!

## **Lunch**

Lunch is to be brought by each individual student. Please send your child with easy to open lunch items. Microwaves are not available for use. On certain days restaurants will cater lunch at an additional cost to the student. Students need to bring in exact change to pay for their lunch.

## **Health Information**

Upon Enrollment, all students will need to have the following documents on file:

- Birth Certificate
- Social Security Card
- Current Kentucky Immunization Certification (signed by the health department or physician)  
Immunization exemptions will be made based on religious or medical reasons. An exemption form is available upon request from GCA.
- Current Physical (signed by physician)

## **Illness**

If a student has a contagious condition such as fever (100 + degrees), vomiting, diarrhea, chicken pox, pink eye, pneumonia, etc., remain home until all possibility of contagion is past. Children should be fever free without medication for 24 hours before returning to school. Any case of head lice must be reported to the child's teacher - *even if you have treated your child at home.*

GCA follows the guidelines set forth by the health department regarding Covid-19. We are asking if you or your child shows any signs of Covid-19 that they remain at home until the symptoms pass or have a negative Covid-19 test.

## **Medications**

Prescription medication must be given to the child's teacher in the original container with the child's name, provider, and clear instructions for use on the label. This includes Epipens. All medications will be kept in a safe location and administered by a school personnel.

If your child needs over the counter medicine, this must also be given to the teacher labeled with your child's name and clearly written instructions. All medications must come in the original container. Cough drops must be given to the child's instructor to be given at their discretion.

A record will be kept by the teacher or office staff of all medication administered.

The front office keeps a limited amount of over the counter medicines for emergency situations. Your child's enrollment form indicates if your child is permitted to take this medicine. You will be notified if your child is given any medication and a record will be kept of this distribution. Medication kept in the front office includes: Jr. Tylenol, Jr. Ibuprofen, Benadryl.

## **GCA Medical Cannabis Policy**

- No student may possess or use medical cannabis as defined in KRS 218B.010 on school grounds or at school-sponsored off-campus events.
  - o School staff members and parents/guardians are prohibited from possessing and administering medical cannabis on school property, at school-sponsored off-campus events, or in the duties of their employment with the school.
- A student may not be under the influence of medical cannabis while on school property or while participating in school-sponsored off-campus events.
- A student's status as a medical cannabis cardholder or qualified patient as defined in KRS 218B.010 is not an excuse for violations of this policy.
- o If a student is subject to a school-administered drug test, the student's status as a cardholder or qualified patient may be considered in analyzing the results of the drug test.
- Nothing in this policy changes school policy regarding non-medical cannabis or any other prohibited substances.

## **General Discipline Guidelines**

Developing your child's character is just as important at GCA as their academic success. Detailing every offense is nearly impossible with regards to discipline. This is a general guideline to follow. Respect for authority and obedience are non-negotiables.

GCA shares space with Yellow Creek Baptist Church; therefore, we are to treat the facility with the utmost respect. Running in the halls, breaking property, or general misuse of the space is not permitted. There is to be no talking without permission and no getting out of your seat without permission. Cheating, lying, hitting, bullying, or any behavior that endangers the safety of the other students or staff is not permitted.

There will be a warning for the first offense and a consequence given (mark on the board, time out, loss of a privilege, etc). If the behavior continues a note sent home or a phone call to the parents will follow. The student may be asked to sit out during an activity. A student/teacher/parent conference may become necessary.

The goal of discipline is not to hurt your child but to mold and shape his/her character. We strive to listen and get all the facts straight before handing down a punishment. We ask that you communicate with GCA as we communicate with you. If there is any question or concern, please reach out to your child's teacher.

### **Progression of Corrective Measures**

Prior to documented corrective measures, GCA respects our educators and trusts them to handle classroom discipline. Based on the severity of student behavior, teachers will normally begin correcting behavior by

- A. Verbal warning
- B. Taking away distractions or objects of defiance (ex. Items not allowed; Chromebook being misused; paper being used to doodle...)
- C. Sending the student to the hallway for a 1:1 conference while other students work independently in the classroom. Taking away a privilege, sticker taken away, Dojo points taken away, etc.
- D. Parent phone call

### **Minor Violations of the Discipline Policy**

Minor violations will result in one or more of the following actions: reprimands or penalties issued by the classroom teacher in accordance with the established classroom rules, denial of privileges, discipline referral (DR), removal from classroom, detention, manual labor, probation, suspension, or expulsion. Repeat offenders of minor violations should expect increasingly severe punishment.

*Minor Violations include but are not limited to the following:*

1. Behaving in a disruptive or potentially destructive manner, including running, throwing things, horseplay, or making excessive noise of any kind;
2. Making displays of affection (students are expected to keep their hands to themselves and respect one another's personal space); Displays of affection include (but are not limited to) holding hands, hugging, kissing, and cuddling.
3. **ANY** personal electronic devices used in a non-approved manner on campus during school hours will be confiscated and held until the end of the day. For successive offenses, the device will be released only to the parent. Please refer to the Technology Responsible Use Policy;
4. Gambling of any kind;
5. Being in any restricted area of campus during the school day without special permission;
6. Organizing any on-campus activity or publishing any school-related material without the approval of the administration, including selling items for personal gain;
7. Cell phones may be used before school and after school. They should be left at the office at the beginning of the day and can be retrieved at the end of the day. Cell phones used in the classroom after the beginning of class will be confiscated. **Students are prohibited from using cell phones or other personal electronic devices during the school day unless specifically authorized by a school staff member for instructional purposes only. Students may not be on social media sites during the school day unless instructed to by a school staff member for instructional purposes only. All devices must remain turned off and stored in the school office during the school day, including between classes, unless permission has been granted by a teacher, administrator, or other authorized staff member.** To comply with HB 208, social media access is restricted on the GCA OpenWifi and on student district devices. The blocked sites include but are not limited to TikTok, Snapchat, Instagram, Facebook, and Discord.

8. No scooters, skates, skateboards, or other wheeled devices are allowed on campus.
9. Passive defiance such as not opening a textbook when instructed to do so, repeatedly refusing to turn in assignments, not completing assigned chores, or keeping a cell phone or smart watch anywhere other than at home or in the Main Office during class times.
10. Students should not bring unnecessary, non-school related items to class such as blankets, stuffed animals, or toys of any kind.
11. Students should never forge anyone else's signature in any circumstance, with or without the other person's permission.
12. Students should never handle a teacher's personal belongings without permission or be behind a teacher's desk without permission as student grades or assessments could be visible. Likewise, students should never retrieve materials off the office copy machine. Students should ask the school secretary to retrieve materials.

Disciplinary probation or expulsion may be the ultimate result of deliberate, repeated infractions of minor violations.

### **Major Violations of the Discipline Policy**

Major violations may result in parent/student conference, suspension, disciplinary probation or expulsion from GCA. The Administration, after consulting all parties involved, will determine and administer the appropriate disciplinary action. The penalties are severe because the types of behavior listed here are antagonistic to the basic purposes of the school, hurtful to others, and harmful to the school's reputation and witness to the community.

*Major Violations include but are not limited to the following:*

1. Insubordination, or refusing to obey school personnel;
2. Disrespect (verbal or nonverbal) to school personnel or to peers;
3. Cheating or plagiarism of any kind (Including the use of AI);
4. Use of profanity, crude language offensive expressions, racial slurs or obscenities;
5. Fighting, threatening, intimidating, hazing, or causing deliberate injury to students and/or school personnel;
6. Bullying or intimidating of any kind.
7. Possessing any weapon [guns, knives (including pocket knives), etc.] or any item giving the appearance of a weapon, drugs, alcohol, tobacco, e-cigarettes, or pornography on school property;
8. Stealing, lying, forgery or gambling;
9. Inappropriate use of school computers and/or devices;
10. Misbehavior in detention or with a substitute teacher;

11. Willful destruction or defacement of school property or property of others;
12. Unacceptable behavior of a sexual nature;
13. Persistent disregard for school policies/procedures;
14. Failing to abide by school guidelines while on school-sponsored trips;
15. Committing a serious breach of conduct outside the school which has an adverse effect on the testimony of the school;
16. Photographing or videoing a student or teacher without their consent;
17. Commission of an illegal act.

***Drinking alcoholic beverages, using illegal drugs including marijuana, misuse of over-the-counter or prescription medications, use of any tobacco products including smokeless tobacco, snuff, e-cigarettes (vaping), using profanity, disrespecting authority or property, exhibiting improper sexual behavior, and engaging in abusive behavior towards others are all prohibited.***

***Disregard for these rules will result in disciplinary action, including possible suspension or expulsion from school. This applies to school and also non-school-related social activities where such unacceptable behavior would have an adverse effect on the testimony of the school.***

- Terroristic threats, even if made in a casual manner, will be taken seriously and may result in strong disciplinary action, including suspension or expulsion from school or possible legal action.**
- Over-the-Counter and Non-Prescription Drug Policy**

#### **Volunteers/Coaches**

GCA relies on the help of volunteers to give the students a robust educational experience. If you are interested in volunteering in any capacity, please see your child's teacher. Additionally, a background check may be required in the interest of school safety. Volunteers who regularly interact with GCA student must sign a GCA Statement of Faith.

#### **Athletics:**

Students involved in athletics are required to uphold a minimum "C" average in all classes. Additionally, they must maintain a clean disciplinary record. If a student's grade point average falls below this standard or if their discipline record is not in good standing, they will be sidelined from sporting events until both requirements are met.

#### **Pick-up/Drop-off**

**Drop-off:** For drop off please enter the school off of Highway 144. Do not drive under the overhang to drop off your child. A staff member will be at the door to greet children from 8:15 - 8:35. If you are running late, please use the school office entrance, walk your child into school, and sign them in at the front office.

**Pick up:** Use the Access Road for pick up. Do not drive under the overhang for pick up. Teachers are stationed at 4 different points for the pick up process. Teachers call the names of children 4 cars at a time. When those 4 cars have their children fully loaded and the cars have pulled away and the next 4 cars have come to a stop, then we have the next 4 cars worth of children go to their cars. We want to be both safe and efficient. To help with efficiency please display your car pick up tag. PLEASE DO NOT TEXT DURING DROP OFF OR PICK UP. Pick up times are from 2:30 to 2:45. After 2:45 children will go to aftercare.

### **Tuition and Fees**

Pre-K: \$200 enrollment fee  
\$3,500 tuition

K: \$350 enrollment fee  
\$4,000 tuition

Elementary: \$350 enrollment fee  
\$5,500 tuition

Middle School: \$350 enrollment fee  
\$6,000 tuition

Full enrollment fee must be paid to reserve your class placement. Tuition payments may be set up through the FACTS system. See the school administration to set this up, or a check may be made payable to GCA for the full amount. Tuition assistance is available. Please fill out the Tuition Assistance form in the FACTS system.

### **Miscellaneous Expenses/Fees**

In addition to tuition there are other fees for various services or activities during the course of the school year. These may include food service, intramural sports, performing arts participation, elective class fees, school picture packages, yearbooks, class functions, athletic events, music programs, plays, etc. Most of these services or activities are optional. The school makes every effort to keep these expenses to a minimum.

### **Before and After Care:**

Before and After Care will be offered from 7:30 - 8:15 am (Monday through Friday) and from 2:30 - 4:30 pm. Daycare follows the same behavioral guidelines set forth in the GCA classroom. Parents will be charged by the daycare staff and payment will be made to the Director.

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- Any changes to this withdrawal policy are at the discretion of the Head of School.
- The school will not forward records for students who withdraw with an outstanding balance.

### **Parental Responsibilities**

In compliance with Kentucky law, GCA expects all students to attend school regularly. Regular and punctual attendance is essential for a student's success. Absences interrupt the smooth and complete process of learning. We urge students to be present every day.

GCA is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must contact the school office or one of the GCA administrators preferably prior to the start of school but no later than 9:00 AM. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Grace Christian Academy students and is aligned with the statutes of the state of Kentucky. Upon the student's return to school, parents are required to submit any doctor's notes or documentation for school records.

### **Reporting and Investigating Suspected Child Abuse**

GCA complies with all state laws and regulations in reporting and investigating cases of suspected abuse. All faculty and staff of GCA are mandatory reporters.

### **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Head of School. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### **Attendance**

It is important for students to not only be in school daily, but also to be on time to cut down on class disruptions and so that your student gets the most out of their time at school. Tardiness is an excused for an emergency or doctor appointments.

Each student is allowed 8 call ins or parent notes. Absences not reported by a parent/guardian will be considered unexcused days. Any parent notes for illnesses for absences and all medical practitioner's statements must be submitted to the school attendance secretary within three (3) days of the absence(s), or the absences shall be recorded as unexcused. Any Child sick for three (3) or more consecutive days must provide documentation from a health care provider in order for the days to be excused.

Kentucky's School Attendance Law (KRS159.150), effective for the 2024-2025 school year: This adjustment impacts all families with school-aged children in the Commonwealth, as outlined in House Bill 611. According to the new law, GCA's administration must now alert the county attorney's office when a student amasses fifteen (15) or more unexcused absences throughout the school year.

Travel and vacations can be educational in nature. Please contact your child's teacher to discuss excused absences for travel days.

If your child is sick and needs to be absent from school, please contact the school administrator. For any other reason for absence, please fill out an absence form in advance. Make up work will be provided, however, that does not make up for the time missed in being in class. Please try to make doctor appointments before or after school hours.

Pre-K and Kindergarten classes begin at 8:30 and end at 12:00. Classroom doors open at 8:15 and your child must be picked up by 12:15.

**Tardies:**

After 5 unexcused tardies (per semester) a student will earn a detention. Detention will be served before school from 7:45 - 8:15. It is important for students to always be on time to school and class. Being prompt demonstrates self-discipline, responsibility, and maturity. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits, which are characteristic of success and good citizenship in every walk of life.

**Grading Scale**

**Pre-K and Kindergarten:** As the younger children are just learning the basics of school rules and learning, a traditional A, B, C, D, F grade scale will not be followed. Your child will receive progress reports so that the teacher and you can follow their learning journey. The purpose of this is to determine strengths and areas of improvement for the child and educator.

**1st - 7th grade:**

Grades in many subjects are letter grades based on the following scale:

A 90-100%  
B 80-90%  
C 70-79%  
D 65-69%  
F 0-64

**Books and Supplies**

Books and supplies are distributed in the classroom. The enrollment fee covers the cost of these items. If a book is lost or damaged then you will be charged a replacement fee. If a child is being wasteful in the use of classroom supplies, the teacher may ask that student to provide the wasted supplies.

**Items not allowed at GCA**

The following items are not allowed at GCA elementary school: gum, ipods, ipads, phones, smartwatches, skateboards, electronic gaming systems, knives or guns (fake or real), teen magazines, romance novels, any type of pornography, matches, fireworks, or pets.

\*\*\*If you feel there is a need for your child to have a phone, it must be checked in with your child's teacher at the beginning of class each day. It will be returned at the end of the day.

**Recess**

Getting outside the classroom and physical activity is vital to learning. Students will have time for physical activity either on the playground or in the gym. Students are not free to wander around the church property either inside or outside.

**Security**

GCA is fully committed to providing a safe and secure learning and working environment for all its students and employees. GCA routinely practices fully developed security protocols and safety measures. Security cameras monitor the school grounds and are located on exit doors. GCA has also developed a Crisis Management Plan that is available for parents or students upon request.

**Dress Code**

**Shirts: (girls)** Peter Pan collar blouses – short or long sleeved, void of lace or eyelets. Knit polo shirts (Light blue, white or navy) or Dri-fit polo shirts (light blue, white or navy). Shirts should be tucked in. Short Sleeve shirts should not be worn over long-sleeved shirts. If choosing to wear a t-shirt or undergarment under the uniform shirt, it should be solid white or skin colored (no pictures or lettering).

**(boys)Shirts:** Light blue, white, or navy long and short sleeved knit or Dri-fit polo shirts may be worn. Shirts should be tucked in.

**Pants/Shorts:** Solid Navy or Khaki pants or shorts must be worn without labels. Shorts must be no shorter than three inches above the knee. Cargo pants and leggings are not allowed. Leggings may be worn only under a skirt or shorts.

**Skirts:** length of jumpers, shorts and dresses should be no more than three inches above the top of the knee. For modesty purposes, girls must wear navy or black modesty shorts under their jumpers and dresses.

**Sweatshirts, Vests, or Sweaters and Quarter-Zip Pullovers:** Sweatshirts and quarter-zip pullovers must be worn with a uniform shirt that has a collar or with a turtleneck. Sweatshirts and quarter-zip pullovers must be light blue, white, or navy.

**Belts/Accessories:** Belts must be worn with all shorts and pants that have belt loops - 4th grade and above. Socks must be visible above the shoe. Ankle length leggings ( white, navy, or black and without lace) are allowed. If leggings are worn they must remain on the entire day.

**Hair:** Hair shall be neat, clean, and well-groomed.

**Jewelry:** Jewelry should be worn in moderation. Girls may wear only one pair of traditional pierced earrings. Makeup, fake fingernails, press-on nails, acrylic/gel nails are not permitted. Tattoos, either permanent or temporary, are not permitted.

**GCA Friday:** Every Friday will be "Dress Down Friday". Students may wear GCA t-shirts or sweatshirts with jeans, sweatpants, or shorts. An expectation of modesty and neat appearance will be required.

\*\*\*\* A GCA Land's End shop is currently being set up. Full uniforms may be purchased from that company. YOU DO NOT HAVE TO PURCHASE YOUR CHILD'S UNIFORM FROM LAND'S END. There are many companies (Target, Old Navy, Gap) that offer uniform clothing as well.

## **2025-2026 School Policy Commitment**

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

### **Commitment to School Policies 2025-2026**

1. I have read the GCA elementary school family handbook.
2. I have read and/or discussed with my student all areas of the handbook that relate to his/her behavior and expectations while a student at GCA.
3. My student and I agree to abide by the school policies and procedures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Please initial:

I give permission for my son or daughter's picture to be used for promotional purposes.

I give permission for my son or daughter to ride to school-sponsored events with GCA parent volunteers (including those not indicated on FACTS or the enrollment form for normal pick up).

I give permission for my son or daughter to take the OTC medications listed in the GCA handbook and kept in the office to be given at the discretion of a school staff member. I understand I will be contacted by FACTS email or phone when my child is given OTC medication.

## **2025-2026 School Year - Device Permission Agreement**

The Chromebook that your child has been issued is an educational tool and should be used in that capacity. This agreement must be signed before a student is allowed to take their assigned Chromebook for home use.

To assign a device to a student for home use, the parents or guardians must assume financial responsibility for the equipment by signing this Agreement. The appropriate replacement cost of the technology is \$350.

If the device has component failure, it will be covered by a warranty repair at no cost to you. If the device issued to your child is lost, stolen, or damaged through negligence or vandalism, you are responsible for the cost of repair or replacement.

The device and charger will only be allowed to be taken home according to a schedule set forth by school administration. This schedule is subject to change throughout the school year. The device issued to the student must be returned each school day for the student to use in the classroom. The device issued to the student must be returned to the school at the end of the school year on or before the last day of school. Failure to return the equipment in a timely manner may result in loss of the student's privilege of taking equipment home again, and may result in a replacement cost paid by the parent or guardian.

All devices are property of Grace Christian Academy (GCA). GCA reserves the right to demand the immediate return of the issued device at any time.

If you, as the parent/guardian, would rather that a device NOT be issued to your child for home use, please inform the school by checking the appropriate box on this form and we will honor this request.

- I agree to the guidelines and procedures outlined on this form and agree to take full responsibility (including financial) for the device.**
- I give permission for my child to sign out a technology device for use at home.**
- I will monitor the use of my child's Chromebook at home to ensure it is used for its intended purpose.**
- I decline permission for my child to sign out a technology device for use at home.**

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**Student Name Printed:** *(Required)*

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**Parent/Guardian Printed Name:** *(Required)*

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**Student Signature:** *(Required)*

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**Relation to Student:** *(Required)*