



PARENT & STUDENT HANDBOOK 2017 – 2018 EDITION

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

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Welcome to Grace Christian Academy!

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

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

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

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

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

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

Sincerely,

The Grace Christian Academy Board of Directors

GCA's Vision

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

GCA's Mission

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

Objectives

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

Growth in Wisdom, Academically, Grace Christian Academy seeks

- To instill a Biblical worldview with a reverence for God as the Creator and sovereign ruler of the universe.
- To nurture a positive attitude toward learning, realizing that work is performed unto God and not unto man. (Colossians 3:23)
- To ensure mastery of the basics in all academic areas.
- To encourage full academic potential.
- To develop higher level critical thinking skills.
- To develop and foster creativity and skills of expression.
- To encourage among both students and teachers a lifelong love of learning.
- To develop the ability to apply academic knowledge and skills to affect the world for Christ.

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

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

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

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

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

To teach students the value of honesty and speaking truthfully in all matters.

To model and encourage loving conflict resolution as found in Matthew 18:15-17.

To establish an atmosphere of mutual respect, care, love, and understanding in interpersonal relationships with believers and non-believers while not compromising God's absolute truth.

To be fishers of men by winning our fellow man over with godly character, love, and truth. (Matthew 22:39; Ephesians 4:15; John 8:32)

Core Values

Truth- The Holy Bible is the inerrant, revealed Word of God and is taught as truth. Biblical truth is the foundation and guide for life and the learning experience. Biblically-integrated studies and a Biblical worldview are essential elements of Grace Christian Academy. (John 17:17)

Grace- Jesus Christ came demonstrating and delivering the grace (unmerited and generous acts and gifts) of God. We glorify God by receiving this grace, living in it, and showing it to others in what we do and how we do it. (Ephesians 4:7; 2 Corinthians 12:9)

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

Potential- All are made by God, in the image of God, and therefore inherently valuable.

Furthermore, God's purpose is Christ-likeness in His people. As such, learning aims to engage students toward their full potential in Christ by seeking Him with all their hearts. (Jeremiah 29:11-14)

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

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

GCA's Statement of Faith

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

We Believe...

1. The Bible alone to be the only inerrant, authoritative Word of God. (2 Timothy 3:16)

2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matt. 28:19; I Pet. 1:1-2; I John 5:1-12)

3. In the eternal importance of the work of all three persons of the Trinity in our daily lives. (Col. 1:9-14)

4. In the deity of our Lord & Savior Jesus Christ (Col. 2:9), His virgin birth (Luke 1:26-35), His sinless life (I Pet. 2:22), His miracles (Matthew, Mark, Luke, and John), His atoning death through His shed blood on the cross (I Jn. 2:2), His bodily resurrection (Acts 3:15), His ascension to the right hand of the Father (Mark 16:19; Acts 1:9), and His personal return in power and glory (Acts 1:11).

5. Salvation is for those separated from God through their sin, requiring belief in Jesus Christ as Lord and Savior and repentance with the help of the Holy Spirit. (Romans 6:23; Romans

10:9-10; John 16:8)

6. Salvation is by grace alone through faith. (Ephesians 2:8-9)

7. While one is not saved by works, faith without works is dead. (James 2:17)

8. In the resurrection of both the saved and the lost, the one to eternal life and the other to eternal punishment. (Revelation 20:11-15; Matthew 25:46)

9. The present ministry of the Holy Spirit, by whose indwelling the believing Christian is enabled to live a godly life and have a strong witness for the saving work of Christ. (Galatians 5:15-20)

10. The unity of the Spirit where every believer is given gifts to operate as one body of our Lord Jesus Christ. (Ephesians 4:11-16)

11. Marriage is between one man and one woman. (1 Corinthians 7:1-2; Matthew 19:4-5; Ephesians 5:31)

12. God created humans male and female, which defines a person's gender for the extent of his or her life. (Genesis 1:27)

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

Chapel

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

GCA's Educational Philosophy

1. The Bible clearly instructs parents, not the church or the state, to "bring up a child in the discipline and instruction of the Lord." Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment, while not usurping the parents' role in child rearing. (Ephesians 6:4)
2. God's character and attributes are revealed not only in His Word but also in every facet of His creation. Therefore, we interrelate subjects in ways that show how this is true. (Romans 1:20)
3. Since God wants us to love him with all our heart, soul, mind, and strength, we challenge students to be open to how God reveals Himself in His creation and to pursue knowledge of Him with a strong desire to learn. (Matthew 22:37)
4. All students have varying learning styles that God has ordained and designed in them. Therefore, we will teach in ways to create multiple learning opportunities. (John 15:16)
5. We believe all students have the ability to learn. (Proverbs 1:2-7)
6. Students should work to their best ability and should be praised for doing so, rather than being compared to the achievement of others. It is our desire that the same is true in your relationship with your child and his/her learning.

7. We believe students should understand the different ways to learn and to respect the fact that since others may learn differently, they must participate joyfully in all ways of learning during class time.
8. Instructional time should give opportunity for students to experience innovative ideas within their varying learning styles.
9. Staff should view students as the Lord does, with a special heart for the young and their simplicity of faith and innocence. Therefore, we strive to accurately teach them the Word of God and how to apply it to their daily lives. (Mark 10:13-16)

Curriculum Goals & Design

Grace Christian Academy's curriculum is framed in the Classical education context. Fundamentally, Classical education takes a student through three stages of thinking and learning that ancient learners understood: grammar, logic, and rhetoric. Interestingly, these three stages fit well into the stages of child development and therefore, serve a child's educational growth process in an excellent way.

In this pattern, the "grammar stage" encompasses learning the building blocks and concepts of subjects (the knowing stage) and is the primary foundation of learning for the elementary grades. The "logic stage" involves finding the order and interrelation of information allowing analysis (the understanding stage). Developmentally, the ability to analyze begins at about the sixth grade level. And finally, the "rhetoric" stage is that of expressing and defending ideas (the expressing or influencing stage), which develops in the early high school years. Classical education has been found to be highly successful and supportive in developing the ability to intelligently and persuasively defend one's Christian faith, which comes to its fulfillment in the "rhetoric stage." GCA will encourage the "rhetoric" stage of expression through speech, essay, debate, multimedia, music, visual art, role play, movement, etc.

Most importantly, the Bible will be taught directly and woven throughout language arts, social studies, science, music/art, health/physical education, and mathematics. Students will discover that God created learning so that we can fulfill our created role. In this way, we know more about His glory in all of creation. (Proverbs 1:2-7) For example, the Lord created language so that we can express ourselves in prayer and worship and to be able to read, understand, and apply His Word to our lives. Fundamentally, mathematics and science help us to understand His created order and the awesome uniqueness of His creation. Social studies develops an understanding of the role of society for us as individuals and our responsibility to it as a part of the Great Commission as well as an appreciation, awareness, and love for all people. To achieve this, students will learn to appreciate the different situations of Christians living around the world. In all grades, teachers will encourage music and visual art appreciation as we study other cultures to help students gain a Christ-centered perspective of the world, knowing that there will be people of every tribe, tongue and nation represented in heaven. (Revelation 7:9-10)

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

ADMISSIONS

Racial Nondiscrimination Policy

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

Requirements of Enrollment

Toilet trained and...

4 years old by September 1, 2017 for 4K

5 years old by September 1, 2017 for 5K

6 years old by September 1, 2017 for 1st grade

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

Admission Steps

1. Pray for the Lord's guidance in this decision for your family.
2. Contact the administrator via email at info@gracechristianpulaski.org or by phone at 920.785.1276 to express interest, read the Parent-Student Handbook, also on GCA's website (www.gracechristianpulaski.org), set up a tour and time to meet, and/or attend an Informational Enrollment Night or Shadow Day.
3. Complete the application and enrollment forms found on the homepage of GCA's website (www.gracechristianpulaski.org).
4. Print and send the completed forms to Grace Christian Academy, PO Box 853, Pulaski, WI 54162, along with the non-refundable \$25 application fee. Please make checks payable to Grace Christian Academy.
5. Upon receipt of forms and application fee, a family interview with the school administrator will be scheduled to answer any questions you may have about GCA and to clarify the school's expectations.
6. After the interview, the board will prayerfully review your child's application and recommendation of the head principal.
7. You will be given notice of the board's recommendation to enroll your child(ren). Upon acceptance, a \$250 enrollment fee is due to secure each child's place in the class.
8. Prior to your child starting school at GCA, placement tests for new students will be given to assist in determining the proper placement and curriculum for your child(ren). Placement tests may be given to returning students as it is deemed necessary.

Tuition/Fee Information

- Enrollment fees (\$250/per student) are due at the signing of the enrollment contract and are non-refundable unless GCA is unable to provide class space or offerings for your child.
- All applications fees of \$25 are non-refundable. Returning students do not need to pay the application fee.
- The first tuition payment is due by July 1st. Both the enrollment fee and the first month's tuition payment must accompany applications submitted after July 1st.
- In the event of a full class, your child may be placed on the school's waiting list even though all other admission requirements have been fulfilled. You will be notified in writing of your numbered position on this list. You may withdraw from the waiting list at any time.

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

Tuition Schedule for the 2017-2018 Year

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

KINDERGARTEN - FIFTH GRADE (traditional school) \$3,700

SIXTH GRADE – TWELFTH GRADE (virtual/mixed academy) \$3,800*

*Includes \$100 tech fee used toward the cost of the high level of technology required for this program.

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

Payment Options:

_____ ONE PAYMENT	DUE 7/1/17
_____ TWO PAYMENTS	DUE 7/1/17 AND 12/1/17
_____ FOUR PAYMENTS	DUE 7/1/17, 10/1/17, 12/1/17, 3/1/18
_____ TEN PAYMENTS	DUE ON THE 1ST OF EVERY MONTH FROM 7/1/17 TO 4/1/18

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

Tuition Assistance

Please contact the school office for a Scholarship Application if your student(s) will need tuition assistance to attend. The completed scholarship application form requires copies of the last 2 years' 1040 forms for all persons contributing income for the household. You will be notified if and how much your family will be awarded. Please note that this is calculated each year and it should not be assumed that the same scholarship funds are available from year to year. Thus, each family must reapply every year in order to be eligible for financial assistance.

Thus, tuition assistance will be granted based on availability of resources and need. GCA awards students of any race, color, ethnicity, or country of national origin.

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

Fundraisers/Special Events 2017-2018

In general, preparations for each fundraiser begin about 4 weeks or more before the event. If you would like to be involved, please contact the administrator who will connect you with the coordinator for that event. We encourage parents to join in on the fun and fellowship of planning and/or volunteering to work at events together, but involvement is not expected. We hope you will mark these dates on your calendar to attend and share the dates with your family and friends. The blessings from these events go far beyond the financial outpouring; however, the financial blessings do provide a substantial part of the school's funds to cover overhead expenses so please be in prayer that the Lord would use these events to bless the school financially and impact the community in ways that further Christ's Kingdom.

2017

July 20-23 Polka Days Fundraiser

December TBA Cookie Walk

2018

February TBA Booyah Prep & Delivery

April TBA Spring Banquet

May TBA Spring Rummage Sale

Student-Teacher Ratio

Kindergarten 12:1

1st Grade-Fifth Grade 12:1

Virtual 6th-12th (on-site) 12:1

Combined Grades

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

Lunch & Snacks

Lunch service is not provided by GCA at this time. Parents must provide a sack lunch, which is a great opportunity to teach healthy eating patterns. Students should bring their own utensils and not expect to use plastic ones from the school. Do not send knives or any dangerous kitchen utensils. Food that needs a sharp knife needs to be pre-cut at home.

Because students who maintain a healthy, stable metabolism function the best throughout the day, fruit, vegetables, and healthy proteins and grains are an expected part of student lunches. These are important for a healthy diet as well as a productive school day. On the other hand, less healthy or very sweet lunches with high concentrations of sugars are common contributors to hyperactivity, obesity, and mood swings. As a result, sugary, sweet snacks or other junk food type items should be kept to a minimum (we recommend only one per day). For K-5th grade, a healthy mid-morning snack is needed. **Healthy snacks include: fruit, raisins, crackers, vegetables, yogurt, etc.*

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

Transportation & Pick-up Policies

Parents must provide their own children's transportation to and from school daily. We believe in the quality of time with family before and after school. We choose to require students to be transported by an agreed upon individual to protect the child and his or her emotional growth. GCA should be notified if a student has a parent's permission to walk or bike home from school.

Parents/Guardians must promptly pick up their children from the front entrance of the school. Students will not be allowed to wait outside. If you will be late, it is your responsibility to call the school office as soon as possible. If another individual is to pick up your child, you must send written consent or call the school office in order for the school to release your child.

Morning Routine

School will begin with prayer, the Pledge of Allegiance and the Christian Pledge, a memory verse, followed by worship, and a lesson. Both pledges are optional to recite. However, students are encouraged to learn them by heart. The weekly opportunity to recite the Pledge of Allegiance to the United States of America is required by State law for private schools. All students are expected to be respectful during these times.

Pledge of Allegiance to the United States of America

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Lord

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

School Schedule

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

School Calendar for the 2017-2018 School Year

The school calendar will be available before the new academic year begins. Please contact the school office to request a copy.

2017-2018 GCA School Calendar — TBA

August	Teacher Inservice Days
August	GCA Fellowship Celebration/Open House at 3 PM-Youth Center
August	First Day of School
September	Labor Day-No School
September	Teacher Inservice-No School
October	Teacher Inservice-No School
October	Parent-Teacher Conferences #1, 4-7 pm
November	Trimester #1 Ends
November	Teacher Inservice-No School
November	Thanksgiving Break
December	Teacher Inservice-No School
December	Christmas Break
January	School Resumes
January	Teacher Inservice-No School
January	Parent-Teacher Conference #2, 4-7 pm
February	Teacher Inservice-No School
February	Trimester #2 Ends
March	Teacher Inservice-No School
March	Parent-Teacher Conferences #3, 4-7 pm
April	Good Friday & Easter Break
May	Teacher Inservice-No School
May	Memorial Day-No School
June	Last Day of School, Trimester #3 Ends

Attendance & Absences

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

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

For unforeseeable absences, you must contact the school office before 8 AM if your child will be absent from school that day.

Teachers are not responsible for teaching concepts missed due to either a planned or unplanned absence.

Inclement Weather Policy

GCA follows Pulaski Community School District (PCSD) with regard to school closings, delays or early dismissals due to inclement weather. If there will be a deviation from the PCSD closing schedule, such as for days that GCA has school and PCSD does not, you will be notified through a phone tree. There will NOT be a separate announcement for GCA on the radio or television. In the event that school closes during the day due to unforeseen circumstances, you will be notified via e-mail, text, school website and/or phone call.

Emergency Contact & Health Information

Initially provided on your child's application, please inform your child's teacher of any changes to this information.

Illness/Injury

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

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

Please notify the staff of any injury that would hinder the usual activity of the student while in school, especially participation in physical education or recess. The parent should provide written permission from a doctor if the injury requires him or her to be restricted from participation in normal school activities for more than one day. **Illness/Conditions Not Permitted at School**

Please be very considerate of the health of the other students and staff as you make the decision of whether or not to send your child to school in the event of illness. The student himself and the rest of the students and staff are benefitted by an ill student staying home to rest and recuperate. Students are expected to remain at home or will be sent home when they exhibit the following physical conditions:

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

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

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

The student should remain at home or will be sent home if conditions such as a significant runny nose, cough, sore throat, consistent sneezing, significant stomachache, vomiting, earache, or headache are evident. Please consider your child's ability to control symptoms by covering their cough or remembering to use hand sanitizer after blowing their nose. This will also be considered when a decision is made to

contact a parent to arrange pick-up of an ill student. Hand sanitizer and tissues are available in every classroom and other places throughout the school.

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

Hygiene, Head Lice, etc.

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

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

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

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

Medication

It is best to have medications and treatments administered at home. **No medication, including aspirin or cough drops, is to be kept in a student's possession** (only exception: asthma inhalers).

Any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper form. A *Medication Request* form with instructions for administering medication must be completed, signed by the parent, and submitted to the **school administrator** in order to grant permission to give a student medications. **All such medications must be in the original prescription bottle, properly labeled with the student's name, dosage and time.**

Visitor Policy

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

Volunteering

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

Parent-Teacher Communication

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

Dress Code

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

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

- To focus on learning
- To encourage virtues like humility, simplicity, and respect for others
- To discourage vices like pride, materialism, and sensuality
- To remind students of the seriousness of scholarly work. The dress code begins the process of learning to honor guidelines for work attire that may be different from

your own preferences. Research shows that higher standards of dress increases achievement.

To help create a sense of community and unity on campus

To develop a modest way of life

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

GENERAL REQUIREMENTS:

1. Students are to be cleanly dressed, groomed well, and show healthy hygiene (see the section entitled "Hygiene, Headlice, etc.).
2. Clothing should have no pictures, symbols, sparkles or any writing.
3. Small logos on shirts, pants and socks, at a diameter of one inch or less, are acceptable.
4. Students should not expect to use tape to cover anything that does not follow the dress code. It either follows the dress code or it shouldn't be worn.
5. Clothing must be in good condition without stains, holes or frayed edges.
6. Careful attention should be paid by both boys and girls that shirts and pants not be revealing when lifting, sitting, or bending over.
7. Undergarments are not to show, nor are midriffs. Belts should be worn as needed to prevent this.
8. Clothing should not be revealing or so tight that it clearly reveals/accentuates a student's body features.
9. Any body piercing (with the exception of 1 piercing per ear for girls) should not be displayed at school or any school events.
10. Sunglasses are not to be worn indoors nor are hats, bandanas and hoods, except in preparation to go outdoors.
11. Visible tattoos and drawing on oneself are not permitted.
12. Nail polish is not allowed.

SHIRTS/SKIRTS:

1. Students should wear shirts/skirts with solid colors. Traditional patterns of plaid, stripes, or polka dots are also acceptable. Gradients of different colors, neon, or fluorescent colors are not allowed.
2. Grace Christian Academy polo shirts for 6th level and up and t-shirts for 5th level and down are allowed.

PANTS/SHORTS:

1. Pants must be solid colors (no neon).
2. Cargo pants in solid colors are acceptable.
3. Dark, navy colored jeans are acceptable as long as they are solid colored and do not appear to be worn out.

4. 6th level and up: Athletic pants/stretchy pants or leggings/knit pants are not allowed with the exception that stretchy pants or leggings can be worn under skirts.
5. 5th level and down: Athletic pants and knit pants may be worn. Stretchy pants or leggings can only be worn under skirts.
6. On warm days in August, September, May & June, shorts may be worn but should be no shorter than the top of the knee when standing. 6th level and up must wear dress shorts. 5th level and down can wear dress shorts or athletic shorts. If needed, any special changes will be made by the administrator based on especially hot weather forecasts.

SHOES/SOCKS:

1. All students must wear closed toe/closed heel shoes during the school day. Unless it is a special occasion, footwear such as sandals, flip flops, crocs or any other variation of open toe/open heel footwear is not allowed.
2. 6th level and up: Shoes must be dress shoes in solid colors (no neon). Small logos at a diameter of one inch or less are acceptable. With the exception of Phy.Ed. classes, athletic shoes are not allowed.
3. 5th level and down: Athletic shoes are acceptable. Otherwise shoes must be dress shoes with solid colors (no neon).
4. Shoes must be tied at all times.
5. Socks need to be solid colors (no neon). Logos at a diameter of one inch or less are acceptable.

BOYS ONLY:

1. 6th level and up: Shirts must be collared. Knit cotton polos are acceptable as well as dress shirts.
2. Hair for boys needs to be neatly trimmed and clean in appearance and should not extend below the eyebrows, earlobes or below the collar.
3. For both boys and girls, extreme hair fads, colors and styles are not permitted including anything deemed detracting from the learning environment, such as afros, mohawks, long spikes, and others as deemed necessary.
4. No jewelry (bracelets, necklaces, earrings, etc.) is allowed during the school day.

GIRLS ONLY:

1. Skirts must be knee-length or longer. Leggings or stretchy pants must be worn under skirts.
2. Allowable jewelry includes 1 earring per ear of a diameter or length less than 1 inch. No other jewelry (bracelets, necklaces, etc.) is allowed during the school day.
3. No unnatural hair colors are allowed.
4. Hair accessories should follow the rules about color for other clothing.
5. For 8th level and up, make-up is allowed but should not be worn in an excessive manner. Nothing more than foundation, lip gloss of light colors and mascara is allowed. No eyeshadow, lipstick or blush is allowed. That is, it should hardly be noticeable. No sparkles are allowed.

PHYSICAL EDUCATION:

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

MIDDLE SCHOOL/HIGH SCHOOL STUDENTS: For physical education, students 6th grade and up should have athletic shorts and t-shirts that they may keep at school but must take home at the end of each week to be washed. Athletic shoes must be worn on PE days in grades 6-12.

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

5th level and down:

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

6th level and up:

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

Student Dating

To maintain the focus on academics and spiritual growth at Grace Christian Academy, avoid controversies of what is appropriate or inappropriate, and to make sure there is no confusion amongst our younger students, no students are allowed to participate in dating relationships during school hours or off-campus with other students while students at Grace Christian Academy. We believe this promotes the sanctity of the male-female relationship for marriage because as a general rule high school students are not ready into a marriage relationship. While we understand that parents can differ on their opinions about teen dating and students likely have their own opinions, too, we choose to err on the stricter side for the reasons listed above as well as to keep our focus on the Lord, protect our student body from harm, to protect unity among our families and students, for our students to avoid any appearance of evil, and to focus on the mission of Grace Christian Academy. Enrollment at Grace Christian Academy assumes an agreement to follow this policy. Disobeying this policy is subject to the fullest extent of discipline just as any other GCA school policy.

Student Lockers

Student lockers will be issued to students. They must take care of them, which includes keeping them organized and closed. Also, clothing (Phy. Ed. clothes, winter clothes, etc.) must be hung up nicely and neatly in lockers and/or coat racks at all times. Lockers are also the property of the academy. Lockers are open to inspection at any time for tidiness checks as well as search and seizure. Please note the policies regarding lockers in the "Search and Seizure" section of this handbook.

ACADEMICS

Grading Policy

4K, Kindergarten and up to 5th Grade will use the following grading assessment:

E=Exceeds Expectations (This is not the same as an A, but it is when a student is truly learning beyond what is expected.)

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

G = Growing (Improvement through continued growth has been shown, but student is not meeting curriculum goals at present.)

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

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

Sixth grade through twelfth grade will use the following standards:

100-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	62-60	D-
82-80	B-	59-0	F
79-77	C+		
76-73	C		

A student receiving an incomplete in a class must complete all work within one week.

Parent Feedback & Parent-Teacher Conferences

You may be asked to complete a form regarding your impressions of your child's progress and any feedback you can give the teacher. In addition, parent-teacher conferences will be held twice a year. You will be notified in advance of the date and time. Please communicate early if you need to modify the time or date of the scheduled conference.

Parent Involvement

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

1. Pray for your child, GCA, and you as parents/guardians.
2. Establish responsible guidelines in your home of balancing homework and free time (i.e. video games, TV, internet, etc.) so that homework is encouraged to be done on time and to the best of the student's ability.
3. Review and discuss work sent home with your child.
4. Read papers sent home by teachers and administrators as well as emails and newsletters.
5. Give homework help.
6. Communicate with your child's teacher early about any concerns you may have.
7. These are ways that you are encouraged to be involved in your child's education.
 - Contact your child's teacher about visiting their class.
 - Share your vocation with a class.

- Accompany a class on a field trip.
- Help in class with special activities / projects / celebrations.
- Request feedback from the teacher on your impressions of your child's progress.
- Request a special meeting with the teacher.

Missed Assignments

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

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

Homework Policy

First, students should expect that ALL homework assignments MUST be completed, whether on time or late. In general, students should expect some homework with the intention is that it is meaningful for their growth. Parents should help children develop responsibility and provide accountability support at home. In addition, GCA staff stay in close communication with each other. In that, late homework consequences are invoked across the board. That is to say, that if a student has a missing assignment in Health class and Social Studies, a pattern is being developed and a parent may be contacted as well as quick action taken by staff regarding homework completion. In that, students should expect discipline for late homework and expect to have to finish it within a strict timeframe. Disciplinary actions could include but are not limited to losing recess, appropriate school service, calls home, parent-student-teacher meetings, and up to expulsion for rebellious defiance in relation to homework completion.

ONLINE COURSES: It should be noted that for students in online courses through Freedom Project Academy, late homework is not tolerated and is automatically a zero. Therefore, it is extremely important that parents support their children by creating successful homework study habits and environments at home and set up a home schedule that is conducive for successful homework completion early on.

DISCIPLINE

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

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

basis of their former training by their parents. GCA's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

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

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

Biblical Exhortation for Godly Behavior

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

Student Expectations

1. No talking in class without being recognized; that is, students should raise their hands unless instructed by the teacher that it is ok to speak freely.
2. Students must have permission to leave their seats.
3. Students must keep their hands, feet, and other things to themselves.
4. Students must be kind in what they say to others and to their teachers.
5. Students must accept and obey any instruction or discipline from all teachers and staff.
6. Students shall respect the authority of all adults and the rights and property of others.

7. All student organizations that meet in the school must have an authorized sponsor with them.
8. Movement in the hallways, whether between classes or during classes, must be done quietly and in an orderly fashion.
9. Any student leaving a room during class time must have permission from their teacher.
10. Students may not make disrespectful noises or disruptions during school at any time.

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

1. Use of physical force or verbal intimidation toward staff, administration, or students;
2. Leaving school property without permission;
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student or parent);
4. Bringing to school any article that distracts another (i.e. cell phones, cameras, games, iPods, etc.);
5. Being disrespectful toward fellow students, teachers or staff in attitude, words, or actions;
6. Noisy, distracting interruptions such as emotional outbursts, bodily noises, and any other annoying sounds;
7. Using profanity or vulgarity;
8. Lying, cheating, or stealing;
9. Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.;
10. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of GCA;
11. Obscene body language;
12. Chewing gum/eating candy at school;
13. Food or drinks, other than water;
14. Possession on their person, in their locker, in their backpack ,or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography;
15. Blatant disrespect or defiance.
16. Misbehavior during transportation to or from school activities will not be tolerated.
17. Entering the building before 7:15 AM, except with permission and supervision by a teacher.
18. Attendance at school functions, including athletics, on days of suspension. For continued suspensions, permission to attend activities or hold positions can be revoked for the remainder of the school year at the discretion of the administrator.
19. Student use or entrance into staff offices, work areas not intended for student use, all parking lots and roadways during school hours, and construction areas. Some activities may be allowed for specific purposes with special permission and staff supervision.

Method of Discipline

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

General Parent Expectations

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

Misunderstandings/Conflict Resolution

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

Bullying & Harassment

GCA strives to provide a safe, secure, and respectful learning environment for everyone in the school buildings, on school grounds, and at school-sponsored activities. Therefore, bullying and harassing behavior will not be tolerated in any GCA buildings, property, and educational environments so that there is no disruption to the learning environment and learning process.

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

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

In an effort to instill biblical values and create a safe and loving environment, the school has adopted a harassment policy. From time to time, in a large community such as a school, conflict and offense can occur. As part of living in a sinful world, we don't always relate to

others as we should. When we try to exert power and influence over others, harassment can result.

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

Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-the Hidden Curriculum" (2003)). Harassment is unwanted physical contact, gestures, or verbal exchanges, whether sexual or otherwise.

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

The following may be forms of bullying and harassment:

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

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

1. Students should ask the offending student to stop. Students should take appropriate steps to discourage or prevent bullying. Students should be willing to resolve bullying situations, employing forgiveness and changes in behavior.
2. Students are expected to make incidents known as they happen, that is to share it and ask for permission to go to share it with staff that they feel safe. They should go to the office to complete an incident report after it happens. Completing an incident report is necessary to deal with the problem correctly and quickly for the student's safety. In some cases, facts from bystanders may need to be gathered.
3. If a student prefers to have a parent report the situation, this is understandable. Students are strongly encouraged to share incidents with their parents. However, students who wait to inform staff/administration can slow the process of effective resolution to the problem. However, GCA does understand a child's need for protection and help from his parents to address these issues which are often emotionally difficult. Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first. Parents need to accept that

the whole story may be quite complex and trust the school to resolve bullying matters. Parents not satisfied with the action may refer to administrators if the need arises.

4. All staff will have access to the information recorded on all incidents so that they may be aware of any issues between students.
5. Staff and administration view bullying allegations as a serious matter not to be taken lightly. Thus, staff and administration will work diligently to address the situation in a timely manner with the intent to maximize the safety of the victim.
6. Parent(s) of victims and instigators may be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
7. Parents are asked to help the school in addressing the source of the problem at home. It will take a team effort to help the instigator learn to understand and respect the value of others in God's eyes. It will also take the family to help encourage the victim to maintain the knowledge of his worth in God's eyes and help of the Lord to protect both his heart, mind, and body.

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

Electronic Communications & Technology Policy

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

The Electronic Communications Policy at GCA is intended to provide employees and students with guidance concerning use of the school's electronic communication systems so that the professional and personal use of technology represents the godly character and reputation of GCA and its staff. This type of electronic usage includes, but is not limited to its computer systems, access to the Internet, email, and telephone/wireless systems. This policy applies whether those systems are accessed from GCA's premises or from off site. This policy also places limited restrictions on the use by students of certain devices that they may own. If abuse of the electronic communication systems is observed, then disciplinary actions will be handled by the teacher, administrator, and/or school board as deemed necessary.

GCA provides internet access and e-mail to its older students for educational purposes. Computers and other related equipment and devices, like all other office equipment that is provided by the school, are the property of GCA. Students should not consider any of their e-mail, internet usage, or telephone calls made on the school's equipment or systems to be private or confidential. All such usage may be monitored or inspected at any time by GCA.

In addition to student expectations regarding electronic communication and equipment, students are also expected to make a good faith effort to manage their technology by way of faith. We do utilize a strong content filter and strive to protect minor children from inappropriate material that may be found while using the network. Even with those

safeguards in place, GCA staff cannot 100% guarantee that everything will be filtered. Safe internet usage will be taught and is a skill and responsibility that students are expected to utilize as they use the Internet in a God-honoring way for its intended academic purposes. Safe utilization of the internet for homework and take-home projects is the responsibility of the parents.

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

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

Unacceptable Use of Technology

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

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

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

Academic Integrity

Grace Christian Academy strives to teach students the importance of personal and academic integrity: "He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity." Proverbs 2:7 Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God of academic integrity and will not be

tolerated. Cheating is defined as obtaining, attempting to obtain, aiding another to obtain credit for work, or any improvement of evaluation of performance by any dishonest or deceptive means. Examples of cheating or academic dishonesty include but are not limited to:

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

In general, discipline of issues of academic integrity remain at the discretion of the teacher. Concerned parents should contact the student's teacher. However, we encourage parents to respect the observation and investigation by the teacher.

Drugs and Alcohol

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

Guns and Weapons

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

facsimile, which may result in suspension or dismissal at the discretion of the administration.

Search and Seizure

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

1. **Personal Searches:** A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked. Please understand that GCA views unwillingness to bear testimony to one's own innocence not only as insubordinate behavior but also cause for staff and administration to have a concern of trust and safety of other students.
2. **Locker Searches:** Student lockers or any other storage spaces are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities without notice, without student consent, without parental consent, and without a search warrant.
3. **Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Dismissals

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

School Leadership

Mrs. Jaime Jackson - President

Having been called to be the founder of Grace Christian Academy, Mrs. Jackson serves as the president on the school board of directors. You can read about the vision the Lord placed on her heart with founding Grace Christian Academy by clicking on "Beginnings" under the "About" tab. Mrs. Jackson has been prepared for this position educationally with her Masters Degree and certification in Educational Administration, 8 years of professional teaching and 4 years of homeschooling, and spiritually with her years of service in youth ministry and as a missionary in Asia. Mrs. Jackson is married to her husband, Dave, and together they have two children, Zoe and Isaiah, who attend Grace Christian Academy. Mrs. Jackson also serves the school daily through administrative support, public relations, marketing, and fundraising development.

Mr. Brad Jarosinski - Vice President

Along with being our school board Vice President at Grace Christian Academy, Mr. Jarosinski is also a systems analyst at Associated Bank with an Associates Degree in Applied Science of Drafting and Design. Mr. Jarosinski served in the National Guard for nine years and volunteers his time with youth soccer clubs here in Pulaski. His passions and strengths are running, problem solving, prayer with family and developing relationships with people with the love of Christ. Mr. Jarosinski has been married 10 years to his wife, Beth, and their daughter Caitlyn and son Trevor attend Grace Christian Academy.

Mr. Jeremie Johnson - Secretary & Administrator

Mr. Johnson is the Secretary of the school board at Grace Christian Academy. He is also the Head Administrator of the school. Mr. Johnson has been prepared for this position in numerous ways: educationally with a Masters Degree, experience-wise with 12 years in public & private education, and spiritually with his years of service at his local church with youth and Sunday school classes. Mr. Johnson is strongly devoted to help students know the Lord deeply and to disciple them towards leaving a legacy of walking with Christ! Mr. Johnson is married to his wife, Amy, and together they have two children, Aleck and Linnea who attend Grace Christian Academy.

Mr. James Roberts - Member

Mr. Roberts is our newest member to the school board. He works full-time at Schneider National while attending Liberty University Online full time to obtain an undergraduate degree in theology and biblical studies. Mr. Roberts has felt a calling to be a pastor and has a passion for youth, being very involved with jr. & sr. high youth at his local church. Mr. Roberts has been involved with Grace Christian Academy since its inception and has a heart for building up disciples that walk with Christ. "I feel my purpose is to help students defend their faith by better equipping them with using the bible and resources to communicate their Christian worldview. In following this commission, I can finish this life hearing the words, 'Well done, good and faithful servant,' from my Lord and Savior, Jesus Christ." He is married to his wife, Lillian, and has one son and three step-daughters that are all grown.

School Information

Grace Christian Academy is located at 125A and 127 S. St., Augustine St., Pulaski, WI 54162. Its main offices are located at 125A S. St. Augustine St. Currently, the main offices are open from 8 am to 3:15 pm but are open by appointment between school sessions. Appointments can be made by contacting us at 920.785.1276 or by contacting the school administrator personally. Please leave a detailed message regarding your questions and when it is best to reach you. Your call will be returned as soon as possible. During school hours, the easiest method of communication directly to the administrator via email at info@gracechristianpulaski.org. General office questions can be directed to our office staff at 920.785.1276. We look forward to hearing from you!

In Closing

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

Sincerely,
The Grace Christian Academy Board of Directors

