



**GRACE
CHRISTIAN
ACADEMY**

**FAMILY
HANDBOOK**

2020-2021

P. O. Box 9502
Owensboro, KY 42302

gcaowensboro.org

Introduction

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.

1.1 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, subject to review by the Board of Directors as appropriate, is the school's final interpretive authority on the Bible's meaning and application.

1.2 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, Mark 10:6).

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 of marriage is sexually immoral, sinful, and offensive to God.

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.

1.3 Mission Statement and Core Values

Mission Statement

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.

Core Values

Christ-centered – We proclaim the Lordship of Jesus Christ in all of life. Christ alone through His sacrifice, death, and resurrection is the source of our salvation and the foundation of our Christian faith. He is the way, the truth, and the life (John 14:6).

Honor – We participate with all people as partners in God's command to glorify Him by being faithful stewards of the time, talent, and treasure He has given us. In all relationships we seek to give honor where honor is due.

Respect – We love our neighbors as ourselves. In humility and gratitude we celebrate and care for people from all countries and cultures, all races and ethnicities, sharing with them the Gospel of Jesus Christ and the blessings of a Christian way of life.

Integrity – We recognize that excellence, honesty, purity, loveliness, wholeness, every good and noble thing comes from God and is our reasonable service unto Him. In every thought and action we strive to be testimonies of the character and peace of God.

Service – We serve God by serving others, applying our divinely-given individual giftedness in a manner that cares for our families through respectable enterprise and blesses both the church and the world. Our works of service are an expression of our faith.

Truth – We affirm the Bible as God’s infallible, trustworthy Word, which provides us with the principles and values we need for life and godliness. Because God is and has revealed Himself, we acknowledge the existence of absolute truth that forms a meaningful basis for education, morality, and life.

1.4 Philosophy and Goals

The educational philosophy of GCA is based on a biblical view of God, man, truth, and education. Since God created and maintains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is especially true of man who was created in God’s image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God’s will, which is the ultimate purpose in life.

The entire process of education is seen as a means used by God to bring the student into fellowship with Himself, to develop a Christian mind in him and to train him in Godly living so that he can fulfill God’s total purpose for his life. He must be taught the Bible so he may understand God as well as his own nature and role as a person created in God’s image. He must be developed and related to God as a whole person, spiritually, mentally, physically and socially. He must learn to see all truth as God’s truth and to integrate it with his own unique abilities and personality. He must interact with and be taught by parent and teacher models who are themselves born again and have this perspective of life.

The authority for such an education comes both from God’s command that the children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents’ request the Christian school, along with the church, becomes a partner in giving this education.

GCA provides a biblically-integrated instructional program in a disciplined environment that encourages spiritual commitment and academic excellence. We believe, therefore, it is the responsibility of the school to be dedicated to:

1. Leading each student to a vital, personal relationship with God through faith in Jesus Christ;
2. Assisting each student in the development of a Christian mind and a Christian lifestyle;
3. Promoting a Biblical integration of faith and learning;
4. Developing a comprehensive educational program that helps each student achieve full academic potential;
5. Maintaining a diverse extracurricular program designed to assist each student in the development of social skills and the expression of individual personality;
6. Preparing and encouraging students for effective service for Christ in their chosen career;
7. Supporting and assisting the Christian home and the Bible-teaching local church.

To fulfill these responsibilities, GCA desires to:

Christian Faith and Values

1. Help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom;
2. Encourage each student to believe in Christ as personal Savior and to continue to grow and develop in the knowledge of Christ so as to become more like Him (Ephesians 4:13);
3. Help each student understand the present ministry of the Holy Spirit, who lives in each believer, and guides each believer in the understanding and application of Biblical principles (John 14:26, 16:13, 1 Corinthians 6:19);
4. Help each student gain a knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible study;
5. Help each student understand the significance of the local Bible-teaching church and the necessity for regular attendance and involvement;
6. Help each student identify and develop his/her unique gifts and abilities, and the importance of using them for the benefit of the entire Christian community (1 Corinthians 12:7, Ephesians 4:16);
7. Help each student with the development of personal Christian convictions and values, and encourage commitment to them during times of pressure and adversity (Ephesians 6:11-13);

Christian Missions and Service

1. Encourage each student to be sensitive and responsible to the needs of others (Philippians 2:4);
2. Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ (Romans 1:16);
3. Help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions (Matthew 28:19-20);

Intellectual Development

1. Assist each student in recognizing that each area of instruction, whether scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God's truth as revealed in the Bible;
2. Assist each student to acquire proficiency in the basic skills necessary to intelligently meet the demands of life;
3. Help each student gain a thorough command of the fundamental processes used in communicating with others;
4. Challenge each student to strive for excellence and maximum achievement in every area of the instructional program;
5. Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development;
6. Prepare each student with the knowledge and skills necessary for further study and occupational competence;
7. Assist each student in the development of creative and critical thinking skills, using biblical principles and criteria as the basis for evaluation;

Physical Development

1. Assist each student to understand that the body is the temple of God and is to be kept clean and pure, capable of responding to God's direction;
2. Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practicing good health habits;
3. Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual, and social state;
4. Assist each student in recognizing the dangers inherent in the use of substances harmful to both physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances;
5. Assist each student to develop an interest in the skills needed for life-long involvement in physical activities;

Social Development

1. Encourage each student to develop Christian attitudes, accept principles of behavior, and base decisions on the spiritual, moral, and ethical values of the Bible;
2. Prepare each student to assume the responsibility and privileges of citizenship;
3. Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families, including the belief that a biblical marriage is limited to a covenant relationship between a man and a woman (Matthew 19:4);
4. Assist each student to acquire the attitude and skills essential to effective interpersonal relationships;

Career Development

1. Assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply Biblical principles to the use of personal resources;
2. Assist each student to develop respect for the dignity of labor and pride of performance;
3. Assist students in developing values, attitudes, and basic knowledge essential to the world of work through career awareness and exploration.

1.5 Biblical Worldview

GCA develops students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men (Luke 2:52). To this end, students at every level are taught from a biblical worldview. A worldview is the framework from which each person views life. It represents their most fundamental beliefs and assumptions about the world in which they live.

As students develop a biblical worldview they will accept that scripture is the final authority concerning God's character, God's creation, God's truth, God's love and God's design. This biblical worldview is developed through the knowledge of Bible truths, application of Scripture and the leading of the Holy Spirit. GCA desires to lead students to commit to biblical principles and truth as the structure for all that is taught: physically, mentally, socially, emotionally, and spiritually.

1.6 School/Parent Partnership

GCA values its partnership with Christian families in providing and promoting a biblical worldview in all aspects of life. Acknowledging that the parents and family are the primary educators of their children, a school/parent partnership has been developed to formally identify biblical truths, actions, and attitudes necessary for a biblical worldview. The school will work to teach and model these truths, actions, and attitudes and come alongside families in helping children build a biblical worldview.

1.7 Accreditation

Accreditation is the recognition of schools for achieving and maintaining educational excellence and integrity. The designation of "accredited" is awarded by regional and national organizations that set standards for educational and operational performance and then monitor schools' compliance with those standards. The notation of accreditation on a student's transcript adds to the perception of its validity and credibility when reviewed by a school or college admissions administrator. GCA is actively pursuing accreditation from the Association of Christian Schools International (ACSI).

1.8 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 the GCA's pursuit of the mission.

Members of the Board for the 2020-2021 school year are listed below.

- Mr. Mike Dechman (Chair)
- Dr. Chris Holmes (Head of School)
- Mrs. Tracy Ladd
- Dr. Jason Lee
- Dr. Shanna McGinnis
- Mr. Jason Tanner
- Mrs. Micah Whiteman

2.0 GENERAL POLICIES AND PROCEDURES

2.1 Admission

Subject to the faith-based standards and beliefs stated in the GCA policies and procedures, GCA admits students of any race, gender, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality or ethnic origin in administration of its educational policies, admissions policies, tuition grant program, athletic and other school-administered programs.

GCA was established on the biblical principle that God gives parents the primary responsibility for educating their children. The school enters into a partnership with parents and Christian educators to teach academics in the context of a Christian worldview. GCA's policy is to offer enrollment to students of parents who desire a Bible-based education with academic excellence for their children. GCA's staff partners with families who also teach their children what it means to have a Christian lifestyle regarding personal and family relationships, such as demonstrating love for others, exhibiting a teachable spirit and sharing the belief that a biblical marriage is limited to a covenant relationship between a man and a woman (Matthew 19:4).

Notwithstanding anything else in this handbook, GCA reserves the right to select students and families on the basis of academic performance, Christian commitment, lifestyle choices and personal qualifications including a willingness to cooperate with our administration and policies. Therefore, GCA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student on the basis of, but not necessarily limited to, the inability to support the moral principles of the school and/or the inability to maintain a lifestyle consistent with the GCA statement of faith, mission, values, philosophies and goals, and any related policies and procedures (Romans 1:24-32, Galatians 5:19-21).

2.2 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.

2.3 Reporting and Investigating Suspected Child Abuse

GCA complies with all state laws and regulations in reporting and investigating cases of suspected abuse.

2.4 Responsibility for Debts

All families are expected to meet all financial responsibilities promptly. This includes tuition and other obligations. Records will not be released until all debts are paid.

2.5 Safe School Commitment

GCA is committed to establishing and maintaining a safe learning environment. Therefore, GCA reserves the right to routinely inspect and specifically search the school facility and grounds, as well as anything brought onto school property or facility in accordance with state laws.

2.6 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.

2.7 Tuition Assistance

The goal of the Tuition Assistance Program is to provide financial assistance to help families with tuition payments. The assistance, intended as a supplement to a family's resources, is not restricted to only families whose ability to pay tuition is limited; it is also available to those families who may only need small awards or who have multiple children.

Each award is made for one year only. Families must apply each year because eligibility may change. Awards are based on the availability of tuition assistance funds.

2.8 Tuition Policy

Tuition and other fees are necessary in order for GCA to fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

GCA observes the following tuition policy:

- The application fee which covers processing is non-refundable.
- The enrollment fee which is collected to confirm your child's placement is non-refundable.
- The re-enrollment fee is non-refundable unless for any reason GCA does not re-admit the student. If parents withdraw their student's enrollment for any reason, the fee is non-refundable.
- Student records will not be released and no credit for a student's work can be earned unless all financial obligations are met.
- Tuition that becomes past due will necessitate a meeting with the administration.
- All tuition payments are collected by FACTS Tuition Management.

2.9 Website

The official website of GCA is located at gcaowensboro.org.

Permission to use a student's photo or image for publication, video and other marketing purposes by authorized GCA personnel is granted by signing this handbook's agreement unless GCA is notified in writing that permission is denied by the student's parent or guardian.

3.0 ACADEMIC POLICIES AND PROCEDURES

3.1 Academic Probation

At-Risk for Probation

At the close of the semester, each student's academic record is carefully reviewed. If the semester grade point average (GPA) is between a 1.5 and 2.0, the student is identified as being "At Risk" academically. Parents will be notified, and teachers will work with students to develop a plan for success.

Probation

A student whose semester GPA falls below 1.5 will be placed on academic probation for the following semester. If the student's GPA is raised above 1.5 by the end of the following semester, the student will be removed from probation at the time. If the student's GPA remains below 1.5, a committee of administrators and faculty will decide whether or not the student shall be allowed to remain enrolled at GCA.

3.2 Academic Recognition

Grace Christian Academy recognizes two levels of Honor Roll:

"A" Honor Roll Students who receive a grade of "A" in all courses.

"B" Honor Roll Students who receive a grade of either "A" or "B" in all courses.

3.3 Add/Drop Class Procedures

A student may add and drop classes provided there is an opening in the class the student wishes to enter. Requests for schedule changes should be directed to the administration. Note the potential penalty involved in dropping classes:

1st week of the first semester – May add or drop with no penalty. Any fees paid will be refunded.

2nd – 9th weeks of the first semester – Students may withdraw passing (WP) or withdraw failing (WF). Students may or may not be allowed to add a course at this time. This does not affect students' GPAs. Any fees paid will NOT be refunded.

After 9th week of the semester – Students may withdraw with special permission from the administration.

3.4 Community Service Hours

Students are required to complete 15 hours of community service for each year in attendance at Grace Christian Academy. Students must not receive payment for this work, and work may not be done for direct family members. In some situations, students may volunteer at a family member's business when serving in the community. Check with your counselor for approval prior to serving the hours. Half of the hours may be served in a Christian setting (service to the saved) and half must be served in a community setting (service to the unsaved). Service hours must be properly documented and submitted to the office. A maximum of 8 hours may be served in one day. Prior to a mission trip, the mission coordinator will determine how many service hours will be awarded. Hours should be submitted within a year of completion to receive credit. No credit will be granted for time worked during school hours. Hours from other schools will be documented for recognition purposes but will not be counted towards GCA requirements.

3.5 Dual Enrollment Courses

GCA will offer dual enrollment for some courses. There may be additional requirements per course. This is a great opportunity to earn college credit during high school.

3.6 Grade Reporting Schedule and Grading Scale

High school students are given grades for academic achievement every semester in each subject. Report cards are sent home after each semester. At the end of the school year report cards are mailed when all obligations have been met. Grades in all subjects are letter grades based on the following scale and grade point average (GPA) points are assigned in the following manner:

<u>Grade</u>	<u>%</u>	<u>GPA</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	65-69	1.0
F	0-64	0

3.7 Homework

- Students should expect regular homework assignments. Homework is assigned for the following reasons:
 - To increase self-reliance and self-discipline;
 - To reinforce and extend classroom learning;
 - To provide practice in skills and problem solving;
 - To provide opportunities for special projects, such as book reports, compositions, research, etc.
- Teachers **reduce** the amount of homework on Wednesday night because of church services that many students attend. However, assignments made prior to Wednesday, which are due on Thursday, may require some preparation on Wednesday night.
- Assignments are to be completed on time and composed properly. Good grammar, neatness, and correct spelling are expected on all assignments. Sloppiness, carelessness and thoughtless content will not be allowed. Such work may be returned to the student for revision.
- Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.
- Students should use Internet resources appropriately. Information copied directly from Internet sites will be considered cheating.
- The time required for homework will vary with the pace of the individual student and his/her course load. **Suggested amount of homework per night: 1-2 hours.**
- Students failing to complete daily homework assignments in the time allotted by the teacher will receive a grade reflecting a penalty. Each teacher's policy will be explained in the course syllabus given to students at the beginning of the course. The late work policy is determined by individual departments; please see the syllabus.

3.8 Plagiarism

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation. The use of online translators to complete work assignments for language classes would also be considered a violation. *Plagiarism, which is a synonym for piracy, is cheating and a major violation of the disciplinary code (see Section 5).*

Examples:

- Copying or sharing answers on ANY assignment, test, quiz, exam, etc.;
- Having another person write a paper for you and turning it in as your work;
- Turning in or copying another student's work as your own;
- Starting with someone else's work and modifying words or phrases to avoid citation;
- Copying a paper from a source without proper acknowledgement;
- Copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks;
- Paraphrasing materials, words, or ideas from a source without using proper documentation;
- Buying a paper from a research service or term paper mill;

- Turning in a paper from a “free” or paid term paper website.
- Inappropriate use of an online translator for foreign language classes

How to avoid plagiarism in your writing:

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.
- Document information you’ve paraphrased or summarized. This includes all ideas and expressions that you adapted from your sources.
- Follow documentation style required by the course instructor.

NOTE: Sources include periodicals (magazines, journals, newspapers), Internet sites, databases, CDs, digital media (all types), books, brochures, letters, television programs, films, artwork, musical compositions, speeches, charts, maps, organizations, individuals, and any additional printed or unprinted forms of communication.

The only information not requiring acknowledgment and documentation is common knowledge. Common knowledge is information that can be found in several different sources, usually exists in more than one subject area, and is knowledge that many people possess.

Issues of cheating and plagiarism are taken seriously at GCA. All teachers now have the discretion to run electronically submitted assignments through plagiarism detection tools, to scan papers against major indexes and databases of submitted works.

Any incident on any assignment, test, project, etc. will result in disciplinary action which may include the student serving an in-school suspension. Students may be allowed to resubmit the assignment (or an appropriate alternative). The teacher will grade the assignment and will give the student credit for 60% of the score. Any subsequent incident will be considered a major violation and result in out-of-school suspension. ***Both the taking of and the giving of answers are considered cheating and both will result in disciplinary action.***

3.9 Requirements for Graduation

GCA strives to create opportunities for academic excellence while remaining in compliance with the current requirements for graduation in Kentucky. Therefore, requirements for graduation are subject to revision as state expectations change. Currently, students must complete 22 state-accepted credits for a Standard Diploma, including a credit in Bible for each year in attendance. Alternatively, students may complete 24 credits for an Academic Diploma.

The following credits are required at GCA for graduation:

Minimum Credits Required for Graduation			
Course	# of Credits	Course	# of Credits
Bible	4	Health	1/2
Electives	2	Math	4
English	4	Physical Education	1/2
Fine Arts	1	Science	3
		Social Studies	3

If the final grade for a semester is failing, the student is encouraged to earn credit for that semester prior to the beginning of the next school year. **Any semester failed must be repeated in order for the student to make satisfactory progress toward graduation.** Only three semesters or 1 1/2 credits may be made up from schools, including on-line courses, other than GCA. Unless students have failed the class, they may not take a course from another institution if the same course is offered at GCA.

If a student fails a Bible class for the semester, he/she must retake the course the next school year. If a senior fails Senior Bible, he/she must take a suitable independent study or course online. The course will be chosen by the teacher and the administration. Once this supplemental course is completed satisfactorily, the student will receive a passing grade.

To be promoted to the next grade, a student must earn at least:

- 4 credits to be a Sophomore;
- 9 credits to be a Junior;
- 14 credits to be a Senior;
- 22 credits to graduate.

Diplomas

GCA offers academic programs to prepare students to earn one of two types of diplomas: Standard Diploma or the Academic Diploma. Either of these diplomas will qualify a student to attend college. Students will be advised in course selection leading to the program most suited for the individual student.

- The Standard Diploma provides a basic traditional education for students. Students must complete 22 credits but are not required to take a foreign language to earn this diploma.
- The Academic Diploma is broader and more intense. Students graduating with this diploma have completed at least 24 credits and must maintain a GPA of 3.0 to receive this diploma. At least one credit in a foreign language is required.

3.10 Semester Exams

Semester exams are administered at GCA to measure the students' retention of the material studied and to give the students experience in taking comprehensive tests. These exams will be given on the last few days of each semester.

3.11 Benchmark Assessments

GCA will work with students and families regarding preparation and registration for standardized and pre-college testing. Sophomores and juniors will take the PSAT. Juniors will take an official ACT exam in the spring of their Junior year.

3.12 Textbooks

Tuition includes a rental fee for the use of textbooks. An additional fee or replacement charge will be assessed for damaged or lost books. Textbooks must be returned or paid for prior to taking the exam for that course.

4.0 ARRIVAL AND DISMISSAL

4.1 Arrival

Compulsory school hours are 8:30am – 3:30pm. GCA will accept responsibility for students arriving as early as 7:45am. No supervision of students is provided prior to 7:45am.

4.2 Dismissal

Students shall remain in their final class until dismissed by their teachers at 3:30pm. Students are allowed to stay in the high school wing of the building until 4:00pm. After 4:00pm all parts of the building are off limits unless the student is involved in an activity sponsored by a staff member.

4.3 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 call the school office. Upon the student's return to school, parents are asked to submit any doctor's notes or documentation for school records.

4.4 Student Responsibilities

We ask that students make every reasonable effort to be at school promptly every day. When absent, if possible, complete homework and other assignments prior to returning to school. Students are accountable for make-up work missed each day absent.

4.5 Early Dismissal & Absences

If a student must leave school early for any reason, a parent must physically come into the building to sign the student out. If the student returns, the student must sign back in through the office. Students are not allowed to leave campus for lunch. In addition to their parents, students may be checked out only by individuals on an approved list.

Attendance will be taken at the beginning of each class. Anticipated absences longer than one day (e.g., mission trips) should be discussed with the administration.

4.6 Extracurricular Events

Students are required to attend school the day of an extracurricular event in order to attend that event.

4.7 Illness During the School Day

Students who become ill or need to take medication should come to the office.

Students must be fever-free (less than 100°, unmedicated) and diarrhea/vomiting-free for 24 hours before returning to school. Unmedicated means that no drugs such as ibuprofen (Motrin, Advil) or acetaminophen (Tylenol) have been given to the student. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or having been ill with the same at home in the previous 24 hours, will be sent home.

Over-the-counter medications (such as Ibuprofen, Acetaminophen, Tums, Benadryl, Sudafed and cough drops) will be provided by the school. These medications can be administered if parents give permission.

To administer prescription medication, a Medication Administration Release Form must be completed, signed by a parent, and brought in with the medicine. All prescription medications must be in the original container with the physician's name, prescription and dosage instructions label intact. Parents are responsible for providing all information needed for proper administration of medications.

4.8 Extended Illness

When a student is absent due to illness or hospitalization for more than five days, the following guidelines should be followed:

- The parents should contact the school as soon as they become aware that the student will be absent for several days. The following information will be requested:
 - Doctor's statement of reason for absence;
 - Location of the student (home, hospital, etc.);

- Approximate length of absence;
- School work and materials needed.
- Schoolwork should be picked up and dropped off in the office at the end of each week.
- Upon return to school, the following information is required:
 - A signed release from the doctor;
 - A list of medications the student will be taking at school;
 - A written description of permissible and non-permissible behaviors.

4.9 Late Arrival to School and Class

It is important for students always to 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.

A good rule of thumb is to plan to be at school by 8:15am. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route. Any student arriving after 8:30am must sign in at the front desk. The reason for the late arrival will be recorded. Parents must write notes or send notes from doctors, etc.

Students arriving at school after 8:30am are tardy. If a student is less than 15 minutes late to class because of an appointment and the student has a doctor's note, they will NOT be marked tardy.

4.10 Make-up Work

When a student misses classes, valuable classroom instruction and discussion that cannot be made up is lost. Therefore, teachers will hold students accountable for adequate make-up work to cover the missed instruction.

- Teachers may expect students to do all the work assigned as well as additional work to compensate for missing class instruction.
- Students are eligible to receive full credit for make-up work. Failure to complete the make-up assignments will be reflected in the student's grade for that block.
- All work, including tests, quizzes and projects, assigned prior to an absence, which is due during the day of class absence, is to be turned in to the teacher or made up immediately upon return to the class. All work assigned prior to an excused absence which is due after the day(s) of class absence is to be turned in to the teacher on the assigned due date.
- Students with subsequent absences during the five school days following the original absence will meet with teachers to plan a reasonable schedule for completion of the missed work.
- In cases of early dismissal, students are required to turn in work due to classes to be missed prior to leaving school.

5.0 CONDUCT

5.1 Discipline Policy

The Board of Directors of GCA believe that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm but fair, and moral and spiritual values are emphasized within a loving, caring Christian atmosphere.

Students learn self-discipline through God's principles of human behavior:

1. Order is the organization that provides a good environment for learning.
2. Training is the process of practicing what is right.

3. Correction is the discouragement of wrong behavior.
4. Praise or affirmation is used to encourage students to continue in obedience.

5.2 Classroom Standards

Each student is expected to be on time and properly prepared for class. Teachers will establish the rules for classroom behavior that shall prevail in their classrooms. Students should comply with these expectations, both academically and behaviorally. Respect for all individuals is an expectation at GCA.

Teachers will communicate to students how grades will be determined by providing a syllabus outlining the goals of the course, requirements, texts, materials to be used, and method of evaluation.

5.3 Progression of Corrective Measures

1. Discipline Referrals (DR): Students may receive DRs for a variety of infractions. After applying the steps of the classroom discipline policy, the teacher may issue a DR, send the student to the office, and/or request that the student be assigned to detention.

Administrators may also issue Discipline Referrals. Parents will be notified when their student receives a discipline referral. The accumulation of discipline referrals leads to increasingly severe punishment.

2. Detention: Detention is held on Friday mornings from 7:15am – 8:15am. It is suggested that students arrive on campus 15 minutes before the start of detention. Students arriving after the start time or not arriving in dress code will not be admitted.

Students may be assigned from one to three hours of detention at a cost of \$5.00 an hour payable that day. Those who fail to report to the assigned detention will be assessed an additional hour of detention. **Students who accumulate more than three hours of detention may face suspension from school. The suspension would be an in-school suspension and the \$5 per hour still applies.**

Misbehavior in detention is a major violation of the discipline code. Students arriving out of dress code, sleeping or disrupting detention will be sent home and will be reassigned to detention for the following week. The student will not receive a refund and will be required to pay for the hours reassigned.

3. Suspension--Two options for serving suspensions may be offered:

Option I The student may serve in-school suspension – no academic penalty
With this option the student will spend his/her day(s) of suspension working on campus.

Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher.

Work due during a suspension is due when the student returns to school.

Option II The student may serve out-of-school suspension – academic penalty
Student may not be on campus the day of the suspension and they may not participate in any extra-curricular activities.

Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher.

Work due during a suspension is due when the student returns to school.

NOTE: The administration may limit the options available to the student in accordance with the severity of the offense. Some offenses may warrant an out-of-school suspension.

IMPORTANT: Many colleges ask the school and the applicant whether the applicant has ever been suspended from the school. The GCA staff will answer these questions truthfully and expect students to do the same. The school will report out-of-school suspensions that have resulted from serious honor violations, such as lying, cheating, stealing or other unethical behavior. The school will report all major violations of the discipline code to colleges to which a student has applied, regardless of the time of year in which it occurs, or when the information becomes known to the school administration. The school reserves the right to rescind all letters of recommendation.

5.6 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 any display of affection (students are expected to keep their hands to themselves);
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. Eating and drinking outside designated areas;
8. 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.
9. No scooters, skates, skateboards, or other wheeled devices are allowed on campus.

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

5.7 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. Failure to attend class (truancy) or being out of class during the class block without a written pass from the teacher;
2. Insubordination, or refusing to obey school personnel;
3. Disrespect (verbal or nonverbal) to school personnel or to peers;
4. Cheating or plagiarism of any kind;
5. Use of profanity, crude language, offensive expressions, racial slurs or obscenities;

6. Driving in a reckless or unsafe manner on or near campus;
7. Fighting, threatening, intimidating, hazing, or causing deliberate injury to students and/or school personnel;
8. Bullying or intimidating of any kind.
9. Possessing any weapon [guns, knives (including pocketknives), etc.] or any item giving the appearance of a weapon, drugs, alcohol, tobacco, e-cigarettes, or pornography on school property;
10. Stealing, lying, forgery or gambling;
11. Inappropriate use of school computers and/or devices;
12. Misbehavior in detention or with a substitute teacher;
13. Willful destruction or defacement of school property or property of others;
14. Unacceptable behavior of a sexual nature;
15. Persistent disregard for school policies/procedures;
16. Failing to abide by school guidelines while on school-sponsored trips;
17. Committing a serious breach of conduct outside the school which has an adverse effect on the testimony of the school;
18. Photographing or videoing a student or teacher without their consent;
19. 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. ✦

5.8 Over-the-Counter and Non-Prescription Drug Policy

The possession, distribution, or use of over-the-counter medications or natural substances (including herbal remedies, caffeine pills, or any other substance that has the potential to alter one's mood or behavior) is not allowed.

All medication, pills, over-the-counter drugs, or anything that resembles the aforementioned must be dispensed through the school office with written parental permission. Violation of this policy is a major violation of the discipline code.

5.9 Sexting

In keeping with GCA's responsibility to provide a safe learning environment for all students, the following policy has been established regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities on or off campus are subject to state laws and school discipline.

Sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image is a violation of this policy. Such a violation will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any incident of sexting to a teacher or school administrator.

5.10 Social Media

Social media reaches far beyond the school community; therefore, students must use social sites responsibly and be accountable for their actions. Students must understand that anything posted online is a reflection of not only themselves, but also GCA and, ultimately, Christ. Below are specific guidelines regarding student use of social media:

- In the online environment, students must follow GCA behavior guidelines and conduct themselves online as in school.
- Use of GCA logos or images on your personal social networking sites is prohibited.
- GCA reserves the right to request school-related images or content posted without permission to be removed from the Internet.
- Cyberbullying is considered an act of harassment.
- If a student sees anything of concern on a fellow GCA student's social networking page or account, they should immediately contact the school office.
- Similar to comments made in person, GCA will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory language or remarks that may harm students, faculty, or staff of GCA.
 - Derogatory language or remarks that may harm representatives of other schools, including comments that may disrespect opponents in athletic competitions.
 - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - Indicating knowledge of an unreported school violation—regardless if the violation was unintentional or intentional.

Any violation of the social media guidelines may result in disciplinary action including possible suspension and/or expulsion.

5.11 Disciplinary Probation

Students who have demonstrated difficulty complying with the disciplinary code may be placed on disciplinary probation. The placement of a student on disciplinary probation signifies the recognition that this student requires direct attention, supervision, and assistance to maintain patterns of behavior that are conducive to the learning environment of all students.

The administration will review the student's progress at the end of the semester. If the student has corrected the previous behavioral problems he/she will be released from probation. If the student fails to demonstrate improved judgment and self-control while on probation he/she may be dismissed from school. If the student has demonstrated improved behavior but has not fully satisfied the committee that the pattern of unsatisfactory behavior has been corrected, he/she may remain on probation for an additional semester or may be dismissed from school. No student may remain on disciplinary probation for more than two semesters.

5.12 Positive Student Relationships/No Bullying Allowed

In accordance with the mission of GCA, efforts are made to help students develop positive, respectful relationships with others. Appropriate interaction is taught and reinforced so students may learn how to relate to their peers in a constructive manner. Students who fail to be kind and respectful of others will be corrected, and may be encouraged to make amends to benefit their own spiritual and relational growth.

GCA will not tolerate verbal, physical or social bullying behaviors. Any instances of bullying will be addressed immediately and with appropriate consequences.

- Bullying: Intentional and repetitive verbal or physical mistreatment in which there is an imbalance of power, often characterized by a desire to demonstrate power over and/or humiliate another.
 - Direct Bullying: Overt physical or verbal aggression and/or intimidation such as name calling, punching, threatening physical violence, slapping, kicking, etc.
 - Indirect Bullying: Characterized by the goal of social isolation through gossip, criticism, manipulation, and exclusion, as well as intimidation of those who wish to socialize with the victim.

6.0 STUDENT DRESS CODE

6.1 General Guidelines

The dress code at GCA is designed to further our mission and philosophy of education, be easy to understand, be easy to enforce, be affordable, minimize rules, and maximize values. Our desire is to instill values of modesty and to train our children to have an overall perspective that will survive the ever-changing fashion cycles.

Our goal at GCA is to dress to honor Christ with a modest and neat appearance. Therefore, clothing should not be a distraction and should fit appropriately. No undersized or oversized clothing is acceptable. Any hair and dress styles that are overly faddish or that draw attention to the student will not be allowed. We seek your cooperation in carrying out these standards so that the biblical teachings of respect for those in authority might be upheld (Hebrews 13:17). God desires changed hearts and lives that demonstrate that change (1 Samuel 16:7, 1 Peter 3:3-4).

If a child comes to school dressed improperly, you will be requested to bring him/her a proper change of clothing. The dress code is in effect for all school days, as well as all school-sponsored events.

Hair / Jewelry

- Boys—hair cannot be in the eyes; earrings or other body piercings are not allowed.
- Girls—pierced ears are acceptable; body piercing (including nose and brow piercings), excessive jewelry, and excess make-up are not allowed.
- All—hair color must be predominantly natural color; sparse highlights are permissible. (When in doubt, please ask the administration before highlighting.)

Shirts / Tops

- All shirts, including t-shirts, with positive language and graphics are acceptable.
- All shirts and dresses must have sleeves.
- Shirts and tops may not be more than one size larger than a student normally wears.
- Shirts must not reveal the body during normal activity.
- Shirts may not have a plunging neckline.
- All undergarment straps must be covered.

Pants / Shorts

- Casual wear, including jeans and neat athletic pants, are acceptable daily attire. Belts are optional.
- Sweatsuits are not acceptable.
- Shorts, dresses, and skirts are to be of modest length.
- These must be neatly hemmed without frayed edges or holes.
- If worn, leggings must be worn underneath skirts or dresses.

Shoes

- Shoes and sandals are acceptable. No flip-flops.

6.2 Special Activity or Event

1. Jersey Day for Athletic Teams: Each team will be encouraged to wear their jerseys or team t-shirts on any day that their team has a HOME game. Jerseys or shirts must be worn with regular school uniform pants, or skirt. Students may not wear jeans on these days. Sleeveless jerseys are to be worn with a shirt underneath or a team t-shirt may be worn instead of a jersey.
2. PE Class Uniform: Shorts, t-shirt, and athletic shoes with heel support. Long warm-up pants are acceptable.
3. Field Trips, Team Travel, Extracurricular Activities, or Special Programs: Standards will be established by the supervising teacher, coach, or administrator, and announced in advance so parents may be informed and students can be appropriately dressed.
4. Spirit Days: Must adhere to dress code guidelines.
5. All students are required to wear shirts at all practices and activities.

6.3 Non-Compliance with Dress Code

1. Students who are out of dress code will receive a Dress Code Violation.
2. If the non-compliance is a matter of modesty or total disregard of the dress code, the parents will be called and asked to bring the student appropriate clothing. The student will not return to class until appropriate clothing is obtained.
3. The administration reserves the right to handle each situation of noncompliance on its own merit. Final determination of appropriate dress for students is the responsibility of the administration.

7.0 ADDITIONAL INFORMATION FOR HIGH SCHOOL STUDENTS

7.1 Book and Sports Bag Storage

Students are encouraged to keep book bags/backpacks in their cubbies. Sports bags must be stored in the cubby. Bags may NEVER be placed in a stairwell. Improperly stored or abandoned bags will be confiscated.

7.2 Lunch

Students are not allowed to leave campus for lunch. No permission will be granted for students to leave campus for lunch unless that student's parent physically comes in to sign the student out. Students may not order food to be delivered for lunch outside the school's lunch program.

Microwave ovens are available for use by those wishing to bring lunch from home.

Food Allergies: Parents need to inform the school office if their child has food allergies. They may do this by completing the Food Allergy Form.

Behavior in the Lunch Room: Proper eating habits and acceptable behavior must be practiced in the lunch room. Students are expected to stay in the lunch room until they are dismissed and clean up after themselves.

7.3 Chapel

Chapel is a time of weekly worship for the school community. Christian speakers will be invited to speak to students. Chapel is to be observed in a respectful manner (no talking or studying). Chapel is held on Wednesdays, and parents are welcome to attend.

7.4 Conferences

Conferences between parents, students and members of the school staff are encouraged. All teachers will be glad to arrange conferences as needed. Parent/teacher conferences are scheduled each semester.

7.5 Weather-Related or Emergency Procedures

Weather or Other Emergencies: Closures due to weather or other emergency situations will be communicated through text messages, email, local television broadcasts (WFIE-14), and the school's website.

Personal: Every student is to have emergency information on file, making it possible for the school to contact someone in the family or other designated adult at all times. Parents are responsible for making updates to their profile throughout the year if there are any changes.

Fire/Tornado/Disaster/Intruder Drills: Classroom teachers will be sure all students know and understand the procedures for all drills. Procedures are posted in each classroom and drills are conducted on a regular schedule.

Evacuation: An emergency evacuation plan is in place for GCA.

7.6 Extracurricular Activities

Athletics

The athletic program is an integral and vital part of the total school education program. Its purpose is to make positive contributions to the physical, social, emotional, and spiritual development of the participants, the spectators, the school, and the community.

Students wishing to participate in sports may obtain more information from the office. An athletic participation fee is charged for each sport in which the student participates. There may be additional uniform and team fees, the cost of which varies according to the sport.

According to KHSAA rules and GCA regulations, student athletes must maintain certain grade requirements. At the end of each week, a school administrator checks grades of athletes and reports those students who do not meet the eligibility requirements. The minimum grade point requirement is a cumulative GPA of 2.0 or better without any "F's" in any subject area and is based on a cumulative semester grade.

Any student not fulfilling these academic requirements is INELIGIBLE for ONE WEEK which will run from Saturday (12:01 am) to Saturday (12:01 am). Ineligible students may attend practices. They may attend home games as spectators only and may not attend away games Monday through Thursday, as it is expected for these athletes to be home studying. At the next grade check, if the student has improved and met the minimum academic requirements they will be eligible to play in the next game. If not, the student remains ineligible for one more week.

Student Organizations

The following are some examples of the clubs and organizations that may be active at GCA: National Honor Society, Beta Club, Drama Club, Academic Team, Student Council, and Fellowship of Christian Athletes.

In addition, each grade level is an organization that elects officers and plans activities for itself and, in some cases, the entire school.

7.7 Field Trips

Field trips are regarded as an extension of the classroom provided the intent is educational and relates to the subject area that the class is studying. Efforts are made to keep the expense of field trips as reasonable as possible. All expenses of field trips are the responsibility of those participating. Written parental permission must be received in order for students to participate.

- No student is allowed on an off-campus trip without specific written parental permission. Students may not leave a field trip with a parent or another student without written notification.
- Students must be in good academic standing to participate in an optional field trip or a field trip sponsored by a club or organization. Students with excessive absences or missing assignments may be denied the opportunity to attend field trips that are not a part of the student's grade in the class.
- All students will adhere to dress code on field trips unless otherwise informed by the supervising teacher, coach, or administrator.
- Siblings may *not* go on field trips. Sponsors must give their full attention to the care of students.

Field Trip Driver's Guidelines

To insure safety when a parent drives on school-sponsored field trips, the following rules must be observed:

1. All students are to be buckled in by seat belts.
2. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured.
3. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. Do not leave any location without having accounted for ALL STUDENTS FOR WHOM YOU HAVE RESPONSIBILITY.
4. When students have returned to campus, remain with them until the teacher in charge has arrived and taken full responsibility for the class.
5. Drivers are not to make stops which are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the campus.) All stops must be scheduled and approved.
6. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student(s) who fails to respond promptly and politely to correction.

7.8 Chromebook Expectations

Use of school-issued Chromebooks is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. Like textbooks, Chromebooks are a tool for use in the educational development of students. All students are expected to use Chromebooks in a responsible and ethical manner and obey general school rules concerning behavior and communication that apply to Chromebook use.

1. General Expectations:
 - GCA retains the right to collect and/or inspect the Chromebook at any time, and to alter, add, or delete installed software or hardware.
 - Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, planners, calendars and schedules should be accessed using the Chromebook.
 - Parents may, and are encouraged to, regularly check the Chromebook and monitor use outside of the school.
 - Coaches/sponsors for individual activities may limit whether or not Chromebooks are allowed to be at particular events.
2. Student Guidelines and Responsibilities:
 - Students must be responsible to bring their Chromebook, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Loaner Chromebooks will not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook.
 - Student email and other accounts ***must*** be checked regularly for important communications, homework, etc.
 - Students should turn off and secure their Chromebook after they are finished working to protect their work and information.
 - Leaving a Chromebook unattended may result in disciplinary action.
 - Chromebook use is not permitted in Chapel, assemblies, etc.
 - Photos/video may not be taken of any student/teacher without their expressed permission.
 - During class, sound must be muted at all times unless permission is obtained from the teacher.
 - Ear buds/headphones may only be used in the classroom based upon individual teacher approval.
3. Student Activities Strictly Prohibited:
- Use of any messaging services
 - Use of non-educational games during class time.
 - Spamming, which includes sending mass or inappropriate emails.
 - Gaining access to other student's accounts, files, and/or data.
 - Students are not allowed to use another student's Chromebook and may not allow any use by a non-GCA individual, including siblings that do not attend GCA.
4. Misuse of Chromebooks:
- If a student violates any part of the above policy, he/she may be subject to the following disciplinary steps:
 - 1st Offense – An hour of detention will be issued.
 - 2nd offense – An hour of detention will be issued and Chromebook will be confiscated for 24 hours (student is still responsible for all required work).
 - 3rd offense – Loss of Chromebook privileges for a length of time determined by the administration.
 - Other Considerations
 - If a student has below a 2.0 and has had difficulty with Chromebook management, that student's device may be restricted to pre-approved educational apps only for a time period to be determined by the administration, up to permanent restriction of personal apps.
 - Concerns about student Chromebook misuse may be identified by a teacher or parent, and appropriate steps in addition to disciplinary action will be taken which may include:
 - A meeting with the student to discuss proper use of the Chromebook.
 - A meeting with parents to discuss continued use of the Chromebook.

7.9 Cubbies

A cubby will be assigned to each student at the beginning of each school year. Students may not switch cubbies without permission. Using a cubby not your own is considered trespassing and may result in disciplinary action.

7.10 Lost and Found

Students who have found articles should immediately take them to the office. Lost articles may be claimed before or after school.

7.11 Messages

If it is necessary to send a message to a student at school, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. Classes will not be interrupted to deliver a message, or to have a student return a phone call to the parent, unless there is an emergency. There is a phone in the office for students to make emergency calls.

7.12 Parent Dress at School Events

Since all adults are to be models of modesty before our students, we ask that parents please be aware of their dress. In light of the current styles, we ask that traditional norms of modesty be demonstrated in skirt length, necklines, and style.

7.13 Personal Electronic Devices

The use of Personal Electronic Devices (other than school-issued Chromebooks) is not permitted on campus during classroom time and at school sponsored activities under restricted conditions. Electronic signaling/communication devices include cell phones, smart watches, pagers, hand-held radios or MP3 players, E-readers and laptop computers with cellular/wireless phone capacity, video/audio recording devices, and any new technology developed for similar purposes.

1. Use of cell phones and other communication devices is permitted on campus before 8:30am and after 3:30pm.
2. Personal laptop computers are not allowed to be used during the school day. Any exceptions to this policy (i.e., projects, presentations, etc.) must be approved by an administrator at least 24 hours in advance.
3. Any electronic devices used on campus without approval/during instructional time will be confiscated and held until the end of the school day, when they may be picked up. Multiple violations will result in disciplinary action.
4. The school is not responsible for the damage or loss of electronic communication devices brought on campus or to school-sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. Students are responsible for the safety and security of all items brought to school.

7.14 Pranks and Vandalism

GCA WILL NOT TOLERATE PRANKS AND VANDALISM.

Any act that disrupts the school day, damages school or private property, creates a hardship for school personnel, or breaches the discipline code may result in legal action, serious disciplinary action (including dismissal from school), financial restitution, and fines.

Pranks and vandalism are NOT a tradition, rite of passage, or something GCA will take lightly.

Students found on campus after hours without prior authorization may be subject to arrest.

7.15 Problem Resolution

GCA encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The GCA staff is committed to assist parents in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in **MATTHEW 18:15-17**. It is the hope of GCA that everyone work well together, communicate honestly with each other and maintain a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines:

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and Head of School to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the Head of School.
3. If the parents can show that the school staff has violated a biblical principle or established policy, or failed to follow established procedures in managing this matter, they may appeal to the Board of Directors in writing.

The intent of this policy is to enhance relationships between parents and staff for the benefit of students. Please note, however, that any potential or suspected harm to a student or illegal activity will be reported to authorities.

7.16 Identification Badge Policy

The purpose of this policy is to ensure the safety and security of all GCA students, staff, volunteers, and visitors. Standard ID cards help us in identifying students and staff, as well as visitors and potential trespassers. Identification cards will be provided to all students and staff. Everyone must have their ID cards in their possession while on school grounds.

1. Lost, stolen, altered, damaged, and defaced ID Cards:
 - a. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the office.
 - b. There will be no charge for the first time an ID is replaced. Additional IDs that need to be replaced will cost \$20.
2. Consequences for not possessing School ID:
 - a. 1st Violation – Verbal warning and log entry
 - b. Additional Violations – Detention issued for each violation
 - c. Continuous violations may result in additional disciplinary action such as a conference with parents and/or in-school suspension.

7.17 Technology Services

GCA provides technology resources (such as computers, Chromebooks, tablets, printers, and Internet access) to staff and students to advance the spiritual and educational mission of the schools. Before allowing access to technology resources, GCA requires parents and students to read the Technology Responsible Use Policy Agreement and sign the School Policy Commitment.

7.18 Visitors

GCA encourages visitors, particularly parents of current students. Visitors must park and enter through the primary school entrance. All other doors are locked and no admittance will be allowed.

All visitors attempting to gain access to the building must present a valid driver's license or other government-issued ID (state ID card, US Passport, or US Military ID). Visitors refusing to produce such ID will not be allowed access to the campus, as their identity cannot be verified. The ID will be processed through our Visitor Management System. No person identified as a sexual predator shall be given access to the campus at any time. As well, no weapons of any kind (e.g., guns, knives, etc.) will be allowed on the campus.

Qualified visitors will receive an ID badge that they must wear while on campus. This will enable GCA staff and others to distinguish visitors easily. Visitors must also sign out, return the badge, and leave the campus through the designated entry door.

All visitors are asked to make arrangements with the high school office staff in advance of the visit. Classroom or special activities may limit the number of visitors at any one time.

Visitors at Lunch Time

Student visitors at lunchtime are generally welcome, but arrangements must be made and approved at least one day in advance. Lunch visitors must leave immediately following the lunch period.

Visitors During the School Day

Only students seriously interested in attending GCA will be allowed to shadow during the day. Other visitors may come for lunch only (see above for guidelines for approval). Students may not shadow on days when public or parochial schools are not in session.

7.19 Water Bottles

Students may have water in their classrooms with the following guidelines:

- Any clear bottle may be used.
- The bottle must close completely and not have the opportunity to leak.
- Bottles should not be in close proximity to any technology.
- There should be no discipline issues with the bottles such as throwing, popping the bottles or lids, squirting, or pouring liquids on other students or property.
- Disposable bottles must not be left in hallways, desks, restrooms or on floors.
- Any classroom teacher has the right to disallow water bottles in their room. Teachers will notify students of their classroom policy.
- Non-water items (e.g., milk, coffee, juice, cola, etc.) should not be consumed outside the lunch room.

TECHNOLOGY RESPONSIBLE USE POLICY AGREEMENT

This policy outlines the behaviors that GCA expects students to follow when using school-issued or personally-owned technologies (such as Chromebooks).

GCA considers all technology use an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

- God has blessed us with these technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.
- Access to the Internet will enable students to use countless websites, which can change frequently and without notice. Parents should be aware that material accessible via the Internet may contain content that is offensive to some people.
- Files and messages stored on GCA-issued/managed systems are not private. Authorized individuals within GCA may review files and messages to ensure student safety and systems reliability.

Unacceptable Use

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language;
3. to attempt to download or install software on any school device without permission;
4. to connect a personal electronic device to any school network without permission;
5. to use non-educational games/apps during school hours (includes field trips);
6. to attempt to circumvent any web filters, firewalls, or system policies;
7. to attempt to access another person's files or accounts (hacking) without permission;
8. to violate copyright or use another person's intellectual property without permission;
9. to share passwords with other students (even best friends);

10. to vandalize, damage, or disable the property of an individual or organization; and
11. to violate any local ordinance or state/federal statute.

Chromebook Responsible Use Policy

This Chromebook Responsible Use Policy extends the Technology Responsible Use Policy, which is signed by both students and parents at the start of each school year.

Student Commitments

- I will abide by this Responsible Use Policy at all times.
- I will follow Biblical principles and all school rules when using my Chromebook.
- I am responsible for the care and protection of my Chromebook, charger, and case.
- I will keep my Chromebook in the school-issued case at all times when not in use.
- I will not share any of my usernames and/or passwords with other students.
- I will not close the lid with anything inside the Chromebook (even paper).
- I will not place stickers or labels of any kind on the Chromebook, charger, or case.
- I will charge my Chromebook every night so that it is ready for use every day.
- I will bring my Chromebook to school each day I am in attendance.
- I will directly supervise my Chromebook or leave it in a secure location.
- I will report loss, theft, damage, and/or malfunction immediately to my school.

Parent Commitments

- I will develop a set of rules/expectations for electronic use at home.

Additional Expectations

1. While at school, your Chromebook is primarily intended for instructional use. While at home, follow all guidelines in this document, especially the instructions/house rules established by your parent(s).
2. Keep the Chromebook in the school-issued case at all times. Failure to keep the Chromebook in the school-issued case may result in disciplinary action, and it *will* void the insurance coverage.
3. You may not install apps on the Chromebook that are not appropriate for educational purposes (including most games designed only for entertainment purposes).
4. If enrollment at GCA is terminated for any reason, you must return the Chromebook, school-issued Chromebook case, and charger immediately on the date of termination.
5. GCA reserves the right to collect and/or inspect your Chromebook at any time (includes random inspections) and to delete any material or applications deemed inappropriate.
6. GCA reserves the right to remotely view and/or control content on the Chromebook screen.
7. Do not place or attempt to place the Chromebook into "developer mode."
8. If necessary for troubleshooting purposes, your Chromebook may need to be reset by a school technician. Resetting causes the device to be returned to its original state. You are responsible for using Google Drive to protect your data. GCA accepts no responsibility for lost data.
9. You may not capture video, audio, or photos of any student, parent, employee, or visitor without their permission. The possession, forwarding, or uploading of unauthorized video, audio, or photos to any social media service, network storage area, or person is strictly forbidden.

10. Chromebooks may not be used in restrooms under any circumstances. Chromebooks may be used in locker rooms only under the direct supervision of a teacher or coach.

Disciplinary Action

Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school discipline policies.

Caring for the Chromebook

Care for your Chromebook as follows:

- Clean the screen only with a clean microfiber (lint-free) cloth.
- Charge the device fully each night; leave the charger at home.
- Insert all cords (charger, headphones) carefully into your Chromebook.
- Avoid the use of USB devices, such as mice, as the routine insertion/removal of USB devices can damage the USB ports and/or introduce unnecessary wear and tear.
- When storing your Chromebook, do not place heavy items on top of it.
- Avoid leaving your Chromebook in a vehicle. If you must, make sure the Chromebook is hidden from view. *Criminals will break car windows to steal Chromebooks.*

2020-2021 School Policy Commitment

Student Last Name _____ Student First Name _____

Homeroom Teacher _____ Grade _____

Commitment to School Policies 2020-2021

1. I have read the GCA Family Handbook. (Available online at gcaowensboro.org)
2. I have read and/or discussed with my student all areas of the handbook that relate to their 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 _____