

# PARENT/STUDENT HANDBOOK 2010-2011

Grace Christian Academy reserves the right to change policy at any time when in its sole discretion the school board deems it necessary for the school's best interest.

Grace Christian Academy is a ministry of Grace Community Church and is a member of the Association of Christian Schools International (ACSI).

Grace Christian Academy is licensed by the Nevada State Board of Education.



*Growing Kids in  
Grace and Knowledge*

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## **Dear Parents and Students:**

We are pleased that we are able to offer to the Christian community a school where the Lord Jesus Christ is preeminent in all things. Our objective in establishing this school is to be obedient to the scriptural imperatives of Deuteronomy 6:5-7a.

".....love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children."

Attendance at the School is a privilege, not a right. Our goal is not to reform, but to train Christian youth in all aspects of their lives. Our desire is to help raise an army for God that will bring His Kingdom to our community and the world.

At Grace Christian Academy we desire to minister to the whole child and help him grow mentally, physically, socially and spiritually to his full potential. We stand for the gospel of the Lord Jesus Christ and the highest standards of morality and Christian behavior.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian Flag and to the Savior  
for whose kingdom it stands-one Savior, crucified, risen  
and coming again, with life and liberty for all who believe.

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word.  
I will make it a lamp unto my feet and a light unto my path.  
I will hide its Words in my heart that I might not sin against God.

## **Philosophy of Education**

Our philosophy is to educate children, who desire to learn, in a strong academic program that is geared for average to above average students. Godly principles will be taught and applied in their lives. Respect and honor will be shown to the teachers, staff, and fellow classmates.

We are committed to provide an educational environment that stresses a high level of academic excellence and to promote the mind of Christ into our daily living.

We consider ourselves an extension of the home. We exist to help parents meet their God-given responsibilities in training their children.

We are dedicated to the principle that a balanced education is based on the Word of God. We encourage the student's growth spiritually, mentally, physically and socially, both as an individual and as a contributing member of society.

## **Declaration of Faith**

1. The Bible is the Word of God, divinely inspired as originally given, and is the supreme authority in matters of faith and practice.
2. God is triune - one eternal God existing in three persons: Father, Son, and Holy Spirit, and man is created in His image.
3. Christ is God manifested in the flesh, born of a virgin. He lived a sinless life, suffered and died in our behalf, arose bodily from the grave, ascended to the right hand of the Father and coming again in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary for each individual.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the Spiritual unity of believers in our Lord Jesus Christ.

**Nonprofit**

Grace Christian Academy is not operated for profit. It is incorporated under federal and state laws as a tax-exempt institution. The nonprofit school depends on supporters who believe contributions to Christian schools provide community benefits.

**School Board**

As a nonprofit corporation, Grace Christian Academy is under the control of the School Board of five members. Three Board members are determined by Grace Community Church, and the Parent Teacher Fellowship Committee elects two Board members annually. The Board is entrusted and charged with inherent responsibility for the general and fiscal health and welfare of the School and its community.

School board meetings are open to parents. If a parent would like to have an item added to the agenda, a written description of the item should be given to the Board Chairman at least 3 days before the scheduled meeting. Official notification of school board meetings is through our parent newsletter, the Graceful Wings.

In the event a parent school board member is unable to fulfill the designated term, the school administrator and school board president will confer and subsequently appoint a parent to fulfill the remaining term of the departed parent board member.

**School Office**

The school office is open each school day between 7:45 a.m. and 2:45 p.m. Anyone who needs information concerning school policies and activities or has other questions may call or visit the school office during these hours. If a parent must bring homework, books, lunches, etc., during the school day, they must first report to the school office.

**Grade Levels**

Grace Christian Academy offers a Christian education for grades kindergarten through sixth.

**Faculty**

Our faculty members possess a rare blend of faith, dedication, professionalism, enthusiasm and warmth. Staff demonstrates devotion to Christ, students, and student learning. The relationship of the School Board, administration, faculty, and families is exceptionally close, which produces an extremely low faculty turnover. Faculty members will be announced in August each year.

**Student/Faculty Ratio**

The student/faculty ratio is maintained at an intentionally low level to insure individualized attention. Classrooms for 1st through 6th grade are limited to twelve students per class, while kindergarten is limited to ten students. The school board has the discretion to change the student to faculty ratio.

**Testing**

Grace Christian Academy uses the standardized comprehensive testing program. This Stanford Achievement Test is administered annually in the spring to kindergarten through sixth grades.

The comparison group for this test is comprised of students from a variety of schools nationwide. It provides an annual evaluative insight into student achievement, faculty effectiveness, and strength of the School curriculum.

## **Admission Policies**

Our admission team studies information gathered from a variety of sources to determine a candidate's potential for success at Grace Christian Academy. It is upon the compilation and review of this information that we determine which children will be best served by Grace Christian Academy.

All of these requirements are important in the admission of a potential Grace student. At the same time, we remain aware of the limits of any evaluation process. Our primary goal is to help you make the best choices for the development and education of your child.

It is the goal of Grace Christian Academy to provide the finest Christian education that is possible. With this goal in mind, the following admissions policy has been established:

Enrollment of children in Grace Christian Academy is a privilege, not a right. Parents must understand that continued enrollment is dependent upon their support of the school, its staff, and its policies.

In order to enroll a child at Grace Christian Academy a birth certificate and proof of up to date immunizations is required.

Enrollment of current students and their siblings for the following year begins on February 1, at 8:00 a.m. in the school office. Registration of children of Grace Community Church begins at 8:00 a.m. on February 15, in the school office. Registration for all other students begins on March 1, at 8:00 a.m. in the school office.

Re-enrollment of current students for the next school year is dependent upon families being up to date on tuition payments. Families in arrears regarding tuition may be placed on a waiting list for registration for the coming school year until their back tuition has been paid. The \$100.00 deposit would be applied to the family's balance if they are unable to re-enroll.

Parents and students must agree with the goals, philosophy, regulations and statement of faith of the school and be willing to support the administration from the home.

## **Readmission Policy**

If a student has left Grace Christian Academy and wishes to return as a student, he or she must follow the steps of admission as if the incoming student were a new student. This includes the pre-entrance testing and registration fee plus the interview process.

## **Kindergarten**

Those students entering kindergarten may be required to take a readiness evaluation test to determine individual levels of development. The kindergarten teacher and the administration on the basis of the test and the teacher's judgment from experience shall determine acceptance for enrollment. A negative decision may be appealed to the School Board. All students are required to take a readiness evaluation and must pay a \$20 evaluation fee.

## **Primary**

Students arriving from other kindergartens to enroll in first grade or students who have not had kindergarten are required to take a readiness evaluation test to determine their potential success in our curriculum.

Students enrolling into other primary grades, not having previously been enrolled at Grace Christian Academy, may be required to take a diagnostic test to determine their level of readiness for our curriculum. Acceptance for enrollment shall be determined by the primary teacher and the administration on the basis of the test, application forms, and the teacher's judgment from experience. A negative decision may be appealed to the school board. All students are required to take an entrance or readiness evaluation and must pay a \$40 testing fee.

Students wishing to transfer from other schools to Grace Christian Academy, and who have had serious social adjustment problems, or any serious behavioral problems, or serious classroom discipline problems will be strongly advised regardless of test scores, not to seek enrollment at Grace Christian Academy or any private school where discipline levels are held considerably higher than in the public school.

Enrollment of children in Grace Christian Academy is a privilege, not a right. The Parent must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

Grace Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of the educational policies, admission policies, and other school administered programs.

Grace Christian Academy abides by all written child custody court documents. It is the responsibility of parents to provide the school with all current custody arrangements. Grace Christian Academy will strive to remain a neutral party for the best interest of the child. School records are equally available to all parties involved. No personal letter of recommendation will be provided unless court mandated.

**Legal Agreement: Parents of children enrolling in Grace Christian Academy shall be required to sign the following agreement.**

Parent shall, at all times be responsible for the actions and activities of Student, and shall be liable for, and shall save and hold School harmless from any claims, damages, liabilities, causes of action, or expenses of any kind of nature (included without limitation attorneys' fees) incurred or suffered by School as a result of any action of Student. Parent, for him/her/themselves and on behalf of Student, hereby releases School, its trustees, directors, officers, employees, and volunteers from any and all liability or obligation whatsoever which may arise out of any injury or sickness of any kind sustained by Student while in attendance at the school or while engaged in any school activity or activities, or while being transported to or from School or to or from any School activity, regardless of the cause or causes of any such injury or sickness.

In the event I should feel a necessity to bring legal suit against Grace Christian Academy or Grace Community Church regarding my child(ren) enrolled in Grace Christian Academy, I hereby agree to assume all costs arising out of such legal action; i.e., prosecuting attorney, defense attorney, court charges, and any additional incidental costs.

**Child Abuse and Neglect Statement**

It is the law and the duty of classroom teachers to alert the Principal concerning any and all noticeable marks and/or bruises on a child. If the child has sustained an injury leaving an obvious mark, please notify his or her teacher with details of how the injury occurred. The child will be questioned and authorities may be notified. Also, if there is any behavior by the child that might suggest that he/she has been sexually mishandled, the staff will notify school administration, and administrations; by law, will notify the Boulder City Police Department to further investigate the matter.

**School Day Schedule**

7:55 a.m.	Line up for Pledge (first bell)
8:00 a.m.	School Begins (second bell – tardy bell)
11:30 a.m.	Kindergarten Dismissed
11:30 – 12:00	Lunch Break 1 <sup>st</sup> & 2 <sup>nd</sup>
11:45 – 12:15	Lunch Break 3 <sup>rd</sup> – 6 <sup>th</sup>
2:30 p.m.	School Dismissed

## **Academics**

The Grace Christian Academy academic program is dedicated to providing quality education from a Christian perspective. The school provides a Scriptural foundation for academic excellence and good character training. Students will pursue instruction in Bible, Language, History, Reading, Science/Health and Mathematics. Exposure to computer, music, drama, art, Spanish, and Physical Education is also included in the curriculum. Because we believe all aspects of our Curriculum are important in our students' education, School Board Policy states that all students are required to participate in all areas of the School curriculum appropriate for their grade level.

## **Curriculum**

### **Bible**

The clear teaching of the Bible is the foundation for all other learning. Since the Bible is the most important subject of Christian education, we believe it should be taught specifically and systematically to all each day. The curriculum is planned so that students going through the Bible program will be thoroughly acquainted with the basic fundamentals of the Scriptures.

### **Language/Reading**

We place particular attention to the teaching of grammar, spelling, vocabulary, composition, and literature as we seek to educate students from a Christian perspective. The grammar books emphasize structure, rules, analysis, and the kind of practice that aims at mastery. Great importance is placed on correct spelling and the continual enlargement of each student's vocabulary. The School aspires to provide students with examples of the very best literature of the ages.

### **History**

Students receive a realistic view of history, government, geography, and economics based upon the foundational truths of the Scriptures. We present government as ordained by God for the maintenance of law and order. We present free-enterprise economics and point out the dangers of communism, socialism, and liberalism to the well being of people across the globe.

### **Science/Health**

The Science and Health program presents the universe as the direct creation of God. The curriculum gives a solid foundation in all areas of science, which is firmly anchored to Scriptural truth.

### **Mathematics**

The School seeks to provide attractive, legible, workable, traditional mathematics texts. The curriculum teaches students to believe in the absolutes of the universe and to work diligently to get right answers.

### **Other Courses**

Other courses offered at Grace Christian Academy include art, music, music theory, Spanish, computer, physical education and science explorations. **All students in grades 1 – 6 using school computers are required to sign and abide by the conditions of the Rules for Acceptable Computer Use form.**

### **Report Cards**

Report cards are issued at the end of each nine-week quarter. Progress reports are issued halfway through each quarter.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled twice a year. Parents wishing additional consultation may call the Office for an appointment.

## **Grading System**

The purpose of a grade is to provide the student, faculty, and family with an indication of the achieved level of skill and fact mastery in a particular subject in comparison with other students enrolled in a similar program. "A" indicates remarkably strong work. "B" is an honor mark. "C" is an acceptable mark. "D" is a passing grade earning credit. "F" is a failing grade. (Kindergarten excluded - see "Other factors").

<b>Grading System</b>	<b>Other Factors</b>
A = 90 - 100%	M = Mastery
B = 80 - 89%	V = Very Good
C = 70 - 79%	S = Satisfactory
D = 60 - 69%	N = Needs improvement
F = below 60%	X = Not presently being evaluated
	E = Excellent

Opportunities to improve grades through extra credit work shall be at the sole discretion of the teacher.

## **Academic Requirements for Annual Promotion**

Each student will be evaluated at the end of the year and be recommended for promotion or retention. The following criteria are used to make this determination:

- Classroom Performance/Earned Grades
- Student Maturity/Social Skills
- Stanford Achievement Test Scores
- Outside Student Assessment (optional)

It is our desire to keep parents informed concerning low performance to the best of our ability, and every effort will be made to work with the student to strengthen deficient skill areas.

## **Academic Probation**

Students who do not maintain a C average in the major subjects of Reading, Language, Mathematics, History, Bible, Science/Health at the end of a quarter may be placed on academic probation. These students will be required to meet with the teacher, the school administrator and their parents to develop an academic improvement plan. Failure to comply with the agreed upon academic improvement plan may result in dismissal from Grace Christian Academy.

## **Retention Policy**

Students in grades 3 - 6 will be required to repeat the year if they earn 3 or more F's for the year in major subjects - Bible, Reading, Language, Science/Health, Math, and History. A student at this level who fails less than 3 courses would be encouraged to attend summer school and/or receive tutoring to strengthen skills prior to the next school year.

## **Classroom Visits**

Parents are permitted to visit class, but should not come unannounced. Make an appointment with the teacher to visit your child's class. Always provide a positive contribution to the class. All visitors are required to check into the school office prior to visiting classrooms.

Parents who wish to express concerns regarding their child should set up an appointment with the teacher. Appointments can be made through the school office or the parent can schedule an appointment directly with the teacher. If the teacher has a school e-mail address, parents can communicate with parents through e-mail. Parents are discouraged from calling teachers at their homes.

The first step in solving a problem is to get both sides of the story. You can accomplish this by talking with the person concerned (usually the teacher involved) and with him or her only. Parents can easily solve most school problems at this level. If not, then our administration will be happy to help you. Should administrative mediation be unsuccessful, an appeal may be made to our School Board for assistance.

### **Criticism of Teachers**

Students and parents are not to criticize teachers to other students, parents, or teachers. This is sowing disharmony and confusion and is totally unacceptable. Parents and students who have questions about something a teacher does should first talk with the teachers privately to try to peacefully resolve the issue of concern. Your child's education is very important. If you have concerns about your child's education, please contact the school principal to discuss your concerns.

### **Parent Conduct**

We believe that parents and teachers must work as a team for the overall good of the child and cooperate fully with one another. When there is a misunderstanding or miscommunication of any type, a parent should take it quickly to the teachers. Should the problem remain unsolved, a conference will be scheduled with the parent, teacher, and administration in order to resolve the problem. Parents are expected to uphold Biblical standards in their dress, conduct and language while on school grounds and field trips. Failure to do so may result in the dismissal of the family from Grace Christian Academy.

### **Handle Concerns with Your Child's Teacher First**

Administration should not be scheduled to meet with a parent concerning a child or a child's teacher unless the parent has already, in good faith, met with the child's teacher in order to address the concern and resolve the matter. Parents should give the child's teacher the opportunity to resolve any questions or conflicts which may occur.

### **Property Care**

Students will be expected to treat the premises as if it were their own property. All school owned equipment – lockers, desks, computers, etc. are subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or backpack for school personnel. If a student refuses to allow this search or empty his or her pockets, parents will be contacted. If refusal still occurs, a student can be disenrolled. If the suspicion involves a substance or object which may injure the student or other students, the authorities will be notified.

### **Attendance**

Arrival at school shall be no earlier than 15 minutes before class begins. Kindergarten students should be picked up at 11:30 am, and students 1st through 6th grades should be picked up at 2:30 pm. Students shall be required to attend all classes. Excusable absences will be for sickness, deaths in the family, and medical or dental appointments. When absence is necessary, parents are asked to telephone the School by 8:30 a.m., giving reason for the absence. Eighteen (18) excusable absences are allowed per year. The School does not condone vacations for students during scheduled school days. After 18 absences, the student's attendance will be referred to the school board.

However, special family occasions may merit an excused absence. When this occurs, parents should notify the office at least one week in advance and complete a Pre-Arranged Absence Form. The parent will take this form to the teacher to fill in advance class assignments. The teacher will turn in form to the office for approval and attendance records. The form will then be returned to the child's parents. When the student returns to school, the student has the same number of days to make up the class assignments missed as the number of days absent from school (tests & quizzes included).

A Kindergarten student will be considered present for a particular day if the student is at school for at least 2 ½ hours. A student in grades 1-6 will be considered present for a particular day if the student is at school for at least four hours. If a child arrives late or leaves early, it is the parent's responsibility to record the times in the attendance book in the office.

### **Tardy Policy**

Students shall be required to arrive at classes on time. Students are considered tardy to school if they are not on the flag salute line when the second bell rings in the morning. Tardies due to medical appointments, dental appointments or other such situations shall be considered as excused. In order for other types of tardies to be considered excused, parents have the options of calling the school before 8:00 a.m. to report that the child will be tardy that day, recording the tardy in the attendance book when the parent brings the child to school or writing a note and bringing it to the office when they bring the child to school. All of these options must be completed on the day that the child is tardy. If a parent fails to notify the school on the day of the tardy, the tardy will automatically become unexcused.

**Unexcused Tardies**-- For each unexcused tardy, the student will receive a consequence which will be determined by the teacher and the administration.

**Excused Tardies** -- Students will be allowed three excused tardies without a consequence during a single month. If a 4<sup>th</sup> tardy occurs during the month, the student will receive a consequence to be determined by the teacher and administration.

Students who are tardy, whether excused or unexcused, are required to make up any work that they have missed as a result of being tardy to school. This includes the Bible lesson.

Students who have not received a consequence for tardies during a particular month will receive an incentive award at the end of the month.

Students who are late due to doctor or dental appointments must have a parent report to the office and sign them in. All early dismissal students must be signed out by a parent.

### **Withdrawal of Students**

If the School terminates the enrollment of a student during the school year because of academic or behavioral problems, or for other good reasons as determined by the administration and school board, tuition or other fees will NOT be refunded other than any advance payment made on Annual Tuition amount. If a student is withdrawn from the School by parents in the academic year, NO tuition or other fees will be refunded other than any advance payment made on Annual Tuition amount. If withdrawal comes after the first of the month, the parent is responsible for the complete month's tuition. **ALL FINANCIAL RESPONSIBILITIES MUST BE MET BEFORE ANY GCA RECORDS WILL BE RELEASED TO THE NEXT SCHOOL.**

### **Conduct**

Grace Christian Academy is a Christian school and the students will be expected to conduct themselves in a Christ-like manner. It is essential to respect the rights and feelings of other members of the School community. Behavior that is contrary to the good order and discipline of the School will not be tolerated. Students are expected to abide by the Honor Code.

## **Dress Code**

The following standard of dress and grooming is in effect during school hours and on school sponsored trips away from the school. Exceptions are listed under Free Dress Day. The administration reserves the right to determine appropriate dress and grooming, and their decision is final.

Any student found to be in violation of the dress code will be sent to the office, and parents will be asked to bring the appropriate clothing for their child. If parents are unavailable, appropriate discipline action will be taken.

## **Uniforms**

The dress code is in effect Monday through Thursday. All clothing, other than shirts, or sweaters/sweatshirts, worn by each child shall be: navy blue or khaki. All polos, sweatshirts and sweaters must be solid forest green, navy blue, or white and must have a collar. Polo shirts or turtlenecks must be worn under sweatshirts and sweaters. The only acceptable logo on the uniform polo is the GCA/school logo. Socks must be forest green, navy blue, khaki or white. All clothes, regardless of style, shall be clean and neat. No frayed hems will be permitted. No faded clothes shall be permitted. Clothing with holes will not be permitted. No suggestive clothes will be permitted. No jean fabrics will be permitted. All jumpers must be worn with a sleeved sweater or polo shirt. Outside wear can be of any color as long as it is within appropriate guidelines (no questionable artwork, phrases, words or messages promoting a questionable lifestyle), but cannot be worn in the classroom. The final decision concerning dress code will be made by the administration. In cold weather, students may wear turtleneck shirts of uniform colors of white, navy, or forest green.

Periodically, our students leave school for field trips or community performances. On those days, students will be required to dress in navy blue polo shirts and khaki slacks, skirts, etc. Parents will be notified in advance as to when community uniforms are required.

## **Free Dress Day**

One day each week will be designated "Free Dress Day" (currently on Fridays). On this day, students will be able to dress in colors of their choice. All clothes, regardless of style, shall be clean and neat. No frayed hems, faded clothes, clothes with holes, or sweat-pants will be permitted. No suggestive clothes will be permitted (no mini-skirts, no excessively tight pants, shorts, shirts, blouses or sweaters, no bare midriffs and no questionable artwork, phrases, words or messages promoting a questionable lifestyle of any kind are permitted). The administration reserves the right to determine appropriate dress, and their decision is final.

All clothing must fit properly and not be oversized more than one size from what currently fits the student. It must not be tight fitting. Pants and shorts must fit at the waist and not sag at the hips. Skirts, shorts, and skorts will fall no shorter than fingertip from a relaxed arm. Tank tops are allowed on free dress day however, they must be three adult fingers width.

Students may wear shoes of their choice, and these must be worn at all times. No open-toed sandals or thong styles are acceptable. Girls are not permitted to wear high heels or platforms higher than one inch. Gym shoes must be worn for PE. Hats may be worn under the same limitations as described for jackets, but must be removed while in the classroom.

## **Grooming**

Hair: No multi-colored hair, surf or punk style cuts are allowed. Must be of moderate style.

Earrings: Boys may not wear any earrings. Girls may wear one earring per ear. The size should be no larger than a quarter, and no longer than one (1") inch. No body piercing is allowed.

General: Personal hygiene is essential. Students must bathe daily. If staff must talk to a student more than once about their cleanliness, parents will be called.

### **Walkman, Tape Players, Electronic Games and Radios**

These will not be allowed on school premises or taken to any school activity or event.

### **Cell Phones**

Cell phone use by students on the school campus is prohibited during school hours. Cell phones should remain in the backpack, out of sight, and *off* during school hours.

### **Party Invitations**

Unless a child is inviting his entire class to a party, invitations should not be brought to school. It is not the responsibility of the school teachers to distribute party invitations.

### **Class Funds**

If a particular classroom raises money for a project, any funds not used in a particular school year remain in an account designated for future approved projects of those grades.

### **Field Trips**

Field trips are limited to Grace Christian Academy students unless otherwise stated. Grace Christian Academy students may only attend field trips which have been scheduled for their particular grade.

### **Leaving Grounds**

The Grace Christian Academy operates a closed-campus concept. Once arriving on campus, students remain in School until conclusion of classes at the end of the day. The safety and security of the students are of primary concern. No child is released to any person other than the parent or the designee listed on the Student Release form. In special circumstances, parents may give written permission for a student to leave the school campus without a parent or parent designee. The reason that the student is leaving must also be stated. This written parent permission must be turned into the school office. The student will be required to sign out of school and back into school at the school office each time the student is scheduled to leave campus.

### **Health and Medication**

Parents are expected to keep sick children home and to notify the School when their children contact a contagious disease. Should the child become ill during the school day, the Office will notify the parent or guardian, and arrangement should be made for immediate pick-up.

When the child returns to School after an absence due to illness or injury, it is assumed that the child can participate in a full program unless otherwise advised.

If it is necessary for a child to take prescription or non-prescription medication during school hours, a signed slip from a doctor must be on file in the School Office stating times, conditions, and amount of medication which the child is to be given. All medications will be dispensed from the Office only. Prescription labels must be on all medications. Expired medications will not be dispensed to students. New medication forms are required each school year.

The office staff and the faculty members are not allowed to dispense aspirin, or any other over-the-counter pain relievers without written instructions from the student's doctor.

When a child's temperature is 100 degrees or greater, a parent or the designated emergency contact will be called to pick up the child from school.

### **Chapel**

All students are required to attend Chapel at designated times.

## **Lunches and Snacks**

Children may purchase lunches and beverages on Tuesdays, Thursdays and Fridays through the School hot lunch program on a bi-monthly basis, or provide their own lunches and beverages. All other days, the students must provide their own lunches and beverages. Snacks are available for purchase at our Snack Shack on hot lunch days. If a student does not have a lunch, the School will provide that student with a lunchable. The family will be notified and be charged \$5 for the lunchable. Students are not permitted to phone parents to bring a lunch except in special circumstances.

Students should pack a thermos for warm food as students are not permitted to use a microwave at school. Because of the large number of students, staff cannot microwave lunches for students.

## **Drop Off & Pick Up of Students**

For the safety of our children there is a drop off zone in front of the school. If you do not use this drop off zone, we ask that you walk your child to the school grounds. We are concerned with the amount of traffic that currently exists in the parking lot; therefore, we will not allow the children to enter the parking lot unattended. All children must be picked up on the school grounds. If your child is walking/biking to or from school, you must sign a release form in the office.

There is a 15 mph zone in front of the school between 7:30 a.m. and 3:00 p.m. Parents are expected to abide by the speed limit during these hours.

## **Pick-Up Policy**

The Pick-up time for kindergarten is 11:30 & 2:30 for grades 1-6.

~If a child is not picked up by 2:40, parents will be called. If the parent cannot be contacted, others on the emergency contact list will be called at this time. ~If a child is not Picked up by 2:50, the child will automatically be enrolled in our after school program. Parents will be charged \$10 fee if the child is picked up between 2:50 and 3PM. Parents who pick their child up after 3PM will be charged \$25 which is the daily rate for after school care. . If the afterschool program is not in session, students who are not picked up by 3:00 p.m. will be referred to the Boulder City Police Department. Exceptions to this policy may be made at the discretion of school officials

## **Discipline**

Problems occur with regularity in any school. At Grace Christian Academy, this is a way God brings growth and maturity. The School exists to support your home. Your support of the school is essential to the success of our program. Students will bring many stories home about school incidents, which may be problematic. Proverbs 18:17 says that the first to present his case appears right until another comes forward and questions him. It also says "He who answers before listening--that is his folly and his shame" (verse 18:13). The first step in solving a problem is to get both sides of the story. You can accomplish this by talking with the person concerned (usually the teacher involved) and with him or her only. Parents can easily solve most school problems at this level. If not, then our administration will be happy to help you. Should administrative mediation be unsuccessful, an appeal may be made to our school board for assistance.

Grace Christian Academy is not a corrective institution. Consequently, we ask that you do not enroll your student with the idea that we will reform him/her. We are here to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their role. Grace Christian Academy is dedicated to the training of students in a program of study, activity and living that is Bible based and Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before all men". A discipline is maintained which is firm, consistent, just and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love and a genuine regard for their students. Good behavior must come from the heart and not be the mere conformity to man-made regulations.

Students of this school, whether on or off the school grounds, are expected to refrain from engaging in cheating, swearing, fighting, gambling, theft, vandalism, possession and/or use of tobacco, alcohol, narcotics, weapons and dangerous instruments. Students who participate in such activities are subject to suspension and/or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude.

When a student's attitude is not in accord with school policy or principles, the student will be placed on probation, and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks parents will be asked to withdraw the student.

### **Detention**

- Any offense meriting a written referral will result in a detention.
- A written referral will be sent home noting the day and reason for detention.
- Parents must sign the referral and return it to the school for students to be readmitted to class.
- Detention will be served during recess, lunch and/or special activities.
- Students in detention will be given a detention assignment that must be completed. Failure to complete detention assignments will result in additional detention until the assignment is completed.

### **Grounds for possible Detention**

Detention will be assigned for minor infractions, which include but are not limited to the following:

- Classroom discipline problems
- Repeated dress code violations
- Homework violations
- Classroom rule violations
- Inappropriate language
- Gum chewing during school time
- Continued willful disobedience
- Exchange of inappropriate stories or songs
- Repeated tardiness

### **Suspension**

Suspension is a temporary denial of a student's right to be on the school campus, attend classes or participate in school activities. The suspension process is as follows:

- Administration will inform student why he/she is suspended and the length of time involved in the suspension.
- Parents will be contacted and informed of the reasons for suspension. If they are unable to be reached by phone, a letter will be sent home.
- The student and parents will meet with the administration before the student is reinstated to school.
- Students may be allowed to make up work missed while on suspension at each teacher's discretion.
- There will be NO refund of tuition for time missed.

### **Grounds for possible Suspension**

- Suspension will be given for more serious offenses, which include but are not limited to the following:
- Fighting or Bullying
- Blatant disrespect or physical abuse shown to any faculty member
- Theft or vandalism
- Lying or cheating
- The use of alcohol, tobacco or drugs

- Endangering other students and/or school property (parent/guardian will be fully responsible to make full restitution)
- Excessive tardiness
- Three prior detentions

### **Expulsion**

Grace Christian Academy is a private Christian school and reserves the right to expel a student for unchristian conduct whether by the student or a parent if such conduct is determined by the School Board to adversely affect the school. Expulsion is considered for repeated and/or serious violations of the Grace Christian Academy policies. Expulsion is the revoking of a student's privilege to attend Grace Christian Academy. The expulsion process is as follows:

- An administrator will suspend the student from school until the necessary information from all parties has been gathered to make an appropriate decision.
- There will be a school board meeting held to review the information. The parents and student are welcome to attend this meeting.
- No portion of monthly tuition will be refunded for a student dismissed by expulsion.
- An expulsion means that the student is barred from returning to school.

### **Grounds for possible expulsion**

Students represent the School and our Lord twenty-four hours a day. Poor conduct reflects badly on the testimony of the School and is justification for expulsion no matter where it occurs. Students will be expelled for serious offenses, which include but are not limited to the following:

- Two suspensions, same offense, or three suspensions of unrelated reasons.
- Extreme disobedience. Rebellion against authority as in constant or steady infractions and lack of regard for the code of conduct as prescribed in this handbook.
- Profanity/immoral gestures/pornography
- Arson
- Fighting or bullying.
- Use or possession of alcohol, tobacco products or drugs
- Physical abuse to teacher or adult supervisor.
- Possession of a gun, knife, explosive device or other type weapon at school.
- Stealing
- Five unexcused absences

**ALL DISCIPLINARY ACTION IS LEFT TO THE DISCRETION OF THE SCHOOL BOARD AND ADMINISTRATION. THE DECISION OF THE BOARD IN ALL DISCIPLINARY ISSUES IS FINAL!**

### **Substance Abuse Policy**

Grace Christian Academy will notify the proper authorities regarding any person appearing to be under the influence of drugs or alcohol at any time during the school day or during any school activities. Grace Christian Academy maintains a smoke-free environment.

### **Grace Christian Academy Weapons Policy**

No person may carry, use, possess, conceal or transmit a weapon, as defined herein below, on school property except a peace officer, police personnel, or a person having written permission from the principal of the school to carry or possess the weapon. Implements manufactured, used or intended for use as weapons may not be carried, used, possessed, concealed or transmitted at school, on school property, on the way to or from school, or at or on the way to or from a school activity, function or event. Students found in possession of a weapon shall immediately be referred to the school administration, their parents and to the appropriate law enforcement

agency as necessary. Disciplinary action may include immediate suspension from school until a thorough investigation is made of the circumstances.

Weapons are defined as: firearms, included but not limited to pistol, rifle, zip gun, shot gun, BB gun, pellet gun, explosive, explosive propellant, destructive device, or ammunition-whether operable or inoperable, loaded or unloaded; knives, including but not limited to switchblade, pen knife, pocket knife, hunting knife, and similar objects; other weapons, including but not limited to razor blades, ice packs, dirks, or other sharp instruments, nunchucks, brass knuckles, pipes, chinese stars, billy clubs, and machetes; explosive or inflammable materials, including but not limited to bombs, fireworks, or firecrackers; or any other items that may cause bodily injury or death. All weapons, whether or not listed herein, are similarly prohibited. The use of any normally non-dangerous implements such as a stone, table fork, board, stick or baseball bat as a weapon shall come under the provisions of this section.

### **The Parent Teacher Fellowship (PTF)**

The Parent Teacher Fellowship is a support group composed of parents and teachers. Every parent and teacher is a member of the Parent Teacher Fellowship. Officers for the coming school year are elected at the last meeting of the current school year. The president of PTF should accept and support the school's Declaration of Faith. PTF meets quarterly, and School Board members are elected at the January meeting. Parents must be present at PTF meetings in order to vote. There is one vote per family for election of school board representatives. The PTF acts as a liaison and vehicle of support for students, parents, faculty, staff, administration and School Board. The PTF is a parent-teacher group that:

- The principal gives to and receives advice from
- The principal gives to and receives information from
- Aids principal's decisions in special events
- Is a voice for all parents and teachers

### **Volunteer Hours**

What is Volunteer Hours - The Volunteer Hours program has been initiated to help encourage parental involvement, unify the families involved in our school, and to provide the support needed to promote and enhance our educational and spiritual programs. The success of our school is dependent upon a commitment of parental involvement. The Volunteer Hours program is an expression of this commitment.

All parents are asked to support the school committees (school support/fundraisers) as their primary contribution to "volunteer hours." While field trips and other driving do count towards Volunteer Hours, they should only make up a portion of your required volunteer hours. Volunteer hours are "family" hours so any family member can work them. Volunteer Hours cannot be transferred to other families. Families receiving financial aid are especially encouraged to volunteer.

How the Committees work - Fund-raiser committees require a Chairperson and a Co-Chair. The Co-Chair will be the following year Chair. Therefore, Co-Chair is a two-year commitment; Committee Chairs will coordinate their effort through subcommittee meetings, telephone calls, or whatever. If you have questions on responsibilities as Chair or Co Chair, please contact the School Principal.

How to keep track of Volunteer Hours - Your hours are to be reported in the Volunteer Hours notebook on a monthly basis (found in the school office). Contributions of hours during the summer months will be applied to September of the next school year.

Families completing at least five hours of volunteer time in a particular month will receive a \$30 rebate per child on the next month's tuition. Hours cannot be carried over from one month to another.

## **VOLUNTEER INFORMATION**

*Serve wholeheartedly as if you were serving the Lord, not as men, because you know that the Lord will reward everyone for whatever good he does... Ephesians 6:7*

Grace Christian Academy considers parents and other volunteers to be important members of the educational team of our school. Volunteers support our regular staff in assisting with many aspects of our educational program. We appreciate our volunteers and their role in our goal of “growing kids in grace and knowledge”.

In order to promote a quality education at Grace Christian Academy, we have developed this Volunteer Policy.

### **Declaration of Faith**

2. The Bible is the Word of God, divinely inspired as originally given, and is the supreme authority in matters of faith and practice.
2. God is triune - one eternal God existing in three persons: Father, Son, and Holy Spirit, and man is created in His image.
3. Christ is God manifested in the flesh, born of a virgin. He lived a sinless life, suffered and died in our behalf, arose bodily from the grave, ascended to the right hand of the Father and coming again in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary for each individual.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the Spiritual unity of believers in our Lord Jesus Christ.

### **General Volunteer Policies**

Volunteers may be required to be fingerprinted and are required to attend a training session at the beginning of each school year.

Volunteer Training will include the following:

- OSHA training
- Fire Procedures
- Shelter in Place procedures
- Explanation of Kelso’s Choices and their implementations

Volunteers are to check in at the school office at the beginning of each volunteer session and at the end in order to record volunteer hours.

Volunteers should never be left alone with a student.

Volunteers are expected to be respectful to our students and our students are expected to be respectful in return. If you are on any occasion treated disrespectfully, notify the teacher or principal immediately. We teach our students to be respectful to adults at all times. Children should call you Mr., Mrs., or Ms., but should not address you by your first name.

All volunteers, teachers and staff are Christian role models for our students; inappropriate language or discussions are prohibited. Volunteers should accept and support our Declaration of Faith in order to participate in the Grace Christian Academy volunteer program.

Smoking is not permitted by volunteers, teachers or staff while in the presence of the students.

Volunteers are required to exercise confidentiality. It is of utmost importance at Grace Christian Academy that what you see and hear at school is private. You may have information that is not to be shared. Any questions or concerns you have regarding a student should be referred to the child's teacher or the principal.

Volunteers are not permitted to discipline students. It is the responsibility of the teacher. The volunteer works under the direction of the teacher to help, not replace the teacher.

### **Specific Volunteer Policies**

#### Classroom Volunteer:

We welcome parent volunteers into our classrooms at the individual discretion of each classroom teacher. The following policies should be followed:

1. Classroom volunteers should schedule their volunteer time with the classroom teacher before the day of volunteering.
2. Volunteers should register with the office before going to the classroom and let the office know when their volunteer time is finished.
3. Classroom volunteers should receive specific instructions from the classroom teacher.
4. Any behavior or discipline is the responsibility of the classroom teacher.
5. When you volunteer at Grace Christian Academy, you are supporting education. In an academic setting, your full attention should be given to the task at hand. For this reason, do not bring children with you when you are volunteering in a classroom.
6. Cell phones are to be turned off in the classrooms. If you need to be reached, please let the office know you're expecting a call.

#### Office Volunteer:

Office volunteers may be asked to answer the phone, take messages, make copies for teachers, and other secretarial duties.

1. Volunteer office workers should defer matters of blood born pathogens, etc. to staff who have had training.
2. Volunteer office staff should be aware of proper response to inquiries for information for "special needs students".
3. Volunteer office workers should be aware of privacy concerns for our students.
4. All matters of discipline and medication should be handled by staff members.
5. Office volunteers should be aware of attendance procedures.

### Play Yard Supervision Volunteer:

The primary goal of those supervising the play yard is the safety of our students.

1. Volunteers should check with Grace Christian Academy staff members for specific instructions.
2. Volunteer Staff should be familiar with play yard rules and Kelso Choices.
3. It is recommended that play yard volunteers use the following in working with children.
  - a) Kelso's Choices
  - b) Time Out
4. If a volunteer experiences a situation which goes beyond "time out" or where students do not follow the instructions of the volunteer, the volunteer is to refer the situation to a staff member.
5. The only situation where a volunteer is to physically touch a child is if that child is in imminent danger.

### Volunteer Driver Policies:

1. All volunteer drivers should have insurance information and a copy of driver's license on file.
2. Drivers must have a seat belt for each child being transported.
3. Regulations involving front seat air bags must be followed.
4. Laws regarding booster seats for children under 6 years old or under 60 pounds must be followed.
5. Volunteer drivers must adhere to the itinerary provided by the school. Drivers should not make extra stops at any times during a field trip.
6. Drivers should not provide special privileges to those students in their car.
7. Any behavior problems should be referred to school staff.
8. When possible, a second adult, preferably a staff member should be in each car.
9. On fieldtrips, when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior. The volunteer should inform the teacher as soon as possible about the issues. Consequences for the behavior are the responsibility of the teacher.
10. When dropping students off after a field trip, check to be sure there is proper adult supervision at school.

### **General Safety Rules**

- No volunteer should ever be alone with a child for the child's safety, as well as the volunteer's safety.
- NEVER LEAVE A CHILD ALONE WITHOUT SUPERVISION.
- Any unsafe situation or items should be noted and reported to the teacher. The teacher should determine how to correct the situation.
- Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, high fives, or a brief touch on the shoulder.

- Never administer physical discipline. Absolutely no spanking, hitting, grabbing, pulling or squeezing of a child's arm. The only time a child should be physically restrained is when they are endangering themselves or another child.
- If you have a child that will not listen or cooperate notify a teacher, and they will deal with the child.
- Never say derogatory or hurtful words to a child.

### **Medical Procedures**

Minor injuries can be treated with a little TLC, a cool cloth and a Band-Aid. First Aid kits are available in the office. When a child is treated, please fill out an "accident report" and have a staff member sign the report. (A copy of the Accident Report is included in this Volunteer Policy.)

It is important to remember that we are not authorized to dispense any over-the-counter or prescription medications. In the event that a child needs more attention than we can provide, a parent will be notified.

Serious injuries involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated immediately by calling 911. The staff member is to remain with the child.

### **Definitions of Child Abuse**

As defined by "The National Committee for Prevention of Child Abuse."

**Physical Abuse:** Non-accidental injury, which may include beatings, violent shaking, human bites, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long lasting psychological damage, serious internal injuries, brain damage or death.

**Neglect:** The failure to provide a child with basic needs including food, clothing, education, shelter and medical care, also abandonment and inadequate supervision.

**Sexual Abuse:** The sexual exploitation of a child by an older person as in rape, incest, exhibitionism, improper touching or pornography.

**Emotional Maltreatment:** A pattern of behavior that attacks a child's emotional development and sense of self worth, such as constant criticizing, belittling, insulting, or manipulation.

### **Reporting Suspected Child Abuse**

Familiarize yourself with the definitions and descriptions of child abuse listed above.

If you suspect that a child at our school has been abused, the following steps are to be followed.

- Report the suspected abuse to a teacher.
- Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional
- Do not discuss the suspected abuse with other Volunteers, parents, etc. All information regarding the child should be kept confidential between teachers, administration, and the proper authorities.

You will be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained where possible. This report is to be completed within twenty-four hours and given to Administration.

After the suspected child abuse case has been reported by a teacher or volunteer, proper steps will be taken to report the suspected abuse to the designated reporting agency.

## Graceful Wings Newsletter

The Graceful Wings publication is the official means of communication between the School and its families. It is the responsibility of parents to read the Graceful Wings and be responsible for its content.

## Scholarships

There are a limited number of scholarships available from Grace Community Church. Applications are available in March and are due June 15 for the next school year. Scholarship recipient families may not receive the volunteer rebate for their child on scholarship, but they may receive it for non-scholarship children enrolled at the school. If a child receiving a scholarship is unable to start a particular school year at Grace Christian Academy because of financial reasons, the \$100.00 registration fee will be returned if the student's family is current on tuition payments.

## Financial Policy

Tuition at Grace Christian Academy is figured on an annual basis and can be paid over a ten (10) month period from August 1st through May 1st. Registration fee is due by April 1st to reserve a class position for the following year. This is non-refundable should the student chose not to be at Grace Christian Academy. The book, activity fee and 1/10 tuition are due August 1st.

Payments are due by the first of the month and are delinquent after the 10th. A \$25 service charge will be added to the accounts that are not paid by the 10th. There will be a \$25 charge added for checks returned by the bank for non-sufficient funds. Students whose tuition accounts are more than 30 days delinquent will need to make written arrangements with the administrator to bring the account up to date. All tuition and before/after school care balances must be up to date by the end of each quarter in order for the student to return for the following quarter. Account balances for the months of April and May must be made by the 10<sup>th</sup> of each respective month in order to remain current so the student may attend end of year activities. End of quarter/year report cards will not be issued for accounts delinquent at the end of each quarter. .Please mail payment or bring them to the office personally.

## Tuition Rate

	Kindergarten	Primary
<b>Annual Tuition</b>	<b>\$3,120</b>	<b>\$4,000</b>
Registration Fee (non-refundable)	\$ 140	\$ 140
Book/Supply Fee (non-refundable)	\$ 180	\$ 300
Activity Fee (non-refundable)	\$ 75	\$ 75
<b>TOTAL</b>	<b>\$3,515</b>	<b>\$4,515</b>

The registration fee includes a non-refundable testing fee for new Grace Christian Academy students.

**Families completing at least 5 hours of volunteer time on one month will receive a \$30.00 rebate per child applied to the next month's tuition. Please refer to the school handbook for our volunteer hours policy.**

## 2010-2011 Grace Christian Academy School Schedule

August 23	First Day of School
September 6	Labor Day – No School
October 18 – 22	Country Store – No School
<b>November 5</b>	<b>End of First Quarter</b>
November 8 – 9	Parent Teacher Conferences 1 <sup>st</sup> – 6 <sup>th</sup> (½ day)
November 11	Veterans Day – No School
November 17 – 19	ACSI Teachers Convention – No School
November 25 – 26	Thanksgiving Break – No School
December 20 – 31	Christmas Break – No School
January 3	Classes Resume
January 17	Martin Luther King, Jr. Day No School
<b>January 28</b>	<b>End of Second Quarter</b>
February 21	President’s Day – No School
<b>April 1</b>	<b>End of Third Quarter</b>
April 18 – 22	Easter Break – No School
April 25	Classes Resume
May 30	Memorial Day – No School
<b>June 10</b>	<b>End of Fourth Quarter – Last Day of School</b>

## MEET OUR FACULTY

### **Mrs. Marcia Harhay – Principal & Teacher Liaison**

Mrs. Harhay has a B.S. in Science with a minor in Education from Muskingum College in New Concord, OH and a M.E.D. in Guidance and Counseling from Kent State University, Kent, OH. She has been teaching for over 20 years and has been serving as principal of Grace Christian Academy since the year 2000. She has an ACSI Counseling Certificate.

### **Mrs. Mary Jo Zapolski – Kindergarten Teacher**

Mrs. Zapolski has a B.A. Degree in Education from College of Saint Teresa. She has over 30 years teaching experience.

### **Mrs. Pam Albin – First & Second Grade Teacher**

Mrs. Albin has a B.S. in education from Emporia State University and a M.S. in Computer education from Nova University. She has over 10 years of teaching and administrative experience. She has an ACSI teaching license.

### **Mrs. Mary Deen - Third & Fourth Grade & Music Teacher**

Mrs. Deen has a B.A. in Music Education from Oklahoma State University. She has been teaching for over 20 years. She has taught pre-school as well as 3<sup>rd</sup> & 4<sup>th</sup> grade, and elementary and secondary music.

### **Mrs. Sullins- Fifth and Sixth Grade Teacher**

Mrs. Sullins has a Bachelor of Science degree from the University of Wisconsin and a Masters of Education from UNLV. Mrs. Sullins has a Nevada Teaching License and over 30 years of teaching experience.

### **Mrs. Danielle Melendez- PE Teacher and Classroom Aide**

Mrs. Melendez has a Bachelor of Science degree from UNLV and has taught PE for five years. She has a Nevada Teaching License.

### **Mrs. Robin Kariam- Art Teacher**

Mrs. Kariam has a Bachelor of Arts degree from the State University of New York. She has more than ten years of experience teaching art.

### **Mrs. Staci Wood- Computer Teacher**

Mrs. Wood has a Bachelor of Elementary Education degree from the University of Arizona and a Master's Degree in Curriculum and Instruction from UNLV. She has over 11 years teaching experience and a Nevada Teaching License.

### **Mrs. Jana Douglass – Spanish Teacher**

Mrs. Douglass has a B.S. in elementary education. She has taught a year and a half and has been a substitute teacher for five years.

**SCHOOL BOARD:** Chris Ward, Lois Bush, Anne-Marie Carnes, Bill Bruninga, and Holly Jeffries.