

Parent-Student Handbook 2026-2027

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School and Student Items

SECTION 1 - SCHOOL CORE BELIEFS AND MISSION

Policy Name	1.1 Grace Christian Academy Core Beliefs
Effective Date	June 2021
Revision Dates	
Purpose	To define the core beliefs of Grace Christian Academy which must be agreed with by all families who send their children, employees, board members, and regular classroom volunteers.
Policy (from By-laws)	Our Reformed philosophy of Christian education is based on certain core beliefs, which we hold to be true. These core beliefs are first and foremost to be found in God's Word, the Holy Bible. We recognize the Bible as the inerrant and infallible Word of God. It represents the rule for all of life and explains God's gracious way of salvation. It is therefore the only authoritative and infallible source of all core beliefs at Grace Christian Academy. We believe that the three Forms of Unity (the Belgic Confession, the Canons of Dordt, and the Heidelberg Catechism), in so far that they are demonstrably based on the Word of God, represent a detailed explanation of God, of His creation, and particularly of man's fall and God's gracious work of salvation in restoring His elect sinners through Christ's redeeming blood. We also hold to the Five Points of Calvinism and the Five Solas of the Reformation. Summary of the Confessional Heritage and Core Beliefs of Our Academy God's Attributes There is one true God, and He is eternal, incomprehensible, invisible, immutable, infinite, omnipresent, independent, omniscient, indivisible, almighty, perfectly wise, just, gracious and the overflowing fountain of all good. "Now unto the King eternal, immortal, invisible, and only wise God, be honor and glory for ever and ever. Amen" (1 Tim. 1:17). The Trinity This God, though One in essence, has revealed Himself in three distinct and coequal Persons: the Father, the Son, and the Holy Spirit. "For there are three that bear record in heaven, the Father, the Word, and the Holy Ghost: and these three are one" (1 John 5:7).

	Special and General Revelation God has revealed Himself to man by two means. First, He reveals Himself in His creation, in His providence, and in man's conscience ("For the invisible things of Him from the creation of the world are clearly seen, being understood by the things that are made, even His eternal power and Godhead; so that they are without excuse" Rom. 1:20). Second, He reveals Himself far more clearly in His special revelation, the Holy Bible. ("But now is made manifest, and by the scriptures of the prophets, according to the commandment of the everlasting God, made known to all nations for the obedience of faith" Rom. 16:26.) Infallibility and Inspiration of the Bible The Bible is the Word of God and "came not in old time by the will of man; but holy men of God spake as they were moved by the Holy Ghost" (2 Peter 1:21). The Bible is the singular, complete, and infallible Word of God and is essential to know unto salvation. In our consideration, the King James Version of the Bible represents the most accurate translation of the most dependable original texts of Scripture into English. Perfect Creation This Word of God clearly tells us that God's creation took place on 6 literal 24-hour days. God created man perfect and upright, and after His own image in knowledge, righteousness, and holiness. "So God created man in His own image, in the image of God created He him; male and female created He them" (Gen. 1:27). "And have put on the new man, which is renewed in knowledge after the image of Him that created them" (Col. 3:10). "And that ye put on the new man, which after God is created in righteousness and true holiness" (Eph. 4:24). God created marriage to be between one man and one woman (Gen. 2:18-25). God teaches us in His Word that this marriage union between one man and one woman reflects the relationship Christ has with His Church (Eph. 5:21-33). God created us in His image and each person is created male or female (Gen. 1:27). Those who reject their biological, God-given sex at birth reject God's perfect design for them. God has commanded that intimate sexual activity is reserved for marriage and exclusively between a man and a woman. Fall and Redemption Man willingly subjected himself to sin and fell from his holy state. Consequently, all people are conceived and born in sin and will die in sin, unless they are regenerated by the Spirit of God, finding their salvation by grace through faith in Jesus Christ. "Wherefore, as by one man sin entered into the world, and death by sin; and so death passed upon all men, for that all have sinned" (Rom. 5:12). "And you, being dead in your sins and the uncircumcision of your flesh, hath He quickened together with Him, having forgiven you all trespasses" (Col. 2:13).
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	Christ the only Mediator There is only one Mediator between God and man, the Lord Jesus Christ, who in one Person is both God and Man: “Who was conceived by the Holy Ghost, born of the Virgin Mary; suffered under Pontius Pilate; was crucified, dead, and buried; He descended into hell; the third day He rose again from the dead; He ascended into heaven, and sitteth at the right hand of God the Father Almighty; from thence He shall come to judge the quick and the dead” (Apostles’ Creed). “Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved” (Acts 4:12). “I am the way, the truth, and the life: no man cometh unto the Father, but by me” (John 14:6). The Church The Lord has one universal Church, drawn from every age and from “all nations, and kindreds, and people, and tongues” (Rev. 7:9). “We believe and profess, one catholic or universal Church, which is an holy congregation, of true Christian believers, all expecting their salvation in Jesus Christ, being washed by his blood, sanctified and sealed by the Holy Ghost. This Church hath been from the beginning of the world, and will be to the end thereof; which is evident from this, that Christ is an eternal King, which, without subjects, cannot be. And this holy Church is preserved or supported by God, against the rage of the whole world; though she sometimes (for a while) appears very small, and in the eyes of men, to be reduced to nothing: as during the perilous reign of Ahab, the Lord reserved unto him seven thousand men, who had not bowed their knees to Baal. Furthermore, this holy Church is not confined, bound, or limited to a certain place or to certain persons, but is spread and dispersed over the whole world; and yet is joined and united with heart and will, by the power of faith, in one and the same spirit” (Belgic Confession Article 27). “Moreover, the promise of the gospel is, that whosoever believeth in Christ crucified, shall not perish, but have everlasting life. This promise, together with the command to repent and believe, ought to be declared and published to all nations, and to all persons promiscuously and without distinction, to whom God out of his good pleasure sends the gospel” (Canons of Dordt, Second Head of Doctrine, Article 5). “What believest thou concerning the “holy catholic church” of Christ? That the Son of God from the beginning to the end of the world, gathers, defends, and preserves to Himself by His Spirit and Word, out of the whole human race, a church chosen to everlasting life, agreeing in true faith; and that I am and for ever shall remain, a living member thereof” (Heidelberg Catechism Q&A 54). Our View of Our Children
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	We believe “that we with our children are conceived and born in sin, and therefore are children of wrath, in so much that we cannot enter into the kingdom of God, except we are born again” (Baptismal Form, Psalter 1912). We believe that “in this the love of God was manifested, that He sent His only begotten Son into the world, that whosoever believeth on Him should not perish, but have everlasting life.” (Canons of Dordt, Head One, Article 2, which references 1 John 4:9 – “In this was manifested the love of God toward us, because that God sent His only begotten Son into the world, that we might live through Him,” and John 3:16 – “For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life.”) We also acknowledge that God in “His Word ... testifies that the children of believers are holy, not by nature, but in virtue of the covenant of grace, in which they, together with the parents, are comprehended...” (Canons of Dordt, First Head of Doctrine, Article 17). Indeed, children, who are members of the church by baptism, have a privileged position as “God speaketh unto Abraham, the Father of all the faithful, and therefore unto us and our children (Gen. 17:7), saying, ‘I will establish my covenant between me and thee, and thy seed after thee, in their generations, for an everlasting covenant; to be a God unto thee, and to thy seed after thee.’ This also the Apostle Peter testifieth, with these words (Acts 2:39), ‘For the promise is unto you and to your children, and to all that are afar off, even as many as the Lord our God shall call.’ Therefore God formerly commanded them to be circumcised, which was a seal of the covenant, and of the righteousness of faith; and therefore Christ also embraced them, laid his hands upon them and blessed them (Mark 10)” (Baptismal Form, Psalter 1912). Additionally, infants also are to be baptized, “since they, as well as the adult, are included in the covenant and church of God; and since redemption from sin by the blood of Christ, and the Holy Ghost, the author of faith, is promised to them no less than to the adult; they must therefore by baptism, as a sign of the covenant, be also admitted into the Christian church; and be distinguished from the children of unbelievers as was done in the old covenant or testament by circumcision, instead of which baptism is instituted in the new covenant” (Heidelberg Catechism Q&A 74). Although infant baptism places us under the privileges of an external covenant relationship with God, we need the personal regenerating work of the Holy Spirit to bring us into the covenant of grace in an internal, saving covenant relationship with God. We therefore reject the error of “presumptive regeneration” which teaches that covenantal, baptized children are to be considered regenerated and sanctified in Christ until the contrary should become evident from their doctrine and conduct when they become older. “For he is not a Jew which is one outwardly; neither is that circumcision, which is outward in the flesh. But he is a Jew, which is one inwardly: and circumcision is that of the heart, in the spirit, and not in the letter: whose praise is not of men, but of God; (Rom. 2:28-29). “Jesus answered and said unto him, Verily, verily, I say unto thee, Except a man be born again, he cannot see the kingdom of God” (John 3:3).
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We recognize that though the inclusion in the covenant is an inestimable blessing, each child still needs to personally experience the saving work of God in their hearts. Jesus said, "Ye must be born again" (John 3:7).

The Five Points of Calvinism

1. Man's total depravity

"Therefore all men are conceived in sin, and by nature children of wrath, incapable of saving good, prone to evil, dead in sin, and in bondage thereto, and without the regenerating grace of the Holy Spirit, they are neither able nor willing to return to God, to reform the depravity of their nature, or to dispose themselves to reformation" (Canons of Dort, Third and Fourth Heads of Doctrine, Article 3).

"And God saw that the wickedness of man was great in the earth, and that every imagination of the thoughts of his heart was only evil continually" (Gen. 6:5). "God looked down from heaven upon the children of men; to see if there were any that did understand that did seek God. Every one of them is gone back: they are altogether become filthy; there is none that doeth good, no, not one" (Psalm 53:2, 3).

2. Unconditional election

"Election is the unchangeable purpose of God, whereby, before the foundation of the world, He hath out of mere grace, according to the sovereign good pleasure of His own will, chosen, from the whole human race, which had fallen through their own fault from their primitive state of rectitude into sin and destruction, a certain number of persons to redemption in Christ, whom He from eternity appointed the Mediator and Head of the elect, and the foundation of salvation. This elect number, though by nature neither better nor more deserving than others, but with them involved in one common misery, God hath decreed to give to Christ, to be saved by Him, and effectually to call and draw them to His communion by His Word and Spirit, to bestow upon them true faith, justification and sanctification; and having powerfully preserved them in the fellowship of His Son, finally, to glorify them for the demonstration of His mercy and for the praise of His glorious grace" (Canons of Dort, First Head of Doctrine, Article 7).

"For He saith to Moses, I will have mercy on whom I will have mercy, and I will have compassion on whom I will have compassion. So then it is not of him that willeth nor of him that runneth, but of God that sheweth mercy" (Rom. 9:15-16).

3. Limited atonement

"It was the will of God, that Christ by the blood of the cross, whereby He confirmed the new covenant, should effectually redeem out of every people, tribe, nation, and language, all those, and those only, who were from eternity chosen to salvation and given to Him by the Father" (Canons of Dort, Second Head of Doctrine, Article 7.)

"I pray for them; I pray not for the world, but for them which thou hast given me; for they are Thine" (John 17:9).

4. Irresistible grace

"And this is the regeneration so highly celebrated in Scripture and denominated a new creation: a resurrection from the dead, a making alive, which God works in us without our aid. But this is in no wise effected merely by the external preaching of the gospel, by moral suasion, or such a mode of operation, that after God has performed His part,

it still remains in the power of man to be regenerated or not, to be converted or to continue unconverted; but it is evidently a supernatural work, most powerful, and at the same time most delightful, astonishing, mysterious, and ineffable; not inferior in efficacy to creation or the resurrection from the dead, as the Scripture inspired by the author of this work declares; so that all in whose heart God works in this marvelous manner are certainly, infallibly, and effectually regenerated, and do actually believe. Whereupon the will thus renewed is not only actuated and influenced by God, but in consequence of this influence, becomes itself active. Wherefore also, man is himself rightly said to believe and repent, by virtue of that grace received” (Canons of Dort, Third and Fourth Heads of Doctrine, Article 12).

“No man can come to me, except the Father which hath sent me draw him: and I will raise him up at the last day. It is written in the prophets, And they shall be all taught of God. Every man therefore that hath heard, and hath learned of the Father, cometh unto me” (John 6:44, 45).

5. The perseverance of the saints

“Whom God calls, according to His purpose, to the communion of His Son, our Lord Jesus Christ, and regenerates by the Holy Spirit, He delivers also from the dominion and slavery of sin in this life; though not altogether from the body of sin and from the infirmities of the flesh, so long as they continue in this world...By reason of these remains of indwelling sin, and the temptations of sin and of the world, those who are converted could not persevere in a state of grace if left to their own strength. But God is faithful, who having conferred grace, mercifully confirms and powerfully preserves them therein, even to the end” (Canons of Dort, Fifth Head of Doctrine, Articles 1 & 3). “And I give unto them eternal life: and they shall never perish, neither shall any man pluck them out of my hand” (John 10:28).

Five Solas of the Reformation

1. Sola Scriptura – Scripture Alone

God’s Word, the Bible, is the sole and sufficient authority by which all matters of faith and practice may be settled and is sufficient of itself to be the final authority of Christian Doctrine. Nothing is to be added to it, including new revelations of the Spirit or traditions of men. “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: that the man of God may be perfect, thoroughly furnished unto all good works” (2 Tim. 2:16,17).

2. Sola Gratia – Grace Alone

The salvation of a sinner is by God’s grace alone. No merit of man neither before nor after regeneration, contributes to his salvation. Salvation, from beginning to end, is God’s sovereign gift to the unworthy and undeserving. “For by grace are ye saved through faith; and that not of yourselves: it is the gift of God” (Eph. 2:8).

3. Sola Fide – Faith Alone

The justification of a sinner is received by faith alone without any works of merit. “Therefore we conclude that a man is justified by faith without the deeds of the law” (Rom. 3:28).

	4. Solus Christus – Christ Alone Salvation is in and through Christ alone. Christ’s atoning blood and perfect righteousness are the only hope of salvation for a sinner. Nothing can nor may be added to the complete finished work of Christ. “Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved” (Acts 4:12). 5. Soli Deo Gloria – Glory to God Alone Salvation is by grace alone, through faith alone, in Christ alone. Man cannot add one drop of merit to his salvation. Thus, all glory is to God alone. God’s supreme end in planning, purchasing and applying salvation is His own glory. The chief end of those saved by grace is to glorify God and enjoy Him forever. “For mine own sake, even for mine own sake, will I do it: For how should my name be polluted? And I will not give my glory unto another” (Is. 48:11). The Word of God provides clear instruction not only for the way of salvation, but also for man’s everyday life in the world. All spheres and domains of life, including that of education, must be subject to the ordinances and glory of God. “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God” (1 Cor. 10:31). Our View of Our Academy God loans children to parents along with the ultimate responsibility of educating their children to know the “fear and the admonition of the Lord.” This is particularly expressed in the sacrament of baptism in which parents promise “to instruct or help or cause [their children] to be instructed in the aforesaid doctrine to the utmost of your ability” (Baptismal Form, Psalter 1912). While recognizing this role of parents, especially in the home, this clause also alludes to the mutual reinforcement of familial instruction by other means as provided by church and academy. As a result, we also believe that the members of the local manifestation of the Church have a communal responsibility to assist parents in this instruction. Christians should heed Paul’s words: “As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith” (Gal. 6:10). This collective responsibility is expressed and shared within the broader church family and within the Christian academy setting. Table of Contents
Policy Applications	
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Policy Name	1.2 GCA Mission Statement
Effective Date	Approved June 2021 by GCA Association
Revision Dates	June 2022 (modified: Spirit-worked saving faith, added: worship and, the family, the church, and)
Purpose	The purpose of Grace Christian Academy (GCA)'s mission statement is to articulate its core purpose and objectives.
Policy	The mission of Grace Christian Academy is to be an instrument used by God for His glory through a Christ-centered education that integrates the truths of Scripture into all disciplines and immerses children and young people in the study of God's precious Word and the wonders of His creation. The necessity of a personal relationship with God through his Son, Jesus Christ, by Spirit-worked saving faith is most important. In addition, the development of the whole person is encouraged so that students recognize, develop, and use their unique, God-given gifts to cheerfully and wholeheartedly worship and praise the Triune God, serve the family, the church, and one another, and be discerning and responsible citizens in their communities.
Policy Applications	
1.2.1 Full explanation of the GCA Mission Statement (June 2022) The mission of Grace Christian Academy is to be A mission statement defines an organization – its purposes, goals and values. an instrument used by God While we can do nothing of ourselves, we pray we may be used as an instrument in God's gracious and empowering hand. We pray not only for God's providential guidance as the Father over all creation, but also the personal, scriptural guidance specially applied to His children. <i>For I know that in me (that is, in my flesh), dwelleth no good thing: for to will is present with me; but how to perform that which is good I find not (Romans 7:18).</i> <i>And let the beauty of the LORD our God be upon us: and establish thou the work of our hands upon us; yea, the work of our hands establish thou it. (Psalm 90:17)</i> <i>But by the grace of God I am what I am: and his grace which was bestowed upon me was not in vain; but I laboured more abundantly than they all: yet not I, but the grace of God which was with me. (I Corinthians 15:10)</i> <i>For we are His workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them (Eph. 2:10).</i> for His glory The very purpose of all of creation is to bring honor and glory to God. All we do must have that same goal.	

Thou art worthy, O Lord, to receive glory and honour and power: for thou hast created all things, and for thy pleasure they are and were created. (Revelation 4:11)

through a Christ-centered education that integrates the truths of Scripture into all disciplines

To truly learn of and worship God, it must be through Jesus Christ. Thus, all instruction needs to be provided through a clear biblical lens in all studies.

Hear, O Israel: The Lord our God is one Lord: and thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. (Deuteronomy 6:4-7)

and immerses children and young people in the study of God's precious Word and the wonders of His creation

Since the power of the gospel is in the Word of God, this same Word needs to be regularly, intentionally, and winsomely presented to each student along with the sense of awe for all that God has created.

How sweet are thy words unto my taste! yea, sweeter than honey to my mouth! Through thy precepts I get understanding: therefore I hate every false way. Thy word is a lamp unto my feet, and a light unto my path. (Psalm 119:103-105).

By the word of the Lord were the heavens made; and all the host of them by the breath of his mouth. He gathereth the waters of the sea together as an heap: he layeth up the depth in storehouses. Let all the earth fear the Lord: let all the inhabitants of the world stand in awe of him. For he spake, and it was done; he commanded, and it stood fast (Psalm 33:6-9).

The heavens declare the glory of God; and the firmament sheweth his handywork. (Psalm 19:1)

The necessity of a personal relationship with God through his Son, Jesus Christ, by Spirit-worked saving faith is most important.

As students are studying the Word and world, to truly bring glory to God, they must experientially know Jesus Christ by Spirit-worked saving faith. This highlights the necessity of faith. Through the consistent teaching of the home, church, and school, students are called to recognize their own unworthiness and unbelief, to repent, hear the call to believe in the Lord alone, and show thankfulness to the Lord for all we receive.

While he yet spake, behold, a bright cloud overshadowed them: and behold a voice out of the cloud, which said, This is my beloved Son, in whom I am well pleased; hear ye him. (Matthew 17:5)

Now then we are ambassadors for Christ, as though God did beseech you by us: we pray you in Christ's stead, be ye reconciled to God. (2 Corinthians 5:20)

And said, Verily I say unto you, Except ye be converted, and become as little children, ye shall not enter into the kingdom of heaven. (Matthew 18:3)

But without faith it is impossible to please him: for he that cometh to God must believe that he is, and that he is a rewarder of them that diligently seek him. (Hebrews 11:6)

And thou, Solomon my son, know thou the God of thy father, and serve him with a perfect heart and with a willing mind: for the Lord searcheth all hearts, and understandeth all the imaginations of the thoughts: if thou seek him, he will be found of thee; but if thou forsake him, he will cast thee off for ever. (I Chronicles 28:9)

In addition, the development of the whole person is encouraged so that students recognize, develop, and use their unique, God-given gifts.

Students are complex beings with social, emotional, cognitive, and social aspects. All these aspects affect a student as he/she learns and interacts with others. All these aspects also make up unique individuals created by God with special gifts to use for others.

I will praise thee; for I am fearfully and wonderfully made: marvellous are thy works; and that my soul knoweth right well. (Psalm 139:14)

And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength: this is the first commandment. (Mark 12:30)

And the Lord spake unto Moses, saying, See, I have called by name Bezaleel the son of Uri, the son of Hur, of the tribe of Judah: and I have filled him with the spirit of God, in wisdom, and in understanding, and in knowledge, and in all manner of workmanship, to devise cunning works, to work in gold, and in silver, and in brass, and in cutting of stones, to set them, and in carving of timber, to work in all manner of workmanship. and I, behold, I have given with him Aholiab, the son of Ahisamach, of the tribe of Dan: and in the hearts of all that are wise hearted I have put wisdom, that they may make all that I have commanded thee; (Exodus 31:1-6)

to cheerfully and wholeheartedly

Students will be encouraged to not only do, but to delight in doing what is right.

Every man according as he purposeth in his heart, so let him give; not grudgingly, or of necessity: for God loveth a cheerful giver. (2 Corinthians 9:7)

God is a Spirit: and they that worship him must worship him in spirit and in truth. (John 4:24)

worship and praise the Triune God

The two most important accomplishments of the Reformation were justification by faith alone and the restoration of biblical worship. Man was created to praise and honor God, a Triune God – Father, Son and Holy Spirit.

Let everything that hath breath praise the LORD. Praise ye the LORD. (Psalm 150:6)

For there are three that bear record in heaven, the Father, the Word, and the Holy Ghost: and these three are one. (1 John 5:7)

be discerning and responsible citizens,

Students will be faced with varying worldviews, confusing situations, and critical decisions and they mature. Learning to be a discerning reader and thinker is necessary to make Biblical choices now and in the years ahead of them.

So teach us to number our days, that we may apply our hearts unto wisdom. (Psalm 90:12)
If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him. (James 1:5)

Walk in wisdom toward them that are without, redeeming the time. (Colossians 4:5)

serve the family, the church, and one another,

Service should be continual – not just during big planned events, the call to service should be every day and everywhere. Church, home and school are all indispensable for each other. This sets a pattern for life – one of looking to the needs that are around us continually.

I have shewed you all things, how that so labouring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said, It is more blessed to give than to receive. (Acts 20:35)

In their communities.

Students will be assisted in recognizing their own sphere of influence and how that changes throughout the year and throughout life. Service should be continual – not just during big planned events, the call to service should be every day and everywhere. This sets a pattern for life – one of looking to the needs that are around us continually.

He hath shewed thee, O man, what is good; and what doth the LORD require of thee, but to do justly, and to love mercy, and to walk humbly with thy God? (Micah 6:8)

And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me. (Matthew 25:40)

And let us not be weary in well doing: for in due season we shall reap, if we faint not. (Galatians 6:9)

Go ye therefore, and teach all nations, ... teaching them to observe all things whatsoever I have commanded you (Matthew 28: 19a, 20a)

Hereby perceive we the love of God, because he laid down his life for us: and we ought to lay down our lives for the brethren. (1 John 3:16)

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1.2.2 School Motto (June 2022)

(shorter version of the Mission Statement) (also using “Grow in Grace to Serve”)

By grace, equipping and inspiring students to be life-long learners who know, serve, and glorify Jesus Christ.

Student Version: By grace, seeking to be life-long learners who know, serve, and glorify Jesus Christ.

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1.2.3 School Text (January 2022)

By grace, equipping and inspiring students to be life-long learners who know, serve, and glorify Jesus Christ. II Peter 3:18

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1.2.4 Student Learning Goals (November 2023)



GCA STUDENT LEARNING GOALS

As a school our focus is on the education and development of the whole person. In particular we desire that our students come to personally know the Lord Jesus Christ through repentance and faith. Our hope and prayer is that each student demonstrates true God-honoring growth that is rooted in His Word and bears fruit: **Grow in Grace to Serve.**

GROW: A Developing Branch

And he shall be like a tree planted by the rivers of water, that bringeth forth his fruit in his season; his leaf also shall not wither, and whatsoever he doeth shall prosper.
—PSALM 1:3

- **Develop proficiency** in all curricular areas, especially in the knowledge of God's infallible Word.
- **Take responsibility** for and seek to enjoy life-long learning (independently and collaboratively).
- **Communicate** logically and effectively for various audiences and purposes.
- As God's image bearers, **pursue physical and holistic well-being** through responsible, biblical decision making and actions.
- **Demonstrate thinking skills** including problem solving, applying, analyzing, synthesizing and evaluating information and ideas.



IN GRACE: Firmly Rooted

Rooted and built up in him, and established in the faith, as ye have been taught, abounding therein with thanksgiving. —COLOSSIANS 2:7

- **Seek reconciliation with God** through repentance and faith.
- **Pursue a deepening relationship with God** in Christ, through the work of the Holy Spirit, glorifying Him in every aspect of life, and daily using the spiritual disciplines (devotions, personal Bible study, song, church attendance, and prayer).
- **Submit to God** as the Lord (Ruler) of our lives.
- **Understand and articulate the biblical worldview** while also having a basic knowledge of opposing worldviews/religions.

TO SERVE: Godly Fruit

Herein is my Father glorified, that ye bear much fruit; so shall ye be my disciples.
—JOHN 15:8

- Seek opportunities and **cheerfully serve** wherever God places us.
- **Value every human being** as created in the image of God.
- Recognize and **encourage differing God-given abilities** in self and others.
- Develop and **exhibit Christian character** by demonstrating and promoting integrity, friendship and respect.
- **Demonstrate a love for others**, including lost souls, and seek to share the gospel with them.
- **Steward** God's creation, time, finances, and technology.



SECTION 2 - STUDENT ITEMS

Policy Name	2.1 Achievement and Reporting (Student)
Effective Date	June 29, 2025
Revision Dates	
Purpose	The purpose of this policy is to clarify GCA's procedures regarding student assessment and achievement reporting.
Policy	All administrators, teachers, students and parents are informed of GCA's school-wide grading scale, and grading and reporting procedures through the student handbook. GCA issues report cards four times per year. For grades 7 - 12, semester grades include a final exam grade. Student marks are posted on parent and student portals so they are available in real time as posted by the classroom teacher. Table of Contents
Policy Applications	
2.1.1 Awards Throughout the school year and at the Awards Ceremony, students are recognized for academic and non-academic achievements, and for involvement in various activities. Academic Improvement Award Students grade averages are calculated using marking periods 1, 2, and 3. If grades have improved significantly over the previous cumulative GPA, students earn the Academic Improvement Award. Citizenship Award Citizenship certificates are given out at the Awards Assembly in May to all students who did not receive any demerits throughout the school year. Almost half the student body typically receives this award each year! Congressional Medal of Merit Award Each year the high school staff is asked to choose a senior who demonstrates exemplary citizenship and academic excellence in their high school careers. A senior should be chosen who has been a leader in the areas of peer respect, community service, school citizenship, and involvement in extracurricular activities. This student should significantly contribute to making our school a better place and not seek or expect recognition for his/her efforts.	

Department Award

Each curricular department (Bible, English, Math, etc.) awards one student the department award each year at the awards ceremony. The student who demonstrates the greatest gifts in this department, and has taken the highest level class in that department, will receive this award. The following criteria are considered when determining the department award: interest (in and beyond class), ability, attitude, and number of classes taken in the department.

Honors Breakfast

All students with a 3.0 grade point average or higher for the first three marking periods of the year are rewarded with a breakfast served by school staff in the spring. Students of the Month are also invited to this breakfast.

Service/Leadership Awards

The leadership/service award is earned by students who are showing developing leader characteristics. Students can begin earning this award in grade 7. The requirements can be earned over many years. Most of the initial award requirements will occur at the school level, but higher levels include service beyond the school - at church or on service trips. The purpose of this award is to encourage leadership and regular service - beyond the "one and done" events.

Bronze Leadership/Service Award

The Bronze Leadership/Service Award is earned by students who are showing developing leader characteristics. Most often this occurs with events at the local school level. The requirements do not have to be earned in one year, but can be accumulated. Students earn the Bronze Leadership/Service award when they have:

- Accumulate 25 hours of service
- Participate in a school sponsored leadership training course or participate in a leadership capacity of a committee/organization (usually this means at an officer level), (attended at least five sessions and complete required activities)
- Attend at least one non-required Bible study through school or church - submit a log signed by the leader. This must include a minimum of five sessions (hopefully more).
- Participate on at least one student council committee or GCA extracurricular activity (minimum 5 sessions)

Silver Leadership/Service Award

The Silver Leadership/Service Award is earned by students who are showing leadership characteristics in a wider sphere of influence - beyond school participation. The requirements do not have to be earned in one year, but can be accumulated. Students earn the Silver Leadership/Service award when they have (this is in addition to the Bronze Requirements):

- Earn the Bronze award
- Accumulate 25 additional hours of service (50 total). Some of the hours must be beyond school service hours.
- Participate in one additional school sponsored leadership training course or participate in a leadership capacity of a committee/organization (usually this means at an officer level) (attended at least five sessions and complete required activities)
- Attend at least one additional non-required Bible study through school or church - submit a log signed by the leader. This must include a minimum of five sessions (hopefully more).
- Participate on at least one additional student council committee or GCA extracurricular activity (minimum 5 sessions) (may be the same committee during a different school year).

Gold Leadership/Service Award

The Gold Leadership/Service Award is earned by students who are showing leadership characteristics in a still wider sphere of influence - beyond school participation and taking leadership roles. The requirements do not have to be earned in one year, but can be accumulated. Students earn the Gold Leadership/Service award when they have (this is in addition to the Bronze Requirements):

- Earn the Bronze and Silver Awards
- Accumulate 50 additional hours of service (Some of the hours must be beyond school service hours) (100 total hours)
- Participate in at least one student council committee/GCA extracurricular activity. Demonstrate leadership on this committee by providing the oversight that is perhaps traditionally provided by the teacher.
- Demonstrate additional leadership by one of the following:
 - Provide a presentation to students (assembly) with an approved topic
 - Lead a Bible study
 - Work with a teacher to share the leader role in a leadership training program
 - Other (with pre-approval of administration)

Diamond Leadership/Service Award

The Diamond Leadership/Service Award is knowledgeable and impactful within the peer community and beyond. The Diamond Award is earned by students who are showing leadership characteristics as an active mentor who serves by growing others in leadership/service including beyond our school and church communities. The requirements do not have to be earned in one year, but can be accumulated. Students earn the Diamond Leadership/Service award when they have (this is in addition to the Bronze Requirements):

- Earn the Bronze, Silver, and Gold Awards
- Accumulate 100 additional hours of service (Some of the hours must be beyond the school and church communities) (200 total hours)
- Participate in at least one student council committee/GCA extracurricular activity. Demonstrate leadership on this committee by providing the oversight that is perhaps traditionally provided by the teacher.
- Demonstrate additional leadership by one of the following:
 - Lead a Bible study or
 - Work with a teacher to share the leader role in a leadership training program
- Demonstrate additional leadership by one of the following:
 - Provide a presentation to students (assembly) with an approved topic
 - Other (with pre-approval of administration)

Notes: While encouraging extended service (beyond one-and-done events), extended service does have some maximum hours per type per year so that students get some variety during their school years. Examples:

- Church Choir - attend practices for a semester and participate in a program (10 service hours/semester, 20 hours/year)
- Mission Trip - generally a multi-day event, service hours for the days that actual service is completed (not the "entertainment days" that usually accompany these events) - max 20 hours per trip.
- Church Youth Group - individual service events count, attending Youth Group weekly meetings does not count, leadership in youth group counts for the leadership role (not leadership

training, but leadership in action which will be a requirement of some of the higher levels of this award).

- Hospital Volunteer - count hours volunteered up to a max of 20/year
- 4-H Participation (20/year)

Reward Lunch Days

Students are rewarded throughout the school year for good behavior with an out-for-lunch experience. Students must pay for their own lunches, but have the opportunity to leave campus for lunch that day. Juniors and seniors are given an extra open campus day for each month they have not earned a demerit. All other students are rewarded a day out-to-lunch for each marking period with no demerits. Students in grades 7 – 10 must ride a school bus to the restaurant and are chaperoned by a staff member.

Student of the Month

Students who positively influence the school are selected each month by faculty members.. Pictures of these students are displayed in the school hallway. Students in grades 7-12 are also invited to the Honor's Breakfast in the spring and are presented with a certificate of recognition at the Awards Assembly in the spring. A Student of the Month has a positive attitude toward school, shows care and concern for others, is cooperative and helpful, is industrious and ambitious (makes good use of time), and upholds the Christian values of this school.

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2.1.2 Exams, Procedures, Exemption, Value

Exams

Final semester examinations will be given at the end of each semester. Students are allotted 90 minutes for each exam and must remain in the classroom the entire 90 minutes, no students may leave early. Some classes might have the exams completed outside of class time (Speech - exam speech, Senior English - final project/presentation, English Composition - exam paper). Exams will count 20% of a student's semester grade. In classes that do not have an exam (9-week classes, marking period classes, PE, Woods), each marking period is worth 50% of the semester grade.

Exam Procedure

Exams are scheduled on half days of school and students are normally dismissed at noon. All students are required to take their exams at the assigned times. Any deviation from the exam schedule must be approved by an administrator at least two days before the first exam day. Students must arrange to leave the school grounds after exams are finished each day. If needed, students may remain at school until 3 P.M. and ride the bus home.

Senior Exam Policy

Provided that a senior has no unexcused absences in any class (or 10 or more absences), Saturday schools, or suspensions for the year, he/she may be exempt from some or all of the second semester exams. Seniors may be exempt from their second semester exams according to the following criteria:

1. Students with a high school cumulative GPA of 3.667 or better must earn an "A-" or better for MP#3 and MP#4 (not combined, but each).

2. Students with a high school cumulative GPA of 3.333 or better must earn a “B+” or better for MP#3 and MP#4 (not combined, but each).
3. Students with a high school cumulative GPA of 3.000 or better must earn a “B” or better for MP#3 and MP#4 (not combined, but each).
4. All others must earn a “B-” or better for MP#3 and MP#4 (not combined, but each).
5. Students with an ISP must earn a grade above their cumulative GPA for MP #3 and MP #4 (not combined, but each).

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2.1.3 Grade Point Averages (GPA)

Grace Christian Academy uses the following scale for calculating GPA:

4.000	A	2.000	C
3.667	A-	1.667	C-
3.333	B+	1.333	D+
3.000	B	1.000	D
2.667	B-	0.667	D-
2.333	C+	0.000	E

Grade Point Averages sum all individual grades (times the credit value of the associated class) and divide by the total credits. GPA's are adjusted based only on semester grades.

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2.1.4 Grading Scale

GCA operates on a 4.0 grading scale. If an “A+” is given, it still counts as a 4.000. Allowing a larger “A/A-” range may somewhat keep our students in line and competitive with their peers when applying for college. Thus, GCA has a uniform scale for teachers, students, and parents that is easily learned. The scale changes letter grades for each multiple of 10.

95.0 – 100	A	73.0 – 76.9	C
90.0 – 94.9	A-	70.0 – 72.9	C-
87.0 – 89.9	B+	67.0 – 69.9	D+
83.0 – 86.9	B	63.0 – 66.9	D
80.0 – 82.9	B-	60.0 – 62.9	D-
77.0 – 79.9	C+	59.9 and below	E

Note: PowerSchool tracks grades to the nearest hundredth percent. PowerSchool assigns grades according to this chart (as if rounded to the nearest tenth). Example: 95.95% would round to 96%.

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2.1.5 Homework Guidelines for Parents (K-12)

After researching the role of homework and participating with a book study in partnership with CLC Network (now All Belong), the following guidelines have been developed to assist parents in determining their role regarding homework. Please feel free to communicate with any teacher about these points.

Parents are encouraged to...

- Ask their child about what the child is studying in school.
- Ask their child to show them any homework assignments and ask about missing assignments.
- Help with Bible memory and spelling words.
- Promote persistence – this is part of the learning process.
- Read aloud books of choice to their child (Oral reading teaches children more about our world, Biblical truths, provides an opportunity for discussion of reading with discretion and the author's purpose, and reading extends the child's vocabulary and sense of sentence structure.)
- Provide an appropriate space for their child to do homework.
- Contact and work with the teachers if the child has an excessive amount of homework at night on a regular basis (general guideline is 10 minutes per grade level). Investigate use of class time, study strategies, after school program, social media, electronics, and study halls.
- Remind children (grades 7 – 12) to check their academic progress via PowerSchool and assignments via Google Classroom.
- Encourage children to attend church services and work out homework arrangements preferably a couple days ahead with the teacher(s). (Note: we cannot have a blanket statement to avoid homework on certain nights since churches do not have coordinated services. Parents may contact the teacher to address individual family needs.)

Parents may, if they wish ...

- **VERY IMPORTANT NOTE:** to build self-advocacy, help train children to ask for help from parents and teachers rather than assuming someone will jump in to help them automatically. Young people need to learn this life-skill to be able to seek help in high school, the workplace and college. If the child should be asking the teacher a question the next day, feel free to alert the teacher via email. Then the teacher can work with the parent to encourage self-advocacy, particularly with reticent students.
- Help their child interpret assignment directions.
- Proofread their child's work, pointing out errors (grades 7 – 12 please only do this after any peer reviews are finished or students lose the value of peer feedback).
- Read aloud required reading to their child.
- Give practice quizzes to their child to help prepare for tests.
- Help their child brainstorm ideas for papers or projects.
- Praise their child for completing homework (focus on encouraging perseverance!)

Parents should not ...

- Complete assignments for their child.
- Feel expected to teach their child concepts or skills unless this is part of the child's educational plan. We do welcome and appreciate working alongside parents of struggling students who need re-teaching of concepts or skills.

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2.1.6 Incomplete Work

If a student has not completed major projects or minimum work in the course due to sickness or other reasons, the student will earn an Incomplete. Students given an incomplete in any course must make up this work within one month after the marking period is completed. An Incomplete will appear as an **I** on a student's report card. Any student who does not complete unfinished work by this deadline will receive a failure for the semester in that particular class regardless of any of the percentages involved.

All parents (high school) must receive a personal contact at least one week prior to an Incomplete turning into an "E" for the semester.

To participate in the graduation ceremony, seniors must resolve all incompletes by the end of the last exam day.

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2.1.7 Report Cards

Each teacher will determine the weight of assignments, quizzes, tests, projects, and participation for their own classes.

Report cards are issued four times per year, at the end of each nine-week session.

- K-6 report cards: At the end of the year, Y1 is the final grade for each class.
- 7-12 report cards: Semester report card grades are final grades that will appear on the academic records. Each marking period counts for 40% and the exam counts for 20% of the semester grade. Semester grades are used to calculate a student's cumulative grade point average.

Note for grades 7-12: 300 points are needed to pass a course. These 300 points are the sum of twice the first marking period percentage plus twice the second marking period percentage plus the exam percentage.

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2.1.8 Service Requirement

All students in grades 7 – 12 must complete two units of service (which consist of approximately 2 hours minimum per unit) before final Bible exams are taken each year as part of the Bible credit. A unit consists of one of the particular activities listed below. One of the units must be a school-related service. Students complete an "assignment" on the All School Classroom including the supervising adult and the adult's phone number.. Bible teachers record each unit as part of the requirement to pass the Bible class then pass the blue cards to the counselor for documenting on a school record. Some activities might occur during the school day, but most of them will probably occur outside of the school day. Please note that these service projects should not include things done around a student's own household, grandparents' households, or places where he or she would normally be expected to help without pay. Students should keep track of their participation, as events occur.

The following items are listed as pre-approved, service experiences, but other items could be added, as they are brought to the attention of our Bible Department and/or administration. Note: Student Council members cannot claim the organization Student Council events for service projects since these are part of Student Council members' responsibilities.

1. Helping the elderly at the home of the elderly person.
2. Helping at a local mission outreach, such as the Habitat for Humanity, or the Guiding Light Mission.
3. Delivering Thanksgiving baskets.
4. Singing for homes/hospitals, including the Veterans' Facility.
5. Participating in church choir.
6. Involvement in mission trips/projects.
7. Passing out religious literature/tracts.
8. Helping in tape/tract ministry in a local church.
9. Volunteering at places of care.
10. Participation in any school sponsored Community Involvement activity.
11. Involvement in Fall/Spring cleanup of school grounds.
12. Helping at various school functions.

Student Council School activities (events for the student body like basketball, Fall Fling, football...) do not count toward the service requirement.

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2.1.9 Test Overload

Students who have more than two major assessments on a given day may request a later due date subject to the following:

1. A written request must be submitted to an administrator at least 24 hours in advance of the first test. The request must list the class, teacher, hour, type of assessment, and the date the assessment was assigned.
2. The administrator (in consultation with teachers) will determine which if any assessments will be postponed.
3. A delayed test must be taken before school, after school, during lunch, or during a study hall on the next school day. This should be arranged with the teacher.

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Policy Name	2.2 Admission and Withdrawal
Effective Date	June 29, 2025
Revision Dates	

Purpose	The purpose of this policy is to define who will be admitted as students to Grace Christian Academy.		
Policy	Grace Christian Academy will admit and maintain records for all students who meet admission requirements within the limits of staffing and space. Admissions will generally occur at the beginning of a school year, but mid-year applicants with prorated tuition are acceptable. Admissions requirements include agreement with the Core Beliefs of GCA, students must live with parents, guardians or an approved host family, the family/guardian/host family must be an ongoing attender of a protestant church for a minimum of two years, and must agree to be responsible for payment of tuition. GCA reserves the right to refuse admission based on the inability to meet special student academic or emotional needs. If a student is transferring from another educational institution, GCA requires the academic transcripts to assure proper grade placement. Table of Contents		
Policy Applications			
2.2.1 Application for Admission - Revision of 1/6/2025			
Application for Admission Grace Christian Academy 1000 Ball NE Grand Rapids, MI 49505			
Names and Address of Parents or Guardians			
Name(s):		Occupation(s):	
Address:			
City:		State:	Country:
Father Phone:		Postal Code:	
Mother Phone:			
Email(s):			
Names of Children to Be Enrolled			
Name (first, middle, last):		Age:	
Birthdate:		Current Grade:	
Current School:		Next Year Grade at GCA:	
Current School Address:		Gender:	
Name (first, middle, last):		Age:	

Birthdate:	Current Grade:
Current School:	Next Year Grade at GCA:
Current School Address:	Gender:
Name (first, middle, last):	Age:
Birthdate:	Current Grade:
Current School:	Next Year Grade at GCA:
Current School Address:	Gender:
Name (first, middle, last):	Age:
Birthdate:	Current Grade:
Current School:	Next Year Grade at GCA:
Current School Address:	Gender:
Name (first, middle, last):	Age:
Birthdate:	Current Grade:
Current School:	Next Year Grade at GCA:
Current School Address:	Gender:
The normal admission process for families includes an interview with the GCA Administration. If you are an international family, this is not always possible. Thus, we ask that thorough answers be given to the following questions to help us through the admission process.	
QUESTIONS FOR THE PARENTS	
1. How did you hear about Grace Christian Academy?	
2. Why do you want your children to be educated in a Christian school?	
3. Why do you want your child at Grace Christian Academy and not some other Christian school in Grand Rapids?	
4. Have you been a regular attendee of the worship service of a Protestant Church for at least 2 years? Name of church: 2 contacts (pastor, elders):	
5. Does your church abide by a set of doctrinal standards? If so, what are they?	

6. How would you explain the way of salvation?

7. Grace Christian Academy has some clear distinctions from many other schools. The key difference is an emphasis on the experiential nature of conversion. We believe that conversion is more than an outward assent to the truths of Scripture and more than a historical knowledge of the truths of Scripture. We believe that there must be a "heart change." This can be summarized in the first two questions and answers of the Heidelberg Catechism:

Q. 1. What is thy only comfort in life and death?

A. That I with body and soul, both in life and death, am not my own, but belong unto my faithful Savior Jesus Christ; who, with His precious blood, hath fully satisfied for all my sins, and delivered me from all the power of the devil; and so preserves me that without the will of my heavenly Father, not a hair can fall from my head; yea, that all things must be subservient to my salvation, and therefore, by His Holy Spirit, He also assures me of eternal life, and makes me sincerely willing and ready, henceforth, to live unto Him.

Q. 2. How many things are necessary for thee to know, that thou, enjoying this comfort, mayest live and die happily?

A. Three: the first, how great my sins and miseries are; the second, how I may be delivered from all my sins and miseries; the third, how I shall express my gratitude to God for such deliverance.

Other differences that are observable in our school community are:

- a. our use of the King James Version of the Bible
- b. the use of the Psalter during our church services
- c. our adherence to the three forms of unity (Canons of Dort, Belgic Confession, Heidelberg Catechism)
- d. an emphasis on modest dress – we have uniforms in the school
- e. a deep concern for and avoidance of TV programs and movies that do not promote Biblical values.
- f. *"The education of children should proceed on the principle that they are in an unregenerate state, until evidences of saving grace clearly appear, in which case they should be sedulously cherished and nurtured. These are Christ's lambs whom none should offend or mislead upon the peril of a terrible punishment. But though the religious education of children should proceed on the ground that they are destitute of grace, it ought ever to be used as a means of grace. Every lesson, therefore, should be accompanied with the lifting up of the heart of the instructor to God for a blessing on the means. "Sanctify them through Thy truth; Thy Word is truth." (Thoughts on Religious Experience)*
- g. The need for conversion and a life lived to the glory of God is continually emphasized.

Do you agree to support these principles and perspectives of Grace Christian Academy?

8. Do your children have any special learning difficulties or health problems that affect their learning that need to be addressed? If so, please explain.
9. When do you wish your child(ren) to begin attending Grace Christian Academy?
10. The registration form will ask you to sign an agreement with the following statements annually. Please read them carefully.
- a. I believe the Scriptures of the Old and New Testament to be the Word of God, the only infallible rule of faith and practice, and that this Divine Word of God has been clearly and consistently defined in the Belgic Confession of Faith, Heidelberg Catechism, and Canons of Dordt. Since the best way to educate a child involves the complementary teaching from Church, home, and school, I not only agree to provide supportive teaching in my home, but also agree to provide the means for the child(ren) to regularly attend the worship services of a Protestant church the entire time they are enrolled at GCA.
 - b. I agree with the Grace Christian Academy's Mission Statement: The mission of Grace Christian Academy is to be an instrument used by God for His glory through a Christ-centered education that integrates the truths of Scripture into all disciplines and immerses children and young people in the study of God's precious Word and the wonders of His creation. The necessity of a personal relationship with God through his Son, Jesus Christ, by Spirit-worked saving faith is most important. In addition, the development of the whole person is encouraged so that students recognize, develop, and use their unique, God-given gifts to cheerfully and wholeheartedly worship and praise the Triune God, serve the family, the church, and one another, and be discerning and responsible citizens in their communities.
 - c. I will support the school in its core beliefs (see website, gcagr.org), policies, operations, and tuition payments.
 - d. If my children are transferring from another school, I will provide the transcripts to GCA so we can understand the academic assistance they may require.

Having read and understood the above statements, I declare that I am in agreement with these principles and policies and request permission for my child(ren) to be instructed and governed accordingly. I agree to the payment plan for the new school year. I also accept the conditions and requirements of all other official policies and procedures at Grace Christian Academy. I certify that, to the best of my knowledge, all information provided on this form is correct.

Signature of Parent or Guardian

Date

Please return this completed form to the school office:

Grace Christian Academy
OFFICE@GCAGR.ORG
1000 Ball Ave NE
Grand Rapids, MI 49505, USA

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2.2.2 Educational Records

Student education records are records that are directly related to a student, and maintained by Grace Christian Academy (GCA). Student education records are directly accessible only by school officials with legitimate educational interest. Student education records or copies thereof may be inspected/reviewed and reasonable explanation/interpretation requested by a student's natural parents or guardian upon request. This includes both biological parents regardless if separated, divorced, or non-custodial unless a legally binding document revokes these rights. When a student becomes 18, the parents' "student education records" rights transfer to the student. Parents may request amendments to the student education records (including deletions). Only GCA administrators may remove materials from student education records. GCA will obtain parental written consent prior to the disclosure of *personally identifiable information* from a student's education records to third parties (non-parent). GCA may disclose designated *directory information* without written consent, unless parents have informed GCA in writing that this information not be disclosed. *Directory information* is used in school publications such as the following:

- The annual yearbook
- The School Directory
- Honor Roll or other recognition lists
- Graduation Programs

Directory information is information that is generally not considered harmful or an invasion of privacy if released. It may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. GCA has designated the following information as *directory information*:

- Student name
- Participation in GCA activities
- Address
- Telephone listing

- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Recent educational institutions attended

GCA will annually notify parents of students regarding their rights under Family Educational Rights and Privacy Act (FERPA). GCA will maintain a record of parties obtaining access to student education records. The record will include the party's name, date of access, and purpose for which access is allowed. Access does not have to be documented for parents, school officials with legitimate educational interest, and parties with written consent from a parent. GCA designated the school secretaries as the "Custodian of Records" whose responsibility is to ensure the confidentiality of student education records. For every student enrolled in GCA, a student education record shall be maintained, consisting of all the information that affects the decisions made about the education of the student that is maintained by GCA. GCA will update the information in the student education records annually. The list of documents to be filed in Student Education Records includes:

- Scholastic data sheet-form 100A
- Parent-teacher conference reports
- Standardized and diagnostic test results including METRO, MEAP & IOWA
- Immunization records
- Enrollment information sheet
- Medication administration daily log
- Resource instructor and Remedial assessments and evaluations
- Evaluations by outside agencies if not labeled or declared "confidential" by a GCA administrator
- Letters of commendation/reprimand and/or description of special achievements
- Record of hearing and vision screening results
- Annual snapshot of student (optional)

GCA shall also maintain a confidential file for students to store information of a highly sensitive nature. The following shall be placed in the confidential file:

- Notes and observations prepared by and for the exclusive use of a teacher or administrator and that are not used in making program placement decisions.
- Counseling records relating to a student that may be personal, sensitive, or embarrassing to the student.
- Any information that identifies a student guilty of a criminal violation of law.
- Access to information stored in the confidential file is by administrator permission only.
- All information in the confidential file will be maintained for a period of one year after the student ceases to be enrolled at GCA. After which time they will be destroyed completely and confidentially.

GCA will retain student education records until a written request is received to forward the record to another school or until the retention duration specified by the State of Michigan has expired. When retention of student education records is no longer necessary, they will be destroyed completely and confidentially.

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2.2.3 Enrollment (updated preK and Y5 requirements 6/16/26)

Enrollment in the Academy is open to children of parents and guardians who meet the requirements of the admission policy. Once the application is accepted and the registration is completed, parents and legal guardians are voting members of the GCA Association.

As Grace Christian Academy is based on religious principles taught in the Word of God and viewed as part of a three-fold link consisting of home, church, and school, it is necessary that all students admitted to the school live under the active care of parents or guardians who regularly attend a Protestant church that agrees with the teachings of God's Word. To uphold this requirement, as a condition of enrollment, parents of students accepted for enrollment will be asked to sign the Registration Statement which indicates they agree to have their children instructed according to the Scripture as explained in the Heidelberg Catechism, Belgic Confession, and the Canons of Dordt (see application):

Students may enroll in Grace Christian Academy elementary grades at any grade level from pre-kindergarten through sixth grade. Beginning age requirements for Kindergarten are the same as the Michigan Public Schools. Children enrolled in Kindergarten must be five years old by September 1 of the same year. Students entering Pre-Kindergarten Explorers must be four by September 1, Pre-Kindergarten Discoverers must be four by December 31, Young-5 Voyagers must be five years old by December 31.

Students may enroll in Grace Christian Academy Junior/Senior High at any grade level from seventh through twelfth grades. Students in grades seven and eight accumulate credits for a Junior High Completion Certificate. Students in ninth grade begin accumulating credits toward meeting 12th grade graduation requirements. A student with deficiency in credit hours will be accepted, but the deficiency in hours must be made up before graduation from high school either by taking summer school classes, enrolling extra semesters or years beyond typical graduation, or electing additional hours in place of study halls.

No child will be excluded from admission on the grounds of race, sex, national origin, or color.

Grace Christian Academy provides transportation of the students to and from school, within approved geographic areas.

If there are circumstances that are detrimental to the child, school community, or families, it may be necessary to "unenroll" a student during the school year or deny readmittance the following year. Multiple communications should occur prior to this change. These circumstances include:

1. Nonpayment of fees/tuition
2. The needs of the child do not coincide with the available staffing/resources of the school.
3. The child exhibits unacceptable behaviors (e.g. excessive behavior concerns, aggressiveness, excessive absenteeism)

There may also be times the parent decides to withdraw their child from the school's program during the school year. Should this occur, the tuition will be recalculated for the time at school. Again, multiple communications should occur to seek resolution to any issues involved.

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2.2.4 Enrollment Process - Kindergarten and Pre-Kindergarten and reregistration

Pre-kindergarten and Kindergarten registration will be held in early spring. All children pre-registered for Kindergarten will be given a readiness screening during the spring preceding their entrance into the school program. This screening process is designed to prevent early school difficulties by identifying the developmental level and learning styles of kindergarten age children. The kindergarten instructors administer the screening. Subsequent to the screening, a conference is held with the parents to discuss the screening results and future placement plans for their children.

Registration dates for older students will be published in the school newsletter. Re-registration is completed electronically in Jan/Feb.

In the event that there are a limited number of openings for a particular grade, preference will be given to families already in the GCA Association.

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2.2.5 Enrollment Process - New Family (12/6/2022)

For all families whose parents are members of one of these churches:

Heritage Reformed
Netherlands Reformed
Free Reformed
Providence Reformed
Kalamazoo Reformed

A. Prospective family is given the following information:

- Application for Admission (review parts of needed agreement)
- Student/Parent Handbook (website)
- Core Beliefs (website)
- Tuition Rates
- Enrollment Information (2.2.3 Enrollment and 2.2.4 Enrollment Process for K, Pre-K, and reregistration)

B. If requested a visit is scheduled.

- Tour facility
- Visit classroom(s)
- Meeting with Administrator

C. Application is returned to the Administrator for processing.

D. Enrollment process is completed.

E. Transportation Supervisor is informed and busing arrangements completed.

F. EL and/or HS principal is informed so they can pursue testing as appropriate.

G. Academic Counselor is informed for students in grade 7 - 12 to plan courses.

H. Tuition paperwork is completed by the school Secretary and forwarded to parents.

For families from all other churches

A. Prospective family is given the following information:

- Application for Admission
- Student/Parent Handbook (website)
- Core Beliefs (website)
- Tuition Rates
- Enrollment Information (2.2.3 Enrollment and 2.2.4 Enrollment Process for K, Pre-K, and reregistration, 2.2.5 Enrollment New Family)

B. A visit is scheduled

1. Tour Facility
2. Visit classroom(s)

C. Meeting with Director of Operations and Administrator

- Review application and student transcript(s)
- Motivation for sending students to GCA (How did you hear about GCA? Why GCA?)
- Background of School
- Religious beliefs: For students to thrive, coordinated home-church-school instruction is necessary. Is the family regularly attending the worship services in a Protestant church? Agreement with core beliefs?
- GCA Distinctives
 - How we view our children spiritually
 - Necessity of conversion
 - KJV Bible/Psalter/Three forms of unity (Familiar with them? Understand them?)
 - Dress - modest/uniforms
 - Minimization of TV/movies and other modern influences
- Tuition Rates/Payment schedule explained
- Transportation needs discussed
- Student assessment scheduled as needed
- Student/Parents' Handbook provided (link to website)

C. Administrator informs parents of application decision

- If yes, enrollment process is completed
 - If there is an opening in the requested grade(s), the student(s) will be admitted.
 - If there is no opening in the requested grade(s), the student(s) will be placed on a waiting list.
 - Once there is an opening in the requested grade, the student will be admitted.
- Transportation Supervisor informed and busing arrangements completed
- Tuition paperwork completed by Secretary and forwarded to parents
- Secretary notifies appropriate principal and counselor and enters information in PowerSchool

For International Students

- A. An application for admission as an international student is completed.
 - a. Application
 - b. Proof of English proficiency
 - c. Interview (electronic)
 - d. Confirmation of available host family
 - e. International students seeking a GCA diploma have a minimum English proficiency requirement to attend GCA. For students who are coming as 12th grade students to increase English proficiency (auditing courses, not seeking a GCA diploma), somewhat lower levels of English proficiency would be considered on an individual basis. Extra tutoring would be at the student's expense. All other requirements for international students remain the same (doctrine, life, financial commitment...). (May 2022)
- B. Administrative Team reviews the information and accepts/rejects the applicant
- C. Upon acceptance
 - a. Gather information from the student/family to enter into SEVIS
 - i. I – 20 applicant information
 - ii. Sponsor Commitment Form (if necessary)
 - iii. Sponsor financial statement to show proof of funding
 - iv. Input information into SEVIS and generate an I-20.
 - v. Generate a GCA acceptance letter for the student (sample available)
 - vi. Family/Guardian needs to complete forms: G – 1145 and I – 539. (I-539 is only to extend/change nonimmigrant status)
- D. Financial Requirements: Once an I-20 is issued by the school, parents/student needs to go to www.FMJfee.com to enter in I-20 information and pay the SEVIS Fee. Once the receipt is printed, it must be added to their official file that will be sent to the U.S. Citizenship and Immigration Services.
- E. Student Letter to Immigration
- F. A money order or check made out to the Department of Homeland Security for the cost of the application. (personal checks are NOT acceptable).
- G. Students arrive no more than 30 days before the first day of school
- H. Full Tuition is due August 10

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2.2.6 Placement Testing upon Admission

New families must submit transcripts and/or report cards with their applications. If additional information is needed, students may be asked to complete some assessments.

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2.2.7 Procedures for records if student withdraws/transfers/ drops out

If a student transfers to another school, GCA will send the student records to that school (upon formal request from the school with parent/guardian signature). For students that homeschool or no longer attend a school, GCA will maintain the records per State of MI requirements.

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2.2.8 Residency

All students must reside with their parents or a legal guardian while attending Grace Christian Academy. Any deviation from this rule must have the approval of the administrative team.

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2.2.9 Tuition

Our school is supported by tuition payments (and fees) from each family with students in the school, plus regularly scheduled church collections in the supporting churches, and numerous gifts.

For students who either start after the school year begins or who leave before the school year is completed, the tuition amount will be calculated based on the percentage of time that the student attended during the school year.

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Policy Name	2.3 Attendance
Effective Date	July 29, 2025
Revision Dates	
Purpose	To outline GCA's policy concerning attendance expectations of students.
Policy	Regular, prompt attendance and preparation for class are essential for good classroom order, academic achievement, and, in the future, job retention. Habits learned early in life are hard to change. Thus, GCA expects students to be prompt and prepared for each school day and each class. Students are expected to have 10 or less absences each semester. Table of Contents
Definitions	
Policy Applications	
2.3.1 Policy Overview Regular school attendance is essential for academic success. Participation in daily instruction, class discussion, and group activities builds discipline and enhances learning. In accordance with Michigan law and guidance from the Attorney General, attendance may impact a student's course grade.	

Attendance Limits

- Students may have up to 10 absences per class per semester (excluding school-approved trips).
- For courses that meet fewer than five days a week, this limit is proportional (e.g., 4 absences for a two-day/week course).
- Parents will be notified when a student reaches 7 absences.

Consequences for Excessive Absences (Grades 7–12)

- 11–15 absences: Course grade reduced by 3% per absence.
- More than 15 absences: An E (failing grade) will be recorded.

If a course relies heavily on classroom participation, excessive absences may result in loss of credit if participation time cannot be made up.

Excused Absences

Excused absences count toward the 10-day limit and include:

- Illness or injury
- Medical or dental appointments
- Death in the family
- Family emergencies
- Pre-approved family vacations or college visits
- Hospitalization or other unavoidable events

Students are responsible for requesting and completing missed work. They will have the same number of days they were absent to complete assignments unless arranged otherwise with the teacher. Students absent only on test days are expected to take the test upon return.

Prearranged Absences

Parents may request an excused absence in advance for family needs or college visits. These also count toward the 10-day limit.

Approval Process

- **Grades PreK–6:**
 - The parent submits a written request with dates and reason.
 - Requests should be submitted at least one week in advance for work to be provided before the absence.
 - Work given in advance is due upon return; any additional work is due one week after returning.
- **Grades 7–12:**
 - Parents and students complete a prearranged absence form with teacher signatures.
 - Form must be submitted to the office at least two days prior to the absence.
 - Students must be passing all classes to receive approval for non-family-related absences.

Prearranged absences are discouraged during the first and last week of a semester and during exam periods.

Unexcused Absences

Absences without a valid reason are unexcused and include:

- Skipping class
- Oversleeping
- Missing class to prepare for another class
- Non-emergency personal errands
- Other avoidable absences

Not all unexcused absences are mentioned above and are at the discretion of administration.

Consequences

- Each unexcused class absence results in 1 demerit and 3% grade reduction.
- 4 unexcused absences in a semester will result in course failure.
- Saturday School may be used to offset up to 3 class periods per session and avoid grade reduction.

Leaving a GCA class for a Dual Enrollment course will result in partial absences being recorded. If these accumulate beyond the 10-absence limit, the attendance policy applies.

Tardies (grades 7 - 12)

Being punctual and ready to do work is an important job skill. Tardies are recorded by the classroom teacher. Tardies for KCTC classes are recorded by the office. Students are considered tardy for class if they:

1. are not in their assigned seats when the tardy bell begins to ring
2. are not on time to class, but less than 5 minutes late.
3. do not have their textbook, writing utensil, Chromebook, calculator and have to leave the room to get one of these.
4. need to leave class to use the bathroom.

Being tardy disrupts the educational process and often wastes valuable class time for an entire class. Students should strive to be prompt and prepared for each class. If a student earns a third tardy in a particular class, the student will be notified that he/she has reached the max for that class. Every tardy after the third in each class results in alternate discipline. After 10 tardies (total for all classes), students earn a demerit for each tardy.

Emergency Lateness (grades 7-12)

Yet, even the most diligent, responsible people do slip up once in a while. Employers also recognize this and do not penalize an employee for unintended lateness – as long as it is “rare.” To follow the lead of employers, GCA allows four “emergency late” excuses per school year.

An emergency late is allowed up to 4 times per school year with no penalty to a student’s first class of the day. A note or phone call from a parent is needed to validate the emergency (flat tire, car wouldn’t start, etc.) to be valid. For any additional emergencies beyond four, students will be assessed whichever is appropriate: a tardy, a demerit, or unexcused absence.

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2.3.2 Reporting Absences

Grace Christian Academy, although a private school, is subject to the laws and regulations of the State, governing educational institutions. State school attendance regulations permit absence from school only in case of illness or personal emergency. However, an absence due to a family trip may be considered excused if proper notification has been given to the office in advance and if the staff feels the absence will not be detrimental to the student. Make-up of all assignments missed will be the responsibility of the student and his/her parents and must be completed in a period of time not to exceed the length of the absence.

If a child is going to be absent or arrive late to school, parents should call the school office before 9:00 a.m. If this time frame is impossible, a message can be left on the school answering machine. Each morning absent students' names will be recorded and forwarded to the office before 9:15 am by each first hour teacher. If a teacher reports a student absent and the office has not received notification, the school secretary will call home to make sure nothing has happened to him or her between home and school.

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Policy Name	2.4 Code of Conduct (Student) and Discipline
Effective Date	July 29, 2025
Revision Dates	
Purpose	To outline GCA's policy concerning behavioral expectations of students.
Policy	Grace Christian Academy endeavors at all times to provide a safe and positive learning and working environment that supports fair treatment of all students, faculty and staff where quality learning can occur. In addition, GCA seeks to incorporate procedures that meet Biblical standards and prepare students to be Christian workers and leaders. These guidelines and procedures have been put into place to protect the safety, health and welfare of individual students at GCA, as well as the greater school community and to prepare GCA students to be Christian workers and leaders. Thus, • Parents/Guardians are partners in the education of their child and are expected to support the behavioral expectations of GCA and its program goals. • Students share the responsibility for making GCA a safe and secure environment for learning and living. They are expected to take an active part in the development of the expectations and the consequences of a code of behavior. • Expectations of a Grace Christian Academy Student ○ Students will attend all classes on time. ○ Students will be prepared for class with the appropriate materials and homework completed.

	○ Students will not participate in cheating or plagiarizing their work or the work of others. ○ Students will be honest with all teachers and staff members as well as with their fellow students. ○ Students will express themselves without the use of profane language (in any language) or offensive gestures. ○ Students will always wear the approved GCA uniform. ○ Students will participate in positive group activities and will not be involved in any bullying, intimidating, or harassing of fellow students, faculty or staff members, or visitors to the School. ○ Students will demonstrate respect for others by not participating in any cruel teasing or ridiculing of others. ○ Students will demonstrate respect for the individual difference that makes each member of the GCA community unique. ○ Students will demonstrate respect for and tolerance of the various cultures, ethnic roots and personal challenges that form the student body and teaching faculty. ○ Students will demonstrate respect for the various skills and abilities of each member of the student body. ○ Students will show respect for School property and the property of others. ○ Students will demonstrate respect, honour, and responsibility while representing GCA in activities that go beyond the School grounds ○ Students will respect instructional directions given by any GCA administrator, teacher or staff member. ○ Students will not partake in the use of illegal drugs, alcohol, or tobacco. ○ Students will not bring weapons or dangerous objects of any kind to School or to any School function. Table of Contents
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Policy Applications

2.4.1 Code of Conduct

Personal Conduct

Students must uphold, by precept and example, the doctrines, policies, and standards of Grace Christian Academy as articulated by Grace Christian Academy based on its interpretation of the Bible in all aspects of their lives, serving as a Christian role model in judgment, dignity, respect, and Christian living, both at and away from Grace Christian Academy. As a Christian school, Grace Christian Academy seeks to provide an educational environment which promotes Biblical standards. Students, who are found guilty of behavior contrary to these standards, will be subject to disciplinary action, which might include suspension or expulsion from school. This conduct must be reflected during school hours, in public communication, and during school-sponsored activities.

Students are encouraged to use their speech and writing in ways that best represent Biblical values. Just as interpersonal behaviors (harassment, bullying) are addressed, so too must we address public behaviors which – although not necessarily directed to a specific person - may be offensive. This

includes, but is not limited to, the following areas. First, students who engage in hate speech towards a specific group of people will receive discipline (Eph. 4:29, Prov. 8:13). Second, students who engage in spreading and sharing unbiblical ideas will also receive discipline. This can include public declarations that support secular and unchristian ideas both through words and images. Again, students should be aware that any information provided on the Internet is public information and may be used by school personnel when it finds its way into school and it affects the day-to-day educational environment. Discussion with the student about the content will occur. Minor infractions may be handled in the form of writing or in-house discipline. More offensive acts or repetition of acts may result in suspensions or dismissal from school and/or school-related activities. Parents will be contacted when any discipline situation arises.

There is a wide range of behaviors (either in school or at school-related activities) which come under the umbrella of "negative lifestyle" (e.g. lack of respect, improper dress, smoking, foul language, sexual harassment, stealing, etc.) Most of these behaviors will be dealt with through normal in-school discipline procedures. In more severe cases the incidents of negative or anti-Christian behavior and peer influence shall be documented by the Administrator. Written contracts regarding future behavior shall be signed by the student and parents. After the third offense (or immediately after a particularly offensive incident as judged by the administrative team) the student shall receive an indefinite suspension from Grace Christian Academy. The length of this suspension shall be determined by the School Board.

Academic Honesty

Plagiarism is the act of taking the work of others (electronic or hard copy) and giving them out as one's own (Webster). This type of fraud debases the whole process of learning. Plagiarism is the most serious academic offense and should be treated as such. Plagiarism includes the following: quoting verbatim from a source without citing that source, paraphrasing words from a source without citing that source, using the ideas found in the writing of others without citing the source, submitting the original unpublished work of another person as one's own, using student work that was submitted previously for another course or class or assignment. Unless otherwise indicated by an instructor, it is expected that all students will do their own work. When a student simply copies another student's work or his/her test answers and hands the work in as his/her own, this is viewed as dishonest work. Also, the possession, passing on, or use of teacher materials is forbidden. All of these are forms of stealing, which will result in loss of credit on the assignment up to a suspension and/or dismissal from the course involved. Electronic sharing of assignments subverts the educational process and is prohibited.

Research papers will come under special scrutiny. For each major research paper, students will be required to submit notes/note cards along with **hard and electronic copy** for the instructor to view. Any dishonest work will be judged according to the standard of two levels of plagiarism:

1. **ZERO CREDIT** – A student will receive a zero for using the paper of another student or taking a paper from any other source.
2. **CONDITIONAL ZERO** – A student will receive a conditional zero when plagiarism is due to lack of citation or improper citation, and the author of the paper is, in fact, the student. The student will be given the opportunity to fix the plagiarism for partial credit. It will be up to the teacher's discretion how much has to be corrected, how much credit will be given, and the time period in which corrections must be completed.

Blatant Public Sin

Any student who has been confirmed by the administration to have been involved (convicted or confessed) in an incident for which the authorities have legitimately been called to investigate (e.g. breaking and entering, theft, assault, possession and/or use and/or trafficking in illegal substances, sex crimes, etc.) shall receive an indefinite suspension from Grace Christian Academy. The length of this suspension shall be determined by the School Board. All infractions where the authorities have been called to investigate will be judged on a case-by-case basis by administration.

Discrimination

GCA affirms the belief that every human being is created in the image of God. As Christians, it is our duty to demonstrate love and compassion to all individuals, irrespective of race, sex, national origin, color, or any other protected classification. This duty is exemplified in Christ's teaching of the good Samaritan.

Therefore, any form of discrimination in speech or action including harassment, inappropriate jokes, racist comments, derogatory allusions, or other offensive behaviors will not be tolerated. Immediate action will be taken against those who violate this policy. Our aim is to foster an environment in accordance with Biblical teachings that instruct us to love God above all and to love our neighbors as ourselves.

Lifestyle Choices

We believe, based on Genesis 2:24; Genesis 19:5, 13; Genesis 25:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4; Romans 7:2; I Corinthians 7:10; and Ephesians 5:22-23, that:

- The only Scriptural marriage is the joining of one man and one woman,
- God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman,
- God has forbidden any form of sexual deviance identified in Scripture (for a more complete list, request a copy of the "Standards of Conduct" policy found in the faculty manual).
- God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

These examples of standards of behaviors are not intended to be an all-inclusive list. At Grace Christian Academy' discretion, any violation of its policies or any conduct considered inappropriate, unbiblical, or unsatisfactory may subject the student to disciplinary action, up to and including expulsion.

Premarital Sex Policy

Any student who is confirmed to have been involved in consensual premarital sex, either on school premises or at a school function, will immediately receive an indefinite suspension. The suspension will remain in place for a minimum of 5 school days. The student will be required to personally admit guilt and make a commitment not to engage in this sinful activity in the future. This acknowledgement of guilt must be made before a committee designated by the School Board (normally the President and the two elder representatives, unless the sin becomes public in nature, whereupon the student's consistory has the option to address this sin in lieu of the School Board).

If other confirmed instances of consensual premarital sex occur, the Administrator should ascertain that the situation has been appropriately dealt with by the student's parents and/or consistory, and that the student has made a commitment not to engage in this sinful activity in the future.

When pregnancy results from consensual premarital sex, the student or students (if both male and female attend the school) will remain under suspension until the completion of the pregnancy. The student(s) would not be allowed to participate in overnight class trips, but would be allowed to graduate with his and/or her class and participate in the graduation exercise, if they meet the necessary graduation requirements. Imposition of other restrictions will be considered by the Board and Administrator on a case-by-case basis.

As with all suspensions, continuing the student's education remains a primary concern of the school. The student will continue coursework at home during the day and will meet with designated staff before or after school hours at school or perhaps during school hours off-site. The staff members will be carefully chosen in consultation with parents to meet the student's educational, emotional, and spiritual needs during this difficult time. This time should be healing and restorative, aiming for the return of the student to school full-time in due time.

Sexting (sharing or sending sexually explicit pictures/video) is strictly forbidden. "...that whosoever looketh on a woman to lust after her hath committed adultery with her already in his heart" (Matt. 5:28). "But fornication and all uncleanness, or covetousness, let it not be once named among you...neither filthiness, nor foolish talking, nor jesting, which are not convenient..." (Eph. 5: 3,4). Sending such illicit things can result in being listed on the "Sex Offender Registry", and may be subject to fines and/or jail time. Students who participate in such activities most likely will be suspended (possible expulsion).

Respect/Bullying

Respect is referred to often in reference to interpersonal interactions. Since "respect" can sometimes be a nebulous term, the following definition is provided:

Respect for others is to:

- o Defend and promote the good character of others (I Peter 4:8, LD 43)
- o Do unto others as you would have them do unto you (Matt. 7:12, LD 42)
- o Submit to authority (Eph. 6:1-9, LD 39)
- o Respect NEVER includes mean or hurtful looks, gestures, words, or actions.
- o Respect NEVER includes aggression toward a person's body, feelings, friendships, reputation, or property.

Disrespect or aggression occurs when anyone inflicts, threatens to inflict, allows, or encourages others to inflict physical or emotional injury (with looks, gestures, words or actions) upon another person's body, feelings, friendships, reputation, or possessions (regardless of intent) (Matt. 5:21-22, Proverbs 12:18, Eph. 4:26, I Cor. 15:33, LD 40). Please note that cyber-bullying (bullying on-line which includes sexting, sending or receiving sexually explicit text/pictures/video) will be dealt with by school administration as required by law, in the same way as bullying at school, according to our GCA Aggressive Behavior Rubric, which can be found on Google Shared Drive>Faculty>Respect (vs Bullying).

Substance Abuse

Any student who has been confirmed to have supplied, possessed, or consumed an alcohol, marijuana, or illicit drugs in any form either: i) at school, or ii) when (s)he was expected to be in school, or iii) at any school-related function, will immediately be suspended from Grace Christian Academy. The suspension will be lifted on signed agreement to a written contract regarding avoidance of alcohol/drugs in the future. The distribution or sale of these is grounds for immediate expulsion. The

school will work with the parents or other authorities to counsel and/or admonish students, where possible, before expulsion takes place.

Tobacco/Vaping Products: Since studies have shown that the use of tobacco products is harmful to the body, it is necessary that we stress, especially in our Christian school, a Biblical view of health. Grace Christian Academy is a tobacco-free institution. No tobacco/nicotine products (including no vaping or possession of e-cigarettes) should be brought or used on the school grounds at any time by anyone. Student possession (includes car, locker, jacket and any other student possession) or use of tobacco products anywhere on school property or at school functions, including "Open Campus" is prohibited. Note: School functions also include the Junior-Senior Banquet premises, the entire Washington D.C. trip, etc.) Tobacco products include cigarettes, cigars, chewing tobacco, or any similar product. Offenses involving tobacco products will be dealt with as follows per year:

- | | | |
|----|-----------------|---|
| 1. | First Offense: | Saturday School
parental contact |
| 2. | Second Offense: | Saturday School/\$25 fine
parental contact |
| 3. | Third Offense: | Saturday School/\$50 fine
parental contact |

Any further offense will be dealt with more severely, including a possible expulsion from school.

Theft/Stealing

Any student who takes something from another student without their permission or steals something must reimburse under the Biblical 4-fold principle (Luke 19: 8, Ex. 22: 1-15). Any student who is aware of this type of behavior in another student must report this to a staff member or face punishment as well. The thief may also face suspension and/or expulsion.

Threats/Violence

Student conduct and behavior within our school community is expected to reflect the Christian principles we promote. Students are expected to have a positive influence on those with whom they associate. Negative comments or actions have no place in our school. Any harassment, including verbal abuse, will result in corrective action and penalties which may include suspension or expulsion. Threats against our school or the welfare of students and school personnel are grounds for expulsion. Excuses like "I was just joking" or "I didn't really mean it" will not be accepted in these cases (Prov. 26: 18, Ex. 21: 12-25). Students should be aware that any information provided on the Internet is public information and can be used by school personnel when it involves students or staff or their families.

Vandalism

Any student who is confirmed to have been involved in vandalism of school property, or vandalism of property of a person associated with the school (e.g. School Board members, administrators, teachers, or other employees) shall immediately be suspended from Grace Christian Academy for a time period dependent on the nature and extent of the vandalism; and until full restitution for the cost of the damage has been made. If no permanent damage is done, students will pay \$20/hr for any clean-up cost incurred. In all cases, the student must serve a Saturday School.

Weapons and Explosives Policy

The possession of any weapon, including but not limited to guns or knives, is not allowed in or around the school or at any school function. Any object, including facsimiles of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon.

This policy shall not apply to a weapon or explosive used solely for educational or school-sanctioned purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school administrator. Approval must be in writing from the school administrator prior to bringing it to school.

Violation of this policy results in a minimum suspension of one day (this automatically includes 1 Saturday School and 2 demerits). Additional consequences based on the circumstances, will be determined by the administrator with the discipline board and may include: additional suspension days, calling law enforcement officials, community service, and/or expulsion.

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2.4.2 Computing Resources/Acceptable Use Policy (January 23, 2024)

Grace Christian Academy is committed to providing a safe and productive computing environment for students, faculty, staff, and all members of the school community that use GCA computing resources. The use of computing resources, including Google Workspace for Education, Chromebooks, and other devices and software programs, comes with responsibilities and obligations. This Acceptable Use Policy outlines the rules and guidelines for using school computing resources and emphasizes the importance of responsible and ethical behavior when using these resources. This policy applies to any and all users of GCA computing resources: staff, volunteers and students unless noted otherwise.

Acceptable Use Guidelines

Definition of Computing Resources

- All information technology owned, leased, operated, managed or licensed by Grace Christian Academy, regardless of its location. More specifically, this includes, but is not limited to:
- Desktops, laptops, Chromebooks, Tablet computers and other digital devices
- Software programs, including locally installed, running on premise or accessed in the cloud
- Data files, whether stored on local devices, on premise or cloud
- Infrastructure, including the network, copiers and other peripherals

Purpose of Computing Resources

All computing resources provided by the school are to be used for educational and school-related purposes.

Software and Device Usage

- Users should only install or use software and applications approved by the school on school-provided devices.
- Unauthorized modification, tampering, or attempts to bypass security measures on school devices are not allowed.
- Users should not overload network resources or engage in activities that could disrupt the school's network or computing systems.

Proper Physical Care and Handling of Devices

- When transporting devices, use designated cases or sleeves. Avoid carrying laptops and Chromebooks by the screen.

- Store laptops and Chromebooks in designated areas, avoiding stacking or placing heavy objects on them.
- Disconnect power cords by grasping the plug, not the cord, and handle screens and displays with care.
- Report any damage or malfunction promptly to Administration.

Online Communication and Email Usage

Users are expected to treat all members of the school community with respect and courtesy when communicating online.

- Engaging in any form of cyberbullying, harassment, or disrespectful behavior, including offensive language, is strictly prohibited.
- School-provided email accounts are for school-related communication only.
- Users should maintain proper online etiquette when sending emails and refrain from sending spam, chain letters, or any inappropriate content.
- Users should be aware that email messages and attachments are subject to monitoring by school authorities.

Internet Usage

- Internet access should be used for educational purposes.
- Be confidential and discrete. Avoid as much as possible revealing personal info (name, address, phone numbers, etc) about yourself or anyone else.
- Accessing, downloading, or distributing inappropriate or harmful content, including but not limited to explicit, offensive, or illegal materials, is strictly prohibited.
- Attempts to circumvent network security or content filtering is strictly prohibited.

Student Use of Artificial Intelligence (AI) Tools

- Any unauthorized student use of AI tools is a violation of this policy.
- Student use of AI tools in coursework, assessments, or any academic activity is strictly prohibited unless specified by course curriculum or with prior approval of the faculty or administration
- Any queries or requests regarding the use of AI tools should be directed to the appropriate faculty or administrative personnel for review and consideration.

Data Ownership

- All data, including emails and files created, received, or stored on school systems, is the property of Grace Christian Academy.
- Users should not assume privacy over any information stored or transmitted using school computing resources.

Password Security

- Users are responsible for the security of their login credentials.
- Sharing passwords is strictly prohibited.
- Users should report any suspicious activity related to their accounts immediately.

Reporting Violations

Any user who becomes aware of a violation of this policy should promptly report it to a teacher, administrator, or designated school authority.

Consequences of Violations

Violations of this Acceptable Use Policy may result in disciplinary actions, including but not limited to the suspension or revocation of computing privileges, academic penalties, and legal action if applicable.

By using school computing resources, all users must acknowledge that they have read, understood, and agreed to abide by this Acceptable Use Policy. Grace Christian Academy reserves the right to review, update, and enforce this policy as necessary to maintain a safe, secure and productive computing environment for all members of the school community.

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2.4.3 Chromebook Policy (February 2022, updated May 2026))

Chromebook policy approved (February 2022). Chromebook policy handbook is on the website: gcagr.org

The Chromebook policy handbook was updated (May 2026) as follows:

- Restrict chromebooks to onsite use only
- Parents may request the chromebooks to be brought home
- Students must plug in chromebooks at the end of each school day in the designated location
- No downloads are permitted unless specifically requested by a teacher

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2.4.4 Discipline Definitions

In-school discipline

In-school discipline are measures taken to correct minor offenses (e.g. teacher-student conferences, noon-hour and after-school detentions, in-school suspensions from class, etc.) It is impossible to list all offenses, but the following descriptions and lists give an overview and some specific examples.

Alternative Discipline

Alternative Discipline will be given to students by a teacher or administrator for classroom misbehavior, tardies, dress-code violations, and other minor infractions. Alternative discipline infractions do not appear on a student's permanent record and do not count as demerits. This type of discipline would be given for behaviors like talking in class, making noises, sleeping, not paying attention, or creating other disturbances. A typical alternative discipline would be writing a reflective essay. If the alternative discipline is not completed appropriately and in a timely manner or a third incident is recorded, a demerit may be earned. Parents of students who continue to misbehave in the classroom will be contacted by the teacher. Continued misbehavior in class after parent contact will result in a demerit. Alternative discipline is given to students who do **not**:

- o Walk in the hallways/classrooms
- o Walk by the buses
- o Sign IN or OUT by the office when arriving late or leaving early
- o Arrive on time and prepared to class
 - o Being tardy disrupts the educational process and often wastes valuable class time for an entire class. Students should strive to be prompt and prepared for each

class. If a student earns a third tardy in a particular class, the student will be notified that he/she has reached the max for that class. Every tardy after the third in each class results in alternate discipline. After 10 tardies (total for all classes), students earn a demerit for each tardy.

- o Follow locker content requirements (neatness, food/drink, décor)

Demerit: the name given for a discipline point due to some rule infraction. The student will be given a demerit form that is also emailed to a parent and returned on detention day to the discipline administrator. The demerit must be served within one week. The first five demerits result in a detention. After five demerits, each demerit becomes an 8th hour. Students must arrive on time, bring a writing instrument, homework, and book, and complete a restorative think sheet or other assigned writing that focuses on relationships, work skills, or safety issues, and sit quietly, avoiding all interaction with other students. Napping, or appearing to nap may void the time spent. No food or drink is allowed during detention/8th hour times. The accumulation of demerits results in increasing consequences. Discipline that occurs during the last two weeks of the school year may result in summer work hours at school.

10 Non-tardy

Demerits The discipline team will meet to determine the appropriate action that will deter further misconduct. This could include a 1 day out of school suspension, a 1 day in school suspension, or other alternative actions to remedy the situation. A behavior plan will be implemented to encourage corrective action.

15 Non-tardy

Demerits The discipline team will determine the appropriate actions that will deter further misconduct. These could include a 2 day out of school suspension, a 2 day in school suspension, or other alternative actions to remedy the situation. The behavior plan may be modified to be a more effective plan to avoid expulsion at 30 non-tardy demerits.

20 Non-tardy

Demerits At 20 non-tardy demerits, the School Board President and Vice-President will review the situation and determine the suspension time along with a probationary period. They will also determine the probationary requirements for re-entrance to the school, which must include evidence of repentance. Violation of probationary requirements will result in expulsion for the remainder of the year.

In School Detentions are given for the first five demerits resulting from infractions of school rules. Students must take their detentions at the first available designated noon time. They must report to the appropriate room and teacher assigned for that duty. If a student skips or is late to a detention he/she will receive double time. (If students have more than one demerit/tardy to take in a week, any demerits not taken on the set detention day for that week must be served as a 40 minute 8th hr.)

Temporary Removal from a Class or the School - Being a student at GCA is a privilege. If the Administration deems that a student's presence is detrimental to the education/social/emotional well-being of students, we reserve the right to remove them from class/campus for a set amount of

time. The same is true for a class. If a student is disruptive to the education taking place in a classroom, they will be removed from the classroom for a few days. If it happens again, administration reserves the right to remove the student from a class and give them a failing grade. When they are ready, they can retake the class to replace the grade.

Eighth Hours will be given for any demerit after the 5th demerit. Eighth hours must be taken on either Tuesday or Thursday from 7:40 – 8:20 in the morning or from 3:05 – 3:45 in the afternoon. Students must report to the discipline administrator on time. A student has a maximum of one week after the 8th hour is given to serve this 8th hour. If the 8th hour is not served within the one-week period, the time doubles. KCTC students may not skip KCTC to take morning 8th hours.

Some specific demerit examples: Demerits are given to students who do not:

- Complete classroom/alternative discipline
- Stay out of someone else's locker and/or personal possessions
- Treat other students and staff members with respect (this includes how one talks about others out of their hearing, and electronic postings need permission)
- Use bus privileges appropriately (see Busing)
- Use classroom equipment (monitors, computer, overhead projection, ceiling fans, science, PE, etc.) carefully and only as directed by the teacher.
- Follow computer rules (see computer policy)
- Refrain from displaying physical affection – avoid contact
- Follow driving and parking rules (See Driving and Parking)
- Remain on-campus unless permission is granted to leave
- Display and use only acceptable language, pictures and/or written material
- Refrain from using matches, lighters, flames, or similar materials
- Be honest on all student work (see Academic Honesty Policy)
- Avoid activity contrary to Christian principles – verbal abuse or harassment of another student, knowledge of inappropriate behavior that is not reported, encouraging or promoting improper activity, or other similar actions, higher levels – Saturday School/suspension/expulsion)
- Care for the school and other people's property.
- Avoid dangerous behavior that injures or has reasonable potential to injure another person, higher levels – Saturday School/suspension/expulsion)
- Leave teacher property alone
- Come to class on time (more than 5 minutes late, but less than 20 minutes late).

Merit Opportunities: Students are able to reduce their number of current (not future) demerit(s) by one (or more) by providing 2 hours of school service at an administrator designated time and place (note: these hours may not count for the service requirements of Bible classes). An adult at the event will be asked whether the student was providing quality assistance (doing what was asked – willingly, responsibly, and promptly). Service hours must be pre approved by the Administrator.

Merit cards must be filled out before the time is served. After time is served, the appropriate adult signature is required. (Merits will not count if cards are not properly filled out.)

Saturday School is given to students for more serious discipline offenses (count for two demerits) or for the accumulation of demerits. Saturday School normally occurs the first Saturday of the

month from 9-12 noon. Saturday School students must pay a \$25-\$40 supervision fee. Students who complete Saturday School successfully will not have their grades lowered. Saturday School students who fail to attend or who misbehave will have all their grades for the marking period lowered 3%. Students should arrive 15 minutes early (8:45 am). Students must arrive on time and plan to complete various assigned jobs during the service time., No phone, food, or drink is allowed during this time.

Outstanding Discipline: Students who still have outstanding discipline (detentions, eighth hours, etc.) to take on the Friday prior to exam week must complete their time on the Saturday prior to exam week. This “clears the slate” prior to exam week and the end of the semester. This also removes the necessity of taking detentions/8th hours during the exam days and disrupting the focus on exams. (Note: There is no charge for this type of Saturday School.)

A suspension is a specific period of time during which the student is not permitted to be at school or is at school in isolation, but is still required to complete assignments. Suspensions (count for two demerits) are given for serious offenses, criminal activity, etc. Usually, suspended students will not be allowed to attend school during their suspension time. Unless suspended students attend Saturday School, their grades will be lowered according to their suspension time. The school reserves the right to look at actions on an individual basis in deciding Saturday School, suspension, or expulsion situations. For readmission to school, the student must admit guilt, demonstrate at least outward repentance, and commit to changed behavior.

An **indefinite suspension** is an undetermined period of time during which the student is not permitted to be at school. However, the student is still enrolled, and his or her educational program remains the responsibility of the school. The suspension will remain in effect until such time as the School Board has decided whether the student will be accepted back into class under probation, suspended for a further period, or expelled (see expulsion). Depending upon the length of the suspension the student will lose three or more percentage points from the term mark for each class missed. If the suspension is lengthy, adaptation of the educational program may be necessary. Indefinite suspensions may result in grade reductions or incompletes in the courses the student is taking. Normal incomplete rules apply. Suspended students may take Saturday Schools to minimize grade reductions.

Probation

Probation occurs after an indefinite suspension, the student and parents must agree to and sign a written contract regarding future behavior. Probation may include a denial of certain privileges (such as class trips, graduation ceremony and banquet participation, or other specific items.) Breaking any behavioral contract entered into after a suspension will result in immediate indefinite suspension of the student. Also, if a student has between 25 and 30 demerits in a given year, this student may be placed on probation the following year.

Withdrawal

Students who cannot comply with School rules after repeated discipline may be asked to withdraw. Tuition will be prorated to the time of attendance. Attending GCA is a privilege and students cannot compromise the education of other students with persistent disruptive behavior.

Expulsion

Expulsion is when the student is no longer enrolled in the school for the remainder of the current school year. All incomplete credits will be lost (recorded as an E), and should the student desire to complete them, this must be done through alternative programs or by repeating the school year. An expelled student will not be allowed to return to school for the remainder of the school year, or possibly never again. Re-enrollment the following September may or may not be possible on a probationary basis, subject to the approval of the School Board, and signed agreement to a written contract regarding future behavior. Expulsions are given for the most serious offenses, after repeated suspensions, or for an accumulation of 30 demerits. The Education Committee (in consultation with school administration) has the ultimate authority to expel a student.

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2.4.5 Discipline

Discipline Policy (See also Child Abuse Policy)

Discipline must be maintained in the school to provide an effective environment for scholastic achievement. Our goal in teaching children proper ways to conduct themselves is found in Scripture, "As ye would that men should do unto you, do ye also to them likewise" (Luke 6:31). Discipline must be medicinal in nature and as such be administered in love, fairly and consistently when problems and concerns arise. The teaching staff will use their own judgment in dealing with problems requiring discipline. If serious or persistent concerns arise, consultation with parents will be initiated and the problem may be referred to the administrator.

Physical Force

The use of reasonable physical force necessary to maintain order and control for the purpose of providing a safe environment is authorized in the following circumstances:

- To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of academic or school-related activities, if that student has refused to comply with a request to refrain from disruptive acts.
- For self-defense or the defense of another person.
- To prevent a student from inflicting harm on himself or herself.
- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of any type of weapon or other dangerous object upon or within the control of the student.

In determining whether a person has used physical force that is "reasonably necessary," deference will be given to the reasonable good-faith judgment of that person. A person who uses physical force against a student, which is not reasonably necessary within the preceding paragraph, will be subject to discipline by the board or administrator.

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2.4.6 Electronics and Smart Devices

A smart device is an electronic device, generally connected to other devices or networks via different wireless protocols such as Bluetooth, NFC, Wi-Fi, 3G, etc., that can operate to some extent interactively and autonomously. GCA has the following guidelines on smart devices:

1. Students in 7th/8th grades may not have smart devices in school. If students have a smart device, it will be stored in the office. Parents may pick it up in the office.
2. Students in 9th – 12th grades may not use the device from 8:25 am – 3:00 pm (this includes during study halls and lunch). All student cell phones and smart devices will be checked in at the entrance to school.
3. If students view inappropriate material, it affects not only themselves, but other young people at school. When parents register, they must sign that they have a filter on any phones their children bring on campus. Parents may go to church websites to receive help on how to do this. Here are two resources: https://www.firstnrc.org/?page_id=1690 and <https://protectyoungeyes.com/>.
4. Teachers may receive administrative approval for the use of smart devices for educational purposes (e.g. VR and AR technology) when they would like to use these devices in their classroom.

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2.4.7 GCA Guiding Principles to Live By/ Code of Conduct (as questions and statements)



GRACE CHRISTIAN ACADEMY

Guiding Principles to Live By

Grow in Grace to Serve



BE RESPECTFUL - cheerfully

Respect people, property, and ideas. Every person we interact with is created in God's image and we are commanded to "see that none render evil for evil unto any man; but ever follow that which is good, both among yourselves, and to all men" (1 Thess. 5:15). When we disagree with the authorities placed over us or the ideas, actions, words of others, we are still called to have hearts of humility and courtesy. In addition, we are to treat the property of others with care.

- a. Are we being courteous?
- b. Are we being humble? (strength under control)
- c. Are we being careful with the belongings of others?
- d. Do we listen thoughtfully to others?



BE RESPONSIBLE - intentionally

If we will without a doubt be held accountable for our actions then, we surely ought to hold ourselves accountable now. "He that covereth his sins shall not prosper: but whoso confesseth and forsaketh his sin shall have mercy" (Prov. 18:13). Our work and use of time in and out of school must be done to the honor and glory of God. "Whatsoever thy hand findeth to do, do it with thy might" (Ecc. 9:10).

- a. Are we confessing sin?
- b. Are we ready and willing to forgive others for what they do?
- c. Are we acting in a safe manner?
- d. Are we doing our best?



BE KIND - continuously

"And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me." (Matt. 25:40) Be a good example and a positive influence in all that we do, especially to those in need and even to those who seem unfriendly or argumentative with us.



GRACE CHRISTIAN ACADEMY

GCA CODE OF CONDUCT FOR STUDENTS AND EMPLOYEES

Grow in Grace to Serve

1

BE RESPECTFUL - cheerfully

Respect people, property, and ideas. (1 Thess 5:15).

- Be respectful to peers, those in authority, and those under your authority.
- Use good manners (even during disagreements).
- Be humble.
- Be careful with the belongings of others.
- Listen thoughtfully to others.

2

BE RESPONSIBLE - conscientiously

We must "own" our actions and speech (Prov 18:13). We must use our time wisely (Eccl. 9:10).

- Confess sin.
- Be ready and willing to forgive others.
- Act in a safe manner.
- Do our best.

3

BE KIND - continuously

"Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me" (Matthew 25:40).

- Be a good example for others.
- Be a positive influence for good.
- Help those in need.

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Policy

2.5 Courses, Course Credit, and Equivalency

Name	
Effective Date	July 29, 2025
Revision Dates	
Purpose	The purpose of this policy is to provide an explanation for course credit and a procedure for determining equivalency options.
Policy	GCA provides credits for GCA courses based on contact hours. Credits for courses transferred to GCA will vary depending on the depth/breadth of the content, standards addressed, learning outcomes, a match of approximately 80%, documentation of successful completion, and letter grade standards. After a student is admitted to GCA, in general, the courses necessary to graduate must be taken according to GCA guidelines. Outside credits must be pre approved. Table of Contents
Policy Applications	
2.5.1 Assessment Teachers use a variety of assessment tools to provide students with an opportunity to demonstrate what they have learned. Assessments include daily assignments, projects, papers, tests, quizzes, demonstrations, presentations and participation. To pass a course, each student must meet certain criteria. If necessary, some adjustments are made for students upon the recommendation of the ESSP teacher. Table of Contents	
2.5.2 Auditing Auditing of courses will be permitted only upon recommendation by the counselor and permission of the instructor and administrator. Students will then be permitted to audit any class for no credit, if, in the teacher's judgment, the student is adequately performing the required homework, and is not a discipline problem. Students auditing a class will not be permitted to take tests or exams. Table of Contents	
2.5.3 Calculating Course Credit GCA Courses Most GCA courses meet for five periods per week. Students who pass these courses earn five credits per semester. • Two-day courses earn 2 credits per semester. • Five-day Teacher Aide courses earn 2.5 credits per semester. • KCTC courses earn 10 credits per semester.	

Dual Enrollment at GCA

Over the years a number of high school students have taken college courses while still in high school. This is called “dual enrollment.” For students in public schools, the public school forwarded a portion of their state allotted dollars to the college to provide the college tuition payment. This is not an option for private or homeschool students. College tuition is paid by the student. Since the Michigan Legislature passed Public Acts 131-134 nonpublic students are now allowed to go to a college and dual enroll up to a maximum of 10 courses in four years. Colleges must bill the Michigan Department of Education directly for students in private schools. MDE calculates the correct payment amount (not necessarily full tuition).

Earned credit per college (3-credit) course will be equal to that of a semester course at GCA (5 credits). Note: If students take college world language classes (other than Spanish), they will receive 5 credits and also an exemption from a one-year requirement of high school foreign language. It is the student's responsibility to provide official transcripts of all non-GCA classes prior to graduation.

If you are interested in considering a dual enrollment opportunity for the coming school year, here are some points of consideration:

1. Taking college courses does begin a college transcript – make sure you are ready!
2. Students must follow the college requirements...for example, if you change your mind about taking a course and you don't officially drop the course by the drop date, an “E” may be recorded on your transcript – permanently for that college. Also, check with the college to see what their minimum GPA requirement is to be considered for dual enrollment.
3. To receive both college and high school credit, the college course must be at or above the level of courses offered at GCA and **preapproved** by the GCA Counselor. Core GCA courses must be taken at GCA. Grace Christian Academy Core Courses are:

<u>Bible</u>	<u>Language Arts</u>	World Literature	<u>Science</u>	<u>Social Studies</u>	<u>Music</u>
Bible 9	English 9	Senior English	Physical Science	US History	Band
Bible 10	English Composition	British Literature	Biology	World History	Choir
Bible 11	Classic Literature	AP English	Chemistry	Government	Orchestra
Bible 12	American Literature	<u>Math</u>	Anatomy	Economics	<u>World Languages</u>
<u>PE</u>	Speech	All Math Classes	Physics	Psychology	Spanish 1
PE					Spanish 2

4. Students are encouraged to take courses at GCA and then take the CLEP test to exempt college requirements and/or get college credit depending on college requirements. Students have passed CLEP tests for: Government, US History I, Chemistry, Economics, Biology and Psychology. AP English (plus a passing test score) also earns college credit.
5. Eligible charges include tuition, course fees, registration fees, material fees up to a prorated percentage of the statewide pupil-weighted average foundation allowance (likely a maximum of \$600-\$700 per course).
6. Students must be in a public or state approved nonpublic school (GCA is state approved).

7. Students must complete required documentation (college enrollment form, transcript, permission form).
8. Courses that are considered a hobby, craft, recreational, physical education, or religious education are ineligible for State of MI reimbursement. In addition, each college has restricted classes.
9. For further information, see the State of Michigan website:
http://www.michigan.gov/documents/mde/9-12_Dual_Enrollment_FAQs_397781_7.pdf

Home School Credits

Grace Christian Academy will determine what, if any, credit will be granted for home school courses taken by a student who is applying for admission to Grace Christian Academy. Credit will be given for home school courses taken through an accredited institution. Courses completed at home (without the oversight of an accredited institution) will be evaluated individually. Grades for courses taken in non-traditional school settings will not be used in determining a student's GPA, but attached to the student's GCA transcript.

Non-GCA Courses

In general, when a student transfers into our school from a traditional high school, previous credits will be accepted and used to compute the student's GPA. After a student is admitted to Grace Christian Academy, the courses necessary to graduate from our school must be taken at Grace Christian Academy.

If a student does not pass a course at GCA, he/she is allowed to take a similar course at an institution approved through our counseling office prior to the beginning of that course, and then transfer the credit to our school. These credits will be transferred in, but not the grade received. Students may take alternative courses due to an irresolvable scheduling conflict (per administrative approval) even if they did not first fail a GCA course.

Credit (not grade) will be given for pre-approved: (1) credit recovery courses, (2) alternate courses due to scheduling conflicts, and (3) course work taken at a traditional college if the course is not offered by GCA. (See Dual Enrollment Guidelines Below.) This means that students will be given GCA credit for courses that extend beyond GCA core curriculum, but will not be given GCA credit for courses in our core curriculum (students may still earn college credit for those courses).

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2.5.4 Course Failure

Failing work in a class, too many unexcused absences/suspensions, or failure to complete an incomplete class grade by a student will result in failure of that class.

A student who fails any required course must repeat that course, or a comparable one, at GCA or another institution, in order to graduate. Religion courses, however, must be taken at GCA. Students must take and pass a Bible course every semester they are on our campus. Failure to pass a course means that the student must retake the course or, if there are scheduling conflicts, pass another Bible course that is offered.

If a student fails both marking periods, he/she may have the option of taking the exam to try to increase the course percentage to a passing grade. Any student who does not make up work for an Incomplete

(I) grade within 1 month of the end of the marking period will fail the semester in that class regardless of his other marking period grade.

When course failure is being considered:

1. Teachers shall grade realistically and honestly “speak the truth in love” (Eph. 4:15) on report cards and/or on all parent/teacher/student discussions.
2. Staff members, upon discussion and examination of any assessments, should determine whether a person has the ability to meet minimum course requirements. If it is determined that a student is not able to meet minimum course requirements, the student shall be allowed to pass a course, if he/she has met the adapted course requirements.
3. Students who pass academic subjects, which have been adapted to meet their ability level, will have a designation placed behind the course title on their transcripts, indicating that it is an adapted course.

All course failure designations must adhere to the following procedures:

1. Teacher communications with parents regarding upcoming tests, homework assignments not handed in, grades being earned, etc. must take place. Parents can check this daily on PowerSchool. Teacher/administrator discussions regarding students who are failing subjects must occur periodically.
2. Final decision on course failure might take place after final exams are completed.

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2.5.5 Courses Offered

Grace Christian Academy offers a comprehensive educational program. Courses are available in the following areas: Applied Technology, Bible, Business/Computers, Home Economics, Mathematics, Music, Physical Education, Science, Social Studies, and World Languages. Courses for grades 7 – 12 are described in the GCA Course Catalog.

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2.5.6 Credit for Courses

In grades 9-12, all students must take a minimum of 24 credits per semester. KCTC or Early College students must take a minimum of 20 hours of credit (15 for seniors) at GCA concurrent with the off-campus classes. To graduate from GCA, students must earn a minimum of 220 credits in grades 9 – 12. Most students earn 250 – 270 credits.

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2.5.7 Schedule Changes

To change a course after signing up for classes, a student must contact the counselor. No classes may be added after the first five school days of the semester. A student may drop a course under the following rules:

- Up to six weeks into the semester, drop without penalty. (Unless class has a waiting list – then 5 days)

- After six weeks, an E is recorded for the semester grade on transcript.
- Drop/Add may occur at the beginning of either first or second semester, except two-day classes.
- Two-day classes may not be dropped in the 2nd semester.

Students who drop a course must discuss this with the counselor. A Drop/Add slip must be completed prior to the above deadlines. If a student retakes a course, the higher of the two grades will be recorded.

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2.5.8 Teacher Aide

Students who have a free period have the option of being teacher aides. Students choosing this option will assist an elementary or high school teacher in a variety of tasks. Aides will be graded on accuracy, punctuality, attendance, responsibility, and efficiency. One-half of a normal class credit will be given. Dishonest work is one ground for dismissal from this opportunity.

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Policy Name	2.7 Dress Code (Student)
Effective Date	July 29, 2025
Revision Dates	
Purpose	The purpose of the Dress Code Policy is to offer guidance to the administration in developing and implementing operational policies regarding the attire and appearance of students, staff, and volunteers.
Policy	GCA students are expected to present themselves in a way that exhibits modesty and distinguishes between sexes. Uniforms that meet a “business casual standard” will be worn in order to encourage unity among the student body and to prepare students for future vocational expectations. The uniform policy should be easily enforceable as determined by the administration. Exceptions to the dress code may be granted for specific classes or events where safety and professionalism dictate alternative attire. Examples include field trips with specific dress requirements, safety standards in certain classes, and student engagement events where casual attire is permitted/earned. This policy serves as guidance for the administration and is not exhaustive. Administrators are encouraged to exercise their discretion, guided by biblical principles related to attire (1 Peter 3:3-4).

Policy Applications	Name	Location												
2.7.1 Personal Appearance (updated 10/8/25) Personal appearance reflects on the name of our school, as well as the Christian name that we bear. Therefore, the Board, the staff, and parents must insist on a personal appearance in school which reflects Biblical standards of decency and modesty (see Eccl. 11:9-10; 1 Peter 5:5, I Tim. 2:9, Deut. 22:5). While attempting to set guidelines for a positive appearance, we have sought to develop a standard which will reflect favorably on our student body, and on the Christian nature of our school. Styles change from year to year. Often these styles attempt to call special attention to oneself, and thereby challenge the accepted standards of our school system. We must not follow every trend, and thereby compromise our moral principles. When in doubt, the student should not wear it! Every workplace has a dress code. Some require uniforms, some have certain safety requirements, and some have certain types of clothes that are acceptable. Students at GCA learn that, in addition to reflecting Biblical standards of decency and modesty, a dress code is normal for the work environment. Learning to follow a set appearance code is also a job preparation skill. Note: 1. Students are required to wear uniforms every day. Only on Friday, students are allowed to wear GCA approved T-shirts. 2. All GCA merchandise must be officially approved (Senior shirts, PTA GCA merchandise, Student Council, Science Olympiad, Students for Life, etc.). Note: GCA crewneck sweatshirts (not T-shirts), sold through the PTA, are considered uniform items and may be worn every day. 3. Students should wear uniform clothing under GCA sweatshirts so if they get warm, they can take off their sweatshirt and still be in uniform. APPEARANCE CODE 1. Uniforms are to be worn during school hours, activities before and after school, such as Science Olympiad practices, school sponsored events, most class trips, 8th hours, Saturday Schools, or other school functions. Any exemptions must be approved by the administration. PE classes and athletic activities have specific attire also. <table border="1"> <thead> <tr> <th>Uniform Options</th><th>Girls</th><th>Boys</th></tr> </thead> <tbody> <tr> <td colspan="3">Tops/Dresses</td></tr> <tr> <td> Dresses (grades prek-3) Polo Shirts (Intermesh) Polo Shirts (Rapid Dry) Sport Neck Polo Shirt (girls) Sweatshirts Sweaters Sweater Vest </td><td> • Evergreen • Charcoal Gray • Cobalt Blue • Light Blue • Navy Blue </td><td> • Evergreen • Charcoal Gray • Cobalt Blue • Light Blue • Navy Blue </td></tr> <tr> <td colspan="3">Bottoms</td></tr> </tbody> </table>			Uniform Options	Girls	Boys	Tops/Dresses			Dresses (grades prek-3) Polo Shirts (Intermesh) Polo Shirts (Rapid Dry) Sport Neck Polo Shirt (girls) Sweatshirts Sweaters Sweater Vest	• Evergreen • Charcoal Gray • Cobalt Blue • Light Blue • Navy Blue	• Evergreen • Charcoal Gray • Cobalt Blue • Light Blue • Navy Blue	Bottoms		
Uniform Options	Girls	Boys												
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Bottoms														

	Skirt/Skort • Khaki • Gray • Navy Jumper (prek-3) • Classic Navy Plaid	Pants Shorts (April 1 - October 31) • Khaki • Classic Navy • Arctic Gray Note: Long pants are required in chemistry labs; also, pants are the required attire for boys for school programs.
Outerwear		
Past Uniforms: Past uniform items are considered acceptable uniform attire and may continue to be worn, even though not listed above as part of the current uniform program.		

2. Lands' End is our official provider of uniforms. Our school uniform account at Lands' End provides the standard for color and style. Students may not wear pants that are
 - A color other than navy, khaki, or gray.
 - Cargo-style pants/shorts (with zippers and pockets on the leg)
 - Gathered at the bottom (jogger-style) nor gathered (elasticized) at the waist
 - Denim in material and/or have exterior back pockets
 - Sweatpant material
3. For all programs follow the direction of the music instructor.
4. Jackets and hats must not be worn in the building; uniform sweatshirts are available for warmth.
5. "Non-uniform" items such as T-shirts, turtlenecks, tank tops, or leggings are allowed to be worn under the uniform tops/bottoms, including vests. The "non-uniform" items must adhere to the following rules. All GCA merch that does not follow uniform code (particularly T-shirts) may be worn on Fridays, provided that the supervising teacher for that committee (student council, protect life, science olympiad, etc.) approves the item.
 - a. No words/logos may be seen on any area that is visible under the uniform item, e.g., long-sleeves, leggings, etc.
 - b. No hooded tops are allowed to be worn under uniforms. This includes hooded sweatshirts, hooded T-shirts, and hooded dress shirts.
 - c. Sweatshirts and sweaters must remain substantially zipped or buttoned at all times when any non-uniform items are worn under them. (Recommendation: wear a short sleeve uniform shirt under sweatshirts so if it is hot, the sweatshirt can be removed and the student is still in uniform.) Dress shirts may have the top two buttons opened.
 - d. Any "non-uniform" top worn under a sweater vest must have sleeves.
 - e. Accessories, such as scarves, necklaces and belts, are acceptable.
6. In keeping with our desired modesty length, all skirts must generally come within three-four inches of the floor when kneeling. It is parents' responsibility to order extra length for skirts or have skirt hems lowered, if needed.
7. Shoes/sandals must be worn at all times. For safety reasons, closed toe shoes are required in grades K-6, and certain high school classes (Chemistry, Woods, PE, Metals).

8. No unusual, or shocking hairstyles are permitted, including the dyeing or bleaching of hair to unnatural colors, as determined by the Administration.
9. No fads, including tattoos and display of undergarments, which draw or seek undue attention are allowed.

Boys

1. No earrings, nail polish, or other items considered feminine may be worn.
2. No over-the-collar hair lengths are permitted.
3. A shirt must be worn at all times.

Girls

1. No excessive jewelry as determined by the administration. No earrings is the preferred standard. Not more than one earring per ear (ear lobe only) is permitted. While wearing an earring, generally the earring should be able to be covered with a dime for safety and modesty. Jewelry may not be worn during any PE classes. Students without earrings avoid some safety concerns (particularly in the elementary school) and moderation issues (particularly in the high school). We encourage students to focus on the Biblical message of inward rather than outward adornment (I Peter 3:3).
2. Make-up - Only clear nail polish and lip-gloss is allowed.

ENFORCEMENT

1. Students must arrive at school and leave school wearing their uniforms, wearing uniforms the whole day. Students may not go to class if they do not have a uniform on. The classes which they miss will count as unexcused absences.
2. Students are required to be in proper uniform throughout the school day.
3. Notices of dress code violations recorded:
 - Teacher notifies the office (email/text)
 - Students report to the office to change and leave non-uniform items in the office.
 - Non-uniform items will be returned to the student upon receipt of school replacement items.
 - The office maintains a running list of offenses and dates.
 - Parents are notified by the office.
 - For the 3rd and subsequent offences: \$5 fine to retrieve non-uniform.
 - Unclaimed items will be donated at the end of the year.

The school reserves the right to final interpretation in both the stated personal appearance code and any other similar violations that go against the intent of the code.

UNIFORM PURCHASES

Uniforms must be purchased through GCA's uniform supplier: Lands' End (www.landsend.com). Land's End offers more items than are approved by GCA; parents need to search for our school "Grace Christian" or Preferred School Number 900195876 under the "School" tab on the Land's End website to view and order approved uniform items on their website. Lands' End frequently offers sales throughout the year; parents can sign up on their website to request email notification of their promotions. Boys pants that are identical in style/color may be purchased from Old Navy.

Lands' End orders will be shipped directly to your house. Shipping is generally free if the order is greater than \$99. Returns can be made to the Land's End store located in Grand Rapids free of charge, or if the parents choose to pay shipping, can be mailed back to Lands' End.

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2.7.2 Parent, teachers, volunteers

Parents, teachers and volunteers are also asked to observe the same modesty and professional standards as our students (dresses/skirts for women, pants for men) when working or volunteering in our school building during school hours.

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Policy Name	2.8 Graduation
Effective Date	July 29, 2025
Revision Dates	
Purpose	The purpose of this policy is to clarify GCA's requirements and procedures for graduation from GCA.
Policy	The mission of Grace Christian Academy is to be an instrument used by God for His glory through a Christ-centered education that integrates the truths of Scripture into all disciplines and immerses children and young people in the study of God's precious Word and the wonders of His creation. The necessity of a personal relationship with God through his Son, Jesus Christ, by the work of the Holy Spirit is most important. In addition, the development of the whole person is encouraged so that students recognize, develop, and use their unique, God-given gifts to cheerfully and wholeheartedly praise the Triune God, serve one another, and be discerning and responsible citizens in their communities. To best meet the needs of the students who vary significantly in talents, interests, and learning styles, Grace Christian Academy offers two types of diplomas for students (plus a completion certificate for students with significant special needs). 1. A GCA diploma with the Michigan Merit Curriculum (MMC) endorsement: This means that students completing this diploma have earned passing grades in the courses designated by the State of Michigan as the "Michigan Merit Curriculum." To assist students, there are a number of state-approved options and variations to help students fulfill the requirements. This is the curriculum we recommend for most students. It will provide a well-rounded education and, if continuing with further education, prepare students best for the college-admission tests, give the best chance for qualifying for academic scholarships, minimize costs for remedial level courses taken in the first year

	at college, and prepare students for the rigor of most college courses. We also recommend this for students planning to enter a technical field involving significant mathematics and science, whether directly after high school or through a technical education school. 2. A GCA diploma: This diploma option is designed to give more options for fitting a curriculum to future plans that will not require advanced study as prescribed in the MMC. It allows for customizing a curriculum to explore personal interests and specialized studies through courses not offered at GCA. Since this diploma has a bit more leeway in fulfilling the requirements, a specific meeting is recommended to clarify the expectations and intentionally make a plan for meeting the graduation requirements. With this option, students and parents must be aware that if pursuing training beyond high school, the student may not qualify for government-based grants or scholarships. A parent-signed plan must be on file. 3. Completion Certificate: A Completion Certificate (not diploma) will be awarded to “Grade 12” students at the Graduation Ceremony under the following conditions. (1) The student has documented learning disabilities that prevent passing classes (even with adaptations). (2) To qualify for this requirement, the students must be tested and recommended for this by a GCA designated ESSP teacher. (3) The student must have completed his/her entire senior year at GCA and also a planned, individualized program at GCA. Table of Contents
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2.8.1 Grade Six Graduation Grade Six Graduates are recognized at a ceremony in May. Sixth grade teachers plan this ceremony to include a group speech highlighting each class member, a diploma, and a video or slideshow highlighting some memories from the past. The class also hosts some fundraisers throughout the school year and uses the proceeds to give a gift to the school at the graduation ceremony. Table of Contents	
2.8.2 Graduation Options (Grade 12) - Personal Curriculum The purpose of a secondary education is to prepare students for life after high school. At times a variation of the requirements may be in the best interest of the student. See the counselor for the description of the requirements for each department, there are periodic references to a “Personal Curriculum” (PC) as a means to slightly vary the requirements. Any modification of graduation requirements using a PC must be consistent with the purpose of secondary education. A PC may be requested for students to: • Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits.(PE/Arts requirement adjustment). • Modify the mathematics requirement (of Advanced Algebra). • Modify, if necessary, the credit requirements of a student with an Individualized Student Plan (ISP).	

- Modify credit requirements for a student who transfers from out of state or from a nonpublic school (after grade 10) and is unable to meet the MMC requirements.

PC's are written by the Academic Counselor with input as appropriate from ESSP staff and signed by a parent, and administrator. A PC must align with an EDP, IEP, ISP or 504.

Graduation of seniors will occur after all examinations have been completed. Students may not participate in the graduation ceremony without having completed necessary credits for graduation, including making up final semester incompletes before graduation. The graduation ceremony normally takes place the day after the last exam. Diplomas will be mailed or may be picked-up at the school office after the graduation ceremony.

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2.8.3 Graduation Requirements - the specifics

In order to graduate from Grace Christian Academy High, each student must attend at least the senior year on campus (full-time student) and fulfill all required coursework. Passing a regular (5 days per week) course earns 5 credits each semester. Senior students must have at least 24 credits each semester. Any deviation from the requirements must have Administration Team approval.

Students coming to GCA for only one year (12th grade) and desiring to graduate from GCA must have 25 credits on campus each semester during that year (rather than 25 credits total with at least 15 on campus).

Department	GCA Diploma (with MMC Endorsement)	GCA Diploma	Classes & Details Note that some are offered on an alternating basis and all are annually evaluated and periodically changed.
Bible	40 credits ...including 8 events of community service	40 credits ...including 8 events of community service	Bible 9 Bible 10 Bible 11 Bible 12 -any Bible class can be retaken for Bible credit recovery-
English	40 credits ...including at least one semester each of writing, literature and speech	30 credits ...including at least one semester each of writing, literature and speech plus Senior (Business) English	English 9 English Composition/Classic Literature American Literature/Speech World Literature/Senior English British Literature/AP English Journalism (2-day)
Math	40 credits ... including Algebra, Geometry, Adv. Algebra (or equivalents) and a minimum completion of two semesters of a math-related course in the senior year	30 credits in 9-12 ...including a minimum completion of one semester of a math-related course in the senior year	<u>Math Sequence #1</u> <u>Math Sequence #2</u> Transition Math Transition Math Algebra Basics Algebra I Geometry Basics Geometry Applied Functions Algebra II Applied Statistics ---minimum for MMC endorsement---

			Applied Functions/Statistics together count for Algebra II Basics Other Math and Math-related courses: FST MCAD Financial Literacy Accounting PreCalculus Chemistry Physics Web Design Programming Personal Curriculum Options: • 35 credits of Math including Algebra I, Geometry • Algebra II credit may be met by one or more of: - o One semester of Algebra II - o Adv. Algebra Basic (not offered at GCA) - o CTE Program that includes Algebra II benchmarks - o Semester of statistics, functions, and data analysis or technical mathematics
P.E.	10 credits (Must be 10 credits of the 5-day PE to earn the health components of MMC)	10 credits	PE (5-day) PE (2-day) Personal Curriculum Options: May substitute an additional credit in ELA, mathematics, science, a language other than English, or CTE program.
Science	30 credits • one year of Biology • one year of Chemistry, Physics or Anatomy • one additional year of science	30 credits	Physical Science Biology Chemistry Physics Anatomy/Physiology CTE Program that contains science credit
Social Studies	30 credits ...including US History, World History, Government, Economics	30 credits ...including Government	U.S. History World History Government/Economics Business Law/Psychology Personal Curriculum Options: Must have at least 20 credits of social studies including Government. The other 10 credits may be from additional courses in ELA, mathematics, science, a language other than English, or CTE program.
Visual, Performing or Applied Arts	10 credits ...including at least one year of music	10 credits ...including at least one year of music	Art – Drawing Band Art – Painting Choir Art – Mixed Media Orchestra Foods (1yr max) Wood Tech Music Appreciation Yearbook

			Personal Curriculum Options: May substitute an additional course in ELA, mathematics, science, a language other than English or CTE program.
World Languages	20 credits	10 credits of World Languages	Spanish I Spanish II Students may substitute 10 credits of world language with a MDE-approved CTE program or by completing additional visual or performing arts credits.
Business and Technology	-0-	10 credits	Basic Engineering/Manufacturing Business Law Computers – Web Design Computers – Programming Do-It-Yourself Economics KCTC Mechanical Drawing Wood Technology Yearbook
Total Credits from Requirements	220 credits*	200 credits*	
Credits needed to Graduate	220 credits	220 credits	5 credits = one sem of a 5-day course 2 credits = one sem of a 2-day course
Total Possible Credits	272 credits	272 credits	Based on 6 – ten credits classes and 2-two credit classes each year for four years
Other	Online experience which is incorporated throughout. Note: MMC personal curriculum option allows substitution of courses for those who choose to exceed MMC requirements in English, Mathematics, Science, or World Languages. Courses displaced may be from PE, Arts. Note: community service is 2 events/year with approx. 2 hours per event (16 hours)	Online experience which is incorporated throughout. Note: community service is 2 events/year with approx. 2 hours per event (16 hours)	Courses may not count in two departments for the diploma High School courses taken in junior high exempt a student from particular requirements, but the total 220 credits must be taken in grades 9-12 Courses for which students do not earn passing credit might not fit in the schedule in future years. Students are advised to take credit recovery courses in the summer. Dual Enrollment (College) courses may earn credits (see Dual Enrollment information) Five-day courses earn 5 credits/semester (10 credits/year)

			Two-day courses earn 2 credits/semester (4 credits/year)
Total Credits	220	220	

High school courses taken in junior high may exempt a student from particular requirements (if duplicates a high school course), but the total 220 credits for graduation must be taken in grades 9-12. High school credit is not given for exempted courses.

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2.8.4 Honor Cords

Students who have a cumulative GPA of 3.0 or better at the end of the first semester of their senior year may wear honor cords at the graduation ceremony.

Students that have a GCA diploma with the Michigan Merit Curriculum (MMC) endorsement and a GPA 3.66 or above receive a gold cord.

Students that have 3.00-3.65 receive a silver cord.

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2.8.5 Junior High Completion

To graduate from Grace Christian Academy Junior High, students must earn a minimum of 120 class credits in grades 7 and 8 combined. Every class taken earns some credits. Each 5-day class, for example, earns 5 credits per semester. Eighth grade students have a day set aside in May to celebrate finishing middle school.. In general, the day includes breakfast in the morning, a trip to Lansing usually including a buffet-type meal.

Students who transfer to Grace Christian Academy in grade 8 are required to earn 60 credits in grade 8 to complete junior high.

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2.8.6 Ranking (Grades 7 - 12)

Students included in class ranking for graduation must be full-time students at Grace Christian Academy for their entire senior year.

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2.8.7 Service Requirement

All students in grades 7 – 12 must complete two units of service (which consist of approximately 2 hours minimum per unit) before final Bible exams are taken each year as part of the Bible credit. A unit consists of one of the particular activities listed below. One of the units must be a school-related service. Students complete an “assignment” on the All School Classroom including the supervising

adult and the adult's phone number. Bible teachers record each unit as part of the requirement to pass the Bible class then pass the blue cards to the counselor for documenting on a school record. Some activities might occur during the school day, but most of them will probably occur outside of the school day. Please note that these service projects should not include things done around a student's own household, grandparents' households, or places where he or she would normally be expected to help without pay. Students should keep track of their participation, as events occur.

The following items are listed as pre-approved, service experiences, but other items could be added, as they are brought to the attention of our Bible Department and/or administration. Note: Student Council members cannot claim the organization Student Council events for service projects since these are part of Student Council members' responsibilities.

1. Helping the elderly at the home of the elderly person.
2. Helping at a local mission outreach, such as the Habitat for Humanity, or the Guiding Light Mission.
3. Delivering Thanksgiving baskets.
4. Singing for homes/hospitals, including the Veterans' Facility.
5. Participating in church choir.
6. Involvement in mission trips/projects.
7. Passing out religious literature/tracts.
8. Helping in tape/tract ministry in a local church.
9. Volunteering at places of care.
10. Participation in any school sponsored Community Involvement activity.
11. Involvement in Fall/Spring cleanup of school grounds.
12. Helping at various school functions.

Student Council School activities (events for the student body like basketball, Fall Fling, football...) do not count toward the service requirement.

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2.8.8 Valedictorian/Salutatorian

The valedictorian and salutatorian positions of a graduating class represent students of high academic achievement. Criteria for valedictorian/salutatorian must be fulfilled by the end of the first semester of senior year. Those fulfilling the requirements must maintain academic excellence to the end of their senior year. Any deviation of the requirements must have the approval of the Education Committee. Students must fulfill the following requirements to achieve one of these two positions:

1. Be a full-time student on our campus for at least three years, including the senior year.
2. Be a student in "good standing" which is defined as a student who upholds by precept and example the doctrines, policies, and standards of GCA (see Code of Conduct section) and thus have no suspensions during their last 3 years at GCA.
3. Take a minimum of 10 semesters of the following college prep classes at GCA:
 - AP English/English 101
 - Algebra II (available two semesters)
 - American Literature
 - Anatomy/Physiology (available two semesters)
 - British Literature
 - Chemistry (available two semesters)

Foreign Language II (available two semesters) Functions/Stat./Trig. (available two semesters) Geometry (available two semesters) Physics (available two semesters) PreCalculus (available two semesters) Psychology 4. Attain one of the two highest GPAs in the group of senior students who have fulfilled requirement #1,2,3.. 5. The valedictorian/salutatorian must each have a minimum cumulative GPA of 3.0. Table of Contents
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Policy Name	2.9 Procedural Fairness and Appeals
Effective Date	July 29, 2025
Revision Dates	
Purpose	From time to time concerns arise and there can be confusion regarding “where to turn” for direction. The purpose of this policy is to delineate GCA’s process for appeals and procedural fairness when dealing with issues of disagreement.

Policy	Depending on the nature of the concern, there are different routes that will enable stakeholders to find solutions or answers to concerns. In Matthew 18, Jesus lays down three steps for addressing offenses. The first is for the offended person to speak privately and personally with the offender. This should be done confidentially and without attracting attention to the process. Sadly, there is a growing practice for those who have spoken with a teacher, when asked if they have followed Matthew 18, to say that they have, and to then feel that they are free to speak to whomever they please about the situation. The entire process as explained by Christ is to limit the number of individuals involved in order to protect everyone involved – the accused person from defamation and the accuser from generating gossip. John Calvin wisely lays his finger on the root of the problem today, when he states in his commentary on Matthew 18:15, “The design of this is, as I have said, is to hinder charity from being violated under the pretense of fervent zeal. As the greater part of men are driven by ambition to publish with excessive eagerness the faults of their brethren, Christ seasonably meets this fault by enjoining us to cover the faults of brethren, as far as lies in our power; for those who take pleasure in the disgrace and infamy of brethren are unquestionably carried away by hatred and malice, since, if they were under the influence of charity, they would endeavor to prevent the shame of their brethren.” Calvin clearly reminds us to exercise the law of kindness and charity, for “Charity is kind...vaunteth not itself, is not puffed up, doth not behave unseemly, seeketh not her own, is not easily provoked, thinketh no evil...beareth all things, believeth all things, hopeth all things, endureth all things...” (I Cor 13) The avenues of communication for concerns regarding: curriculum, educational programs, social/emotional concerns, instructional/teacher concerns, administration concerns, and policy concerns are as follows: Curriculum/Educational Program Concerns In the case of curriculum/educational program concerns students and parents are advised to take their questions directly to the subject teacher. Since the teacher prepares the course overview to meet the desired learning outcomes and plans the strategies to meet the objectives it is most likely that the answers can be found with the teacher. In cases where further clarification is required parents should meet with the principal in order to come to a successful solution to the concern. Social/Emotional Concerns It is possible that a student experiences stress in regards to his/her academic programs, peer pressure, and/or student-teacher relationships. In such a case it is imperative that the student bring these concerns to the attention of a teacher. It may be necessary to also include the School counselor, and/or the principal. A meeting to discuss the concerns and to develop strategies is often sufficient to deal with the situation. All discussions are held in strict confidence in the pursuit of a solution to the concern. Instructional/Teacher Concerns
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	When concerns regarding the quality of instruction or teacher concerns arise it is important for these concerns to be discussed with the teacher involved. In this way, perceived problems can most often be resolved. In the case where a concern persists, then involvement of the principal may be warranted. Concerns Regarding Administration If a student or parent feels that there is a concern with the principal, the student and/or parent is asked to bring this concern directly to the person. Should these discussions not render a resolution, a principal concern may be referred to the Director of Operations. Policy Concerns The Director of Operations, acting on behalf of the ownership, is to ensure that all policies are followed at the school level. Should questions arise regarding these policies, then a student or parent should make an appointment to speak with the Director of Operations. Table of Contents
Policy Applications	
2.9.1 Appeal Procedure In cases where students/parents feel that their questions were not clearly answered or issues not understood by a teacher, the student/parent may request a subsequent meeting with the principal. The administrator should become involved only after earnest attempts have been made to establish direct communication between the parties involved to resolve any issue. When administrators do become involved in the process, they should keep notes of the concerns and meetings (dates and details) in order to have a clear record to refer to as issues are dealt with. If not resolved, the issue may be raised with the Director of Operations. If all of the preceding attempts described above have failed after repeated attempts to resolve the issue, the parents and teacher should meet with the Education Committee to discuss the situation. (The administrators are advisory members of the Education Committee.) It is part of the responsibility of the Education Committee to determine what corrective action (if any) needs to be taken. Throughout the entire proceedings, no party is at liberty to discuss the situation with others. Confidentiality must be maintained. A Board Member should discretely decline to hear grievances from any party, and instead direct them to follow Matthew 18. Only in the event of extremely compelling circumstances should a Board Member deviate from this process, and then it would be advisable for that Board Member to direct the concerned party to contact the Education Committee. Table of Contents	

2.9.2 Extenuating Circumstances

The Administrator and School Board will use its discretion in the application of the following policies when it is determined that the incident requiring discipline resulted from extenuating circumstances such as medical condition or disability, family crisis, etc.

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2.9.3 Staff-Parent-Board Relationships - Communication for Concerns

As a School Board, we recognize the value and the importance of communication between staff and parents. On occasion, situations arise where it may become necessary to contact a staff member. To best assist teachers, some of which have over 100 students, and to establish reasonable expectations for responsiveness, the following guidelines should be considered:

Email is preferred for most requests. Please allow 1-2 school days for a response.

Phone school for more urgent or time-sensitive requests, ideally just before or after school. In case of an emergency, calls home should be made prior to 9:00pm in order to respect family time. If no answer, always leave voicemail with your name and number so that your call can be returned.

Arrange a face-to-face meeting to help prevent miscommunication over sensitive or substantive matters.

As we work on collaboration and communication with one another, the primary goal is that all parties feel heard and understood. Should a conversation feel disrespectful to the teacher or the parent/student, the communication should be discontinued and an administrator should be included in further interaction. Any matters not resolved satisfactorily or requiring further consideration may be directed to an administrator.

The basis for a Scripturally-directed procedure to handle interpersonal relations is found in Matthew 18. The application of this Scripture passage is found in the answer to question 112 of the Heidelberg Catechism: "What is required in the ninth commandment?" The answer states "that I defend and promote as much as I am able, the honor and good character of my neighbor."

Students

In the event that a student is concerned or confused by what a teacher has stated, it is preferential in following Christ's command for the student to speak immediately with the instructor during class to clarify the statement. This offers an opportunity for a teacher to explain a misunderstood comment to the entire class. Both parties need to discuss this in a non-confrontational way. The student may decide to ask for clarification after class, but it should be done sooner rather than later so that the teacher may provide further explanation to the class in a timely manner.

Parents

If the student brings his or her concern home to their parents, it is incumbent on the parents to follow Matthew 18:15-17 and to contact the teacher directly to address the concern, while at the same time realizing that they are obtaining their information second-hand, since they (the parents) were not present during the lesson. The possibility exists that there was a misunderstanding and that the air may be cleared to the satisfaction of both parties. The issue must be addressed in a spirit of cooperation and mutual concern. If afterwards both parties are satisfied, then the matter is settled and must not be shared with others.

Teachers

A teacher should seek to resolve a problem by speaking directly with the person(s) involved as soon as possible. An early response will often resolve the problem before it becomes larger, while at the same time promoting unity and trust.

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Policy Name	2.10 Sexual and other forms of Harassment
Effective Date	July 29, 2025
Revision Dates	
Purpose	The purpose of this policy is to foster an organizational culture which allows all employees to work and students to study in an environment free of harassment and abuse.
Policy	GCA ANTI-HARASSMENT POLICY Anti-Harassment Policy This policy applies to employees, applicants for employment, volunteers, and any other party over whom GCA has control. Everything in this policy is subject to, constrained by, and interpreted in light of the Biblical teachings and doctrinal standards upon which GCA is founded, which are referenced in its by-laws, its policies, and elsewhere in this Handbook. GCA endeavors to maintain a cooperative and professional environment that values mutual respect for all employees and students. For this reason, inappropriate behavior and unlawful harassment, including sexual harassment, is prohibited. For the purposes of this policy, harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a person's educational, physical, or emotional well-being. Unlawful harassment is any harassment based on a legally protected characteristic, such as race, age, color, national origin, or disability. For the purposes of this policy, sexual harassment is defined as any unwelcome conduct that (1) creates a hostile or abusive working environment through severe and pervasive verbal or non-verbal conduct that is sexual in nature, or (2) creates a hostile or abusive educational environment through conduct of a sexual nature that is sufficiently severe or pervasive to limit a student's ability to participate in or benefit from Grace Christian Academy's education program. Sexual harassment also includes

	making submission to sexual advances or requests for sexual favors a term or condition of employment or educational decision or benefits. Some examples of what may constitute sexual harassment include: threatening to take or taking adverse employment actions, such as discharge, demotion, or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions, or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory, or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender or sex-based pranks; and the display of sexually suggestive objects or pictures. The above list of examples is not intended to be all-inclusive. This policy prohibits all harassment occurring in the work or educational environment, whether on or off GCA's premises. COMPLAINT PROCEDURE A person who believes that he/she has been subjected to or witnessed discrimination or harassment must report the conduct to the building principal. The building principal will promptly report this to the GCA School Board. If the building principal is the offending party or is unresponsive, the report should be made to the Chairman of the Education Committee. The Chairman of the Education Committee will report this to the GCA School Board. If a complaint of harassment is received by any other staff member, volunteer, or any other person under PSCA's control, that person must immediately report the complaint to the building principal, or if the complaint concerns the building principal, to the Chairman of the Education Committee. Upon receipt of a complaint, the GCA School Board will assign a School Board member to conduct a prompt investigation. The investigator will report the findings of the investigation, in writing, to the GCA School Board. If the investigator determines that harassment or discrimination has occurred, GCA will take prompt and appropriate remedial action to prevent recurrence of any harassment and to correct any discriminatory effects on employees or students. Any person who has violated this policy will be subject to corrective action and discipline. ANTI-RETALIATION POLICY Retaliation against a person for filing a complaint or participating in an investigation under this policy is prohibited. Suspected retaliation should be immediately reported to the building principal, or if the retaliation concerns the building principal, to the Chairman of the Education Committee. The recipient of such a report must promptly report this to the GCA School Board.
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	If a complaint of retaliation is received by any other staff member, volunteer, or any other person under GCA's control, that person must immediately report the complaint to the building principal, or if the complaint concerns the building principal, to the Chairman of the Education Committee. The GCA School Board will respond to complaints of retaliation according to the same procedure as it handles complaints of harassment. CONFIDENTIALITY All complaints and the subsequent investigations will be treated as confidential to the greatest extent possible, consistent with effective investigation and remediation. The building principal or the Chairman of the Education Committee will notify the involved individuals of the outcome of the investigation and any corrective action that was taken. A written summary of the complaint and subsequent remedial action will be completed by the GCA School Board, which will retain a copy of the summary in a confidential file. Anyone with questions or concerns related to equal employment or educational opportunities should feel free to contact the School Administrator or the Chairman of the Education Committee. All such communication, to the extent possible, will be kept confidential. Table of Contents
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Policy Name	2.11 Reporting of Child Abuse
Effective Date	July 29, 2025
Revision Dates	
Purpose	The purpose of this policy is to ensure safety for students by proper reporting of suspected child abuse.
Policy	Child Abuse Policy Summary Grace Christian Academy Association (GCA) desires to ensure that each child within the care of the school can develop a healthy spiritual and academic life within a caring and loving Christian community environment free of any abuse. GCA not only prohibits all individuals associated with it from engaging in, condoning of, or ignoring abuse or neglect, but it also prohibits any behavior that may give even the

	appearance of abuse. “Beloved, let us love one another: for love is of God; and every one that loveth is born of God, and knoweth God. He that loveth not knoweth not God; for God is love” (I John 4:7-8). The goals of the policies and guidelines stated in this document include: 1. Protecting all children using our facilities from all forms of abuse; 2. Protecting individuals who interact with children on behalf of our organizations, both volunteer and paid staff, from false allegations of Child Abuse; 3. Protecting the integrity of GCA; 4. Complying with Michigan’s <i>Child Protection Law</i> (MCL 722.621) and Michigan’s <i>Penal Code</i> (MCL 170.136b) <i>since child abuse is against Michigan Law</i>. Therefore, it is the policy of GCA to protect all children participating in our organization from all forms of Child Abuse including: physical or mental (Exodus 3:7, Isaiah 3:15, Jeremiah 22:17, Colossians 3:8, Ephesians 4: 29, 31-32, Proverbs 12:18 & 18: 21), sexual abuse and molestation (Leviticus 18), and exposure to sexually explicit materials (Romans 1:28-29, I Corinthians 6: 9-12, Job 31:1). It is the policy of GCA to encourage all individuals associated with it to avoid even the appearance of such named conduct to prevent any potential misunderstanding that may give rise to false accusations against an individual interacting with the children and young people. Any violation of this policy involves activities which are explicitly outside the scope of responsibility, duties or activities of GCA. Table of Contents
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Policy Name	2.12 Student Life
Effective Date	July 29, 2025
Revision Dates	
Purpose	To provide an explanation of various parts of student life at GCA.
Policy	GCA students are the embodiment of all that GCA stands for. The policy provides guidelines to regulate student life in a manner that reflects the Biblical, character, and academic qualities we are striving to instill in our students. Table of Contents
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2.12.1 Academic Support: ESSP (Educational Support Services Program)

Grace Christian Academy is committed to helping equip and inspire students to be life-long learners who know, serve, and glorify Jesus Christ. Some students, particularly in academic areas, need significantly more help with their course work. GCA will seek to serve students with lack of organization/responsibility, ESL, deficiencies in underlying knowledge, ADD/ADHD, LD, and other impairments on a case-by-case basis. Students needing assistance (other than LD students) will be served by a combination of teacher, resource room and aides/volunteers. If needed, short-term individualized goals will be developed.

A teacher or parent with a concern for a student/child should contact an ESSP teacher. The ESSP teacher gathers information (current classroom assessments, observations, information from parents and teachers) and determines the proper course of action. If testing is needed, parents will be contacted. For those students who need academic assistance, available resources will be evaluated to determine what assistance can be offered to the student.

For more detailed information, contact an administrator or ESSP teacher.

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2.12.2 Announcements (JH and SH)

Daily announcements are projected via monitors in the classrooms and hallways at school. Students are responsible to know information in the daily announcements. Information to be included in announcements should be submitted—electronically to the school secretary, or via a phone call. Preferably, announcements should be submitted prior to 8:20am.

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2.12.3 Banquet

The school Junior-Senior Banquet usually takes place on a Friday night in May. All juniors and seniors are dismissed from school at noon on the day of the banquet; all other students will remain at school for the entire day (even if they are attending the banquet). No prearranged absences may be used by students attending the banquet for this day. All students and guests attending the banquet must meet the school dress code.

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2.12.4 Bikes

Students who ride bikes to school should lock them and put them under the overhang by the school entry. Bikes may not be used during the school day.

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2.12.5 Boy/Girl Relationships

High school days will bring friendships that you will always remember. Make as many friendships as possible. Avoid excluding other people, and therefore limiting your association to a few select persons.

Any outward show of affection between students involving physical contact is forbidden and is subject to disciplinary action.

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2.12.6 Building and Grounds

A neat and clean building provides the best atmosphere for work. Students must assume responsibility for keeping the school building and grounds as neat and clean as possible.

- Use the restrooms only for the purpose for which they are intended.
- Take proper care of all school property and furniture.
- Obtain permission from a school administrator to post anything on the school grounds.

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2.12.7 Chapel/Assemblies

Chapel is normally scheduled once every two weeks. All students are required to attend chapel and sit in their assigned seats. Each student must bring a Bible and Psalter with him/her to chapel. Proper behavior is expected at all times during chapel. As is the case with chapels, all students must attend all assemblies unless an assembly is created for a specific audience only. All assemblies are to have an educational purpose with educational content.

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2.12.8 Class Trips for Students

Full-time and part-time students will be included with all class trips (except the Washington D.C. Trip which is open only to full-time 12th grade students). Course specific trips will include only students enrolled in that course. Normal fees must be paid by participants.

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2.12.9 Copy Machine

Student copies should be made on the copy machine in the office. A student printer is in the high school hallway. Students who need something laminated must pay the secretary. Laminating costs will be determined by the secretary.

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2.12.10 College Visitations

Juniors and seniors are eligible to apply for college visitation days. In general, these days are limited to two per school year. In addition, local college representatives visit GCA each year to meet with interested students.

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2.12.11 Counseling

Academic counseling in such areas as program planning, test interpretation, career information, college applications and information, and job information is provided by the counseling office. Students are urged to make an appointment, when necessary, with the counselor, an administrator, or with any staff member. General counseling of students is done periodically throughout the year.

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2.12.12 Extracurricular Activities

Students learn inside and outside of classroom settings. In addition to classroom work, activities, and field trips, we encourage all students to become involved in extracurricular activities at school or in community service projects.

- Activities: Student council, parent groups, and teachers schedule student activities throughout the school year. These activities are usually planned in advance and fees are sometimes required. Students are urged to participate in these opportunities to promote student interaction. (See “visitors” section for non-GCA student involvement.)
- Intramurals: During noon break each day intramural games are played. Students interested in playing should sign up at the appropriate times. At various times during the year, there will be competition between grades and games against the teachers.
- Science Olympiad: Science Olympiad practices begin in the winter and are held on Tuesdays after school. Any junior or senior high student may be on the team, but not every student will actually participate in the competition. The regional competition is in March, and State competition is in April or May.
- Spring Fling: Spring Fling occurs the week before spring break. This Student Council committee organizes different competitions between grades during morning and noon breaks.
- Student Council: Student Council's purpose is to provide many activities and services to the student body throughout the year. The Student Council also coordinates discussion between the student body and the administration. Student Council executive officers are elected in the spring to lead Student Council the following school year. Students are to model Christian leadership and thus students running for Student Council executive office must fill out the proper paperwork, have 5 or less demerits, and make a short speech (preapproved by administration) at a student assembly in April or May (senior class trip week). Student Council officers are elected by the entire student body. After Student Council officer elections, class officers are elected by individual grades. Members of the student body are urged to become involved in the various committees of the Student Council. Sign-up for these committees takes place at the beginning of each school year.

Grace Christian Academy encourages the extension of learning through participation in extracurricular activities and/or clubs that are directly related to the educational courses that comprise its curriculum. Such activities should be accessible to all GCA students and generally will be supervised by a member of the teaching staff. Most importantly the moral implications, but also the expenses and how those would be covered, the number of students involved, the type of publicity incurred, and the time investment required on the part of GCA staff will be significant factors in deciding whether additional clubs/activities should be offered.

Examples of currently approved extracurricular activities/clubs include: Science Olympiad, math competitions, spelling bee, vocabulary contest, woods show, and solo ensemble.

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2.12.13 Gym

The gym is open before school for grades 7 - 12 students. During noon breaks, students may use the gym on inclement weather days in the fall and spring. During the winter months the gym is used during the noon break for intramural games for grades 7 - 12. The gym is not open during morning or afternoon breaks. Participants in gym activities must wear proper athletic shoes. For food/drinks, only water is allowed in the gym.

The gym is open for designated K-6 classes during the morning, noon, and afternoon recess on inclement weather days.

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2.12.14 Hot Lunch

Hot lunches are served at a minimal cost on alternating Fridays throughout the school year. The Student Council sells pizza on the alternating weeks for grades 7-12.

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2.12.15 Lockers

Lockers should be kept clean and organized. Students should not keep food that could spoil in their lockers at the end of the school day. Students must not display anything on the outside of the locker. Any logo, signs, pictures, memos, etc. which are on the inside of the locker must reflect a Christian set of values, in the opinion of the instructor. In general, pictures of family, friends, animals, etc. are allowed. Ads, pictures of rock and movie stars, stickers, slogans, pages from magazines, etc., which do not reflect these values, are not allowed.

Only school-issued locks are allowed on lockers. All lockers will be inspected periodically, but may also be inspected on an individual basis at any time. There will be both announced and unannounced locker checks. Locker inspections usually take place after school has been dismissed for the day. Also, lockers and any item in the locker may be searched as needed during the school day by school faculty.

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2.12.16 Lost and Found

Personal items found outside of lockers will be placed in lost and found lockers. Students who have lost personal items should check both of the lost and found lockers. There is one in the elementary hall and one in the high school hall. Unclaimed items are placed on a table by the office periodically throughout the school year. Students may reclaim their items from the table. Photos of the table will also be sent home with the Grace Notes for parents to see so they may claim their child's items.

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2.12.17 Lunch Room

Lunch must be eaten only in the assigned homerooms. Students are expected to keep these homerooms clean and may be assigned by the teacher to clean up after lunch. Devotions begin ten minutes after morning classes end. All students must be in their lunch rooms by the time devotions begin.

Food or drink may not be eaten in the gym or locker rooms.

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2.12.18 Music Nights

GCA music (band/choir) students present two or three evening programs during the school year to share God-given talents of those students enrolled in the music program.

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2.12.19 Open Campus

Open campus is a privilege that permits students in the 11th and 12th grades to leave the grounds one designated noon break per week for lunch. A parent-signed permission slip must be on file in the office for students to receive this privilege.

Juniors and seniors who must serve a detention that day or who choose not to go out for open campus must eat lunch in their assigned rooms. Juniors or seniors failing a class at any point will lose their open campus privileges immediately. Students must see an administrator to verify the student is passing to have the privilege reinstated. Students with incompletes will not have an open campus.

Students who forget their lunches must stay on campus and may purchase vending food.

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2.12.20 Parking Lots

For the safety of students and vehicles, the parking lots are off-limits at any time during the school day. This includes before and after school (except when arriving and leaving), as well as during lunch hour. Students may not be in these lots without permission from a staff member. Students should always use the walkway when going to and from the parking lots.

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2.12.21 Publications

The school yearbook is published on an annual basis. Yearbooks must be ordered and paid for in the winter of the school year.

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2.12.22 School Hours

Students may be admitted to the building as early as 7:00 a.m., with the permission of an instructor. No student is allowed in the building after school, unless he/she has received permission from an instructor. In general, no students, including 8th hour students, shall be in the building after 4:00 p.m. If students need to be picked up, parents should be at school by 4:00 p.m.

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2.12.23 Senior Release

Seniors who have earned this privilege may be released early each day, or come in later each day. However, once a senior is on campus, he/she may not leave until his/her school day is completed. With administrator permission, seniors may periodically leave during the school day during a study hall. While on campus, students must be in a class or in a study hall. The privilege of senior release is forfeited if the student is failing a class or has outstanding discipline. The student will lose senior release for a minimum of one week. The release may be reinstated after the student verifies his/her passing grade with the administrator. Seniors with incomplete grades (I) will also lose their senior release privileges.

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2.12.24 Study Hall

The Library/Student Center is a quiet place to study, read, or work on a computer. Students who report to this center for a regular study hall must report on time or get permission prior to the beginning of class to go to another location. There may be other areas available for quiet consulting.

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2.12.25 Textbooks

The school provides textbooks to all students on a yearly basis. Students are responsible to provide their own supplies.

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2.12.26 Weight Room

The weight room is generally open for 7 - 12 student use at noon, before and after school, and during some study halls. Prior to use (or even entering the room), students must successfully complete a training session. Every student who is in study hall and wishes to go to the weight room, must first go to study hall for attendance and permission. Students must stay in the weight room the whole hour and may not be in the hall.

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2.12.27 Work Permits

According to state law, students under the age of eighteen who work for an employer during the school year must obtain a work permit. A work permit may be obtained from the school office, and a copy of this permit shall be kept on record by the school. The Michigan laws require that students may not

spend more than 48 hours in total between school and work. In addition, 14 and 15 year olds may not work later than 7pm during the school year. Students who are 16 and 17 years old may not work later than 10:30 p.m. Students in violation of these regulations may be reported to the Department of Labor.

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SECTION 3 - STUDENT SAFETY

Policy Name	3.1 Access to Students
Effective Date	July 29, 2025
Revision Dates	
Purpose	To clarify who may have access to students during the school day and with whom students may be released to when departing from the school premises and to prohibit access by unauthorized individuals to students.
Policy	GCA will maintain attendance records, locate students unaccounted for, release students only to authorized persons, and monitor who has access to students on the school premises. Table of Contents
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3.1.1 Custody and Rights of Non-Custodial Parents Any non-custodial parent is presumed to have the authority to request records or information concerning his/her child and, subject to the next sentence, the school will release, upon request, such information to the non-custodial parent. If the custodial parent wishes to limit the non-custodial parent's access to the records, it is his/her responsibility to obtain and present to an administrator of the school, a valid court order that prevents the release of said records or information. For purposes of this policy, "records and information" includes (but is not limited to) medical, dental, and school records, day care provider's records, and notification of meetings regarding the child's education as well as attendance records, notices of school activities, reports of disciplinary actions, and notices of teacher or administrator conferences. A. It is the responsibility of the custodial parent to provide an Administrator of GCA with a certified copy of any custody decree and any superseding court order that curtails the rights of the non-custodial parent or has any other information that GCA is expected to take into account. If the non-custodial parent provides such documentation to GCA, the custodial parent shall be informed and given an opportunity to verify the documents. B. When a conflict arises relative to a non-custodial parent's access to a child who is a student at our school, the most recent court order or decree in the possession of the Administrator shall prevail.	

- C. Requests by a non-custodial parent to visit with or talk to a child shall be subject to the most recent court order or decree in the Administrator's possession that relates to the subject matter.

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3.1.2 Custody and Rights of Visitation Policy

- A. It is the responsibility of the custodial parent to provide an Administrator of GCA with a certified copy of any custody decree and any superseding court order that curtails the rights of the non-custodial parent or has any other information that GCA is expected to take into account. If the non-custodial parent provides such documentation to GCA, the custodial parent shall be informed and given an opportunity to verify the documents.
- B. When a conflict arises relative to a non-custodial parent's access to a child who is a student at our school, the most recent court order or decree in the possession of the Administrator shall prevail.
- C. Requests by a non-custodial parent to visit with or talk to a child shall be subject to the most recent court order or decree in the Administrator's possession that relates to the subject matter.

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3.1.3 Visitors

All visitors must sign in/out at the office and wear a name tag during the visit.

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3.1.4 Visiting Students

Visitors are welcome at school, provided that an administrator has approved each visitor prior to the planned visit. Students bringing visitors are responsible for the dress and conduct of their visitor during the school day.

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Policy Name	3.2 Building and Grounds
Effective Date	July 29, 2025
Revision Dates	
Purpose	To ensure safe facilities.
Policy	GCA will implement procedures to promote a safe facility for its employees, volunteers and students. The Facilities Manager shall see to it that daily walk through inspections of the school building and grounds are done to report any safety concerns for prompt

	repair. In addition, the Safety Committee will meet periodically to review any building or grounds safety concerns that have been submitted by Administration, staff, students or volunteers. The playground shall be inspected annually prior to the start of school. A record of the pre-school inspection shall be kept on file.
Policy Applications	

Policy Name	3.3 Bus and Car Transportation
Effective Date	July 29, 2025
Revision Dates	
Purpose	To ensure that procedures are in place for student safety when traveling on school buses, personal vehicles or public transit.
Policy	GCA (working with Plymouth Christian Schools for transportation) will implement procedures to promote safe transportation for its students including monitoring bus arrival/departure, enforcing Bus Rules, providing group lists for drivers. In addition, dropoff procedures will be developed to facilitate the safe and organized drop off and pick up of students. Table of Contents
Policy Applications	
3.3.1 Bus Transportation Riding our buses is a privilege. Therefore students are expected to closely observe the following written guidelines set by the transportation committee. In order to ensure that riding the bus is a safe and positive experience for each student, it is necessary that rules and regulations be adopted and enforced. No student should conduct himself or herself in any manner, which jeopardizes the safe operation of the bus. Any distraction or disturbance, which draws the driver's attention from the road, could result in an accident causing injury and possible death of other students. The driver's authority on the bus is absolute. Thus, disturbances on buses will be handled according to the severity of the act and the age of the student and may result in suspension of the privilege of riding the bus. Note: Sleds, skis, suitcases, or other large items are not allowed on the bus. Minor Infractions	

Minor infractions shall be handled initially by warnings or light punishment, for example, sitting in front of the bus or cleaning up litter. Persistent minor infractions shall be reported to the principal on the form provided. All drivers are required to keep a file on all minor infractions (student name, date of incident, and details). In the case of minor infractions it is important that the drivers communicate with parents. Usually a phone call will resolve problems before they become major. When the driver sees behavior that could become a larger problem, it is vital that the driver contacts the parents and let them know what is happening. If the behavior does not change, then the principal shall be notified so further action can be taken.

The following list of minor infractions is provided for the purpose of example only and should not be considered complete. Any similar infraction shall be considered improper behavior and dealt with accordingly.

Whistling	Excessive noise	Eating on the bus
Rudeness	Standing on the bus	Failure to remain in seat
Littering	Bullying (shoving, teasing)	Running by/around the buses
Annoying Conduct	Not following dress code	Inappropriate use of electronic media
Scuffling		such as games, music, video, texting

Procedures for Handling Minor Infractions:

1. After the first offense, the driver shall instruct the student as to the improper behavior, inform the student that the incident is being logged, and log the incident.
2. Upon the second offense the driver shall again instruct the student, log the incident and contact parents.
3. A third offense will result in a misconduct report filed with the building principal. It shall include a record of action taken under steps 1 and 2. The principal will take appropriate action according to the offense and mail a report to parents. (High School students will be given a demerit.)
4. Further misbehavior will result in a second misconduct report filed with the building principal. The principal will take appropriate action according to the offense and mail a report to parents. (High School students will be given a demerit and will follow discipline as listed under major infractions.)

Major Infractions

Major infractions will be reported to the principal on the misconduct form provided for immediate appropriate action. If the infraction is of such importance that action is needed before the next morning, the driver will call the principal and report the incident immediately upon completing the route.

A major infraction is any action or behavior that is destructive to property or jeopardizes the safety of students, drivers, or other persons or other vehicles. The following list of major infractions is included for the purpose of example and should not be considered complete. Any similar infraction not included shall be considered as improper behavior and appropriate action taken.

- o More serious levels of or repeated minor infraction
- o Lighting matches/smoking on the bus
- o Throwing objects in or out of the bus
- o Forcible pushing, fighting, or tripping

- o Hanging out of the window
- o Spitting
- o Tampering with bus equipment
- o Threatening bodily harm
- o Use or possession of alcohol or drugs.
- o Inappropriate language/profanity
- o Destruction of property (including writing on seats)
- o Refusing to obey the driver
- o Improper boarding/departing procedures
- o Bringing articles on the bus of injurious or objectionable nature
- o Exiting the bus at an unauthorized stop (railroad crossings, stop signs, etc.)
- o Other behavior relating to safety and respect for others

Procedures for Handling Major Infractions:

As needed, the bus driver shall:

1. inform the students of his/her misbehavior
2. submit a bus incident report form to the building principal
3. record and file the report

In addition, the student will be suspended from riding the bus. Suspension of bus riding privileges will in most cases take place the next school day. (Demerits in the following chart refer to high school students.)

- | | | |
|-------------------|---------|---|
| 1. First Offense | demerit | 1 week off bus plus pay any costs involved |
| 2. Second Offense | demerit | 2 weeks off bus plus pay any costs involved |
| 3. Third Offense | demerit | The remainder of the year off the bus plus pay any costs involved |

Students may lose bus riding privileges for the remainder of the year at any time if the violation is of a severe enough nature and the administrator and driver have determined that continued bus riding privileges would present a safety hazard for others.

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3.3.2 Driving and Parking

Parents/guardians/caregivers dropping off and picking up students between 8:00 and 8:30 am and 2:45 and 3:15 pm must enter the Free Reformed Parking lot to keep the front driveway clear for bus drop off and pick up. Parents entering the FRC lot must loop around the back of the lot and enter the single file car queue as marked by the orange safety cones. The first four cars in the queue can drop off or pick up students. All students must walk along the fence to approach their parents' cars.

All students who drive motorized vehicles to or from school must register in the office. At that time, drivers will be given the following list of regulations. All vehicles must have a GCA parking tag. **Vehicles not registered and/or without a tag will be assessed a \$5.00 parking fee per occurrence.**

Rules and Procedures

1. Students must register all vehicles they might drive to school. More than one car may be registered on the same form. A description of each vehicle and license plate number is

required. Any changes that occur during the year must be updated as soon as possible in the office.

2. Vehicles must be parked in the student parking lot (east row of parking in the FRC lot) and may not use more than one parking space.
3. Student operated vehicles may not be on school grounds other than in the designated parking lot unless prior permission has been given from a staff member.
4. Vehicles should not be occupied after arrival or before departure from school. The parking lot is off-limits to all students during the school day. Students may not leave school during the day without permission.
5. For student protection and safety, it is recommended that cars are not loaned to other students and that cars remain locked during the day.
6. All cars must be in a safe-operating condition.
7. Cars should not use excessive acceleration or travel at more than 10 m.p.h. on school property. Students must also drive appropriately on nearby streets.
8. Vehicles must STOP before pulling out onto Ball Avenue. All vehicles must also stop on request by any school personnel.
10. Any accident that occurs must immediately be reported to the school office.
11. No immature use of vehicle: loud radios or horns, excessive revving of an engine, squealing tires, dangerous driving, climbing on or damaging another vehicle, pranks on vehicles, showing off, or anything similar.
12. Any destruction of property or injury to others due to driving, including "turving" of the lawn, shall result in an automatic suspension of driving privileges on school property for at least one week, as well as compensation for damages/injuries (\$10.00 minimum charge).
13. Student drivers who, in the judgment of a school official, disobey the Michigan vehicle code or the driving and parking rules of Grace Christian Academy, may lose their driving privileges and acquire points on their driving records (for example, all drivers and passengers should be wearing seat belts).

Enforcement

Normally, students who do not observe the above regulations will be disciplined as follows per year:

1. First offense - Student receives a demerit, plus other punishment where necessary.
2. Second offense - Parental contact, a demerit, plus suspension of driving on school property for one week.
3. Third offense - Parental contact, a demerit, plus suspension of driving on school property for one month.
4. Fourth offense - Parental contact, a demerit, plus suspension of driving privileges for the remainder of the school year.

Depending on the severity of the driving offense, administration reserves the right to enforce driving violations immediately at any offense level and to contact police authorities when necessary.

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3.3.3 Transportation Policy

Grace Christian Academy provides transportation of the students to and from school, within approved geographic areas. Parents are assessed a fee based upon the location of their bus stop and frequency

of use. For fee assessment purposes, there are three transportation zones, each of which is measured by the distance from the school to the student's bus stop. (Zone fee for both a.m. and p.m. transportation is at full rate and a.m. or p.m. only is ½ full rate.) The school will do its best to minimize the length of time that students are on the bus. However, the school reserves the right to determine bus stop locations and the amount of time an individual student is on the bus. The Transportation Supervisor and Committee determine the actual bus stops in July prior to the school year. Routine transportation is restricted to young 5s thru 12th grade.

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Policy Name	3.5 Criminal Record Check	
Effective Date	July 29, 2025	
Revision Dates		
Purpose	To ensure a safe environment for students.	
Policy	Grace Christian Academy requires valid criminal record checks from all employees who work in the presence of children or who may have access to children. A full background check with fingerprinting is required for any employees. The ICHAT (Internet Criminal History Access Tool) is required for all regular volunteers and volunteers that will be with students during an overnight event. Table of Contents	
Policy Applications	Name	Location
3.5.1 Volunteer Policy (July 2024) Volunteers represent a vast array of gifts and graces that play an invaluable role in the thriving of community life at GCA (1 Cor. 12; Eccl. 4:7-12; Psalm 133). Volunteers are expected to conduct themselves consistent with the Scriptures and GCA's Core Beliefs, work in concert with administration and teachers at all times, maintain a positive attitude, and contribute to a healthy and safe learning environment for students and staff on campus. GCA distinguishes between two types of volunteers 1. those who work inside the school but are not directly involved with students 2. those who work in the classroom directly with students. The administration, at their discretion, reserves the right to accept or dismiss volunteers. To register as a volunteer at GCA: 1. Volunteers working inside the school during school hours but are not directly involved with students must: • Complete an ICHAT background		

• Obtain approval from the respective principal for whom you are volunteering (elementary or secondary) • Obtain and wear a name tag at all times on campus • Complete training in emergency procedures (fire, intruder, weather, etc.) 2. Volunteers working in the classroom directly with students must: • Complete an ICHAT background • Obtain approval in writing from the respective principal for whom you are volunteering (elementary or secondary) • Obtain approval in writing from the specific teacher for whom you are volunteering • Obtain a list of specific tasks you will be performing • Provide name of the church you attend and church reference • Sign the statement of GCA Core Beliefs • Obtain and wear a name tag at all times on campus • Complete training in emergency procedures (fire, intruder, weather, etc) Table of Contents

Policy Name	3.6 Emergency Safety Procedures	
Effective Date	July 29, 2025	
Revision Dates		
Purpose	To ensure student and staff safety and accountability in the case of a medical emergency, outside of building threat, inside of building threat, required building evacuation, or a weather threat.	
Policy	GCA will conduct emergency drills (Hold, Secure, Lockdown, Evacuate, and Shelter) in compliance with the requirements of the State of Michigan and the K-12 School Standard Response Protocol. Table of Contents	
Policy Applications	Name	Location
3.6.1 Off-site designated location for pick-up a. Minor incident - In a minor evacuation incident that, for whatever reason, the school building could not be re-entered, parents will use the Free Reformed church and parking lot for student pick-up. b. Major event - In a major evacuation such as a school shooting, the local police will handle all evacuation and off site reunification including transportation. The location will be Calvary Church - 707 East Beltline		

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3.6.4 Volunteer Information (to be distributed each year)

Notes for Volunteers

We appreciate all who are willing to spend time volunteering to help in our school. Volunteers are a valuable asset to this school; they help in so many important ways. Since we have several school expectations, it is important that we relay these items to all who are on school property during the school day.



First, there are **five types of drills** that we may practice during the school day. Locations for each class to go for **SHELTER/severe weather** and **EVACUATE/fire drills** are posted in each room.

- An **EVACUATE/fire drill**, one that we practice several times per year, is a loud, constant bell accompanied by flashing lights. It indicates that all people need to leave the building through the nearest main exit point immediately. These are often timed, and sometimes viewed by the fire department. Please exit the building in a safe, orderly manner. All students need to be accounted for by their home room teachers and assemble in assigned areas in the Elementary playground.
- Another type of drill that we practice is the **SHELTER/severe weather** alert. An administrator will announce this drill over the intercom. Students, staff, and volunteers are to locate a safe interior wall away from exterior windows, crouch down, and cover their head. Students have designated locations.



The last three types of drills that we practice are **SECURE/outside intruder LOCKDOWN/inside intruder** and **HOLD** drills. Sadly, targeting schools has become a reality in our world. Because of this, students are taught how to best be prepared should the unexpected ever happen in our buildings.

- A **SECURE/outside intruder** warning over the intercom tells students, staff, and volunteers to shut all windows and doors, close blinds, and remain vigilant. The school day may proceed uninterrupted, or if local law enforcement indicates, students may need to crouch inside the classroom in an area not visible through exterior windows. Students will not be able to leave their classrooms or the building without an "all clear".
- A **LOCKDOWN/inside intruder** drill announced over the intercom requires more action from all in the building. The doors are closed, door floor locks are installed, the lights are turned off, and students take a position along an interior wall, crouched and silent, so as not to be detected from the hallway doors. Students may be asked to quietly help move items to barricade the door. Again, all should remain in this position until an "all clear" is given.
- A **HOLD** drill is used to clear the hallways if there is a medical emergency or other event we do not want students to see. This will be a verbal intercom warning. All teachers and students must clear the hallways and stay in their rooms until the all clear signal is announced.



In a normal, non-drill situation, **all classroom doors and windows** are expected to be **closed and locked when students are in class**. With this in mind, staff members and volunteers must be conscious of what a closed-door barrier may mean to students and parents. One-on-one instruction and help should always be done in clear view of the window on the classroom door. It is also important that students can be found at all times. Being behind a locked door and out of the line of vision can

result in a student's whereabouts being unknown. Sitting in clear view of others protects staff, students, and volunteers from any insinuation of improper behaviors.

Attire: Volunteers are also asked to observe the same modest and professional standards as our students (dresses/skirts for women, pants for men) when working or volunteering in our school building during school hours.

Thank you! To all those who choose to be a part of our daily and weekly volunteer staff, thank you! Please refer to either building administrator if there are questions.

Note: Any volunteers who (1) are at school weekly, (2) have oversight of students, or (3) are chaperones on overnight trips will need to submit information to an administrator for The Internet Criminal History Access Tool (ICHAT) and provide any other information requested as part of a background check.

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Policy Name	3.7 Emergency, Crisis, and First Aid
Effective Date	July 29, 2025
Revision Dates	
Purpose	To clarify procedures in case of accidents, crisis, or other emergencies.
Policy	GCA will maintain and annually update key components of a crisis manual, maintain designated protocol for ill and injured students, publish and follow school closing protocol, and maintain a CPR/First Aid certified staff. Table of Contents
Definitions	
Policy Applications	
3.7.1 Crisis Response Manual	
GCA will maintain a Crisis Response Manual.	
3.7.2 School Closing Instructions	
Should it be necessary to close school because of inclement weather, or for some other reason, the following procedures will be followed:	
1. A designated administrator will initiate a "CallFire" automatic texting system. One text will be sent to all teachers, staff, parents, and bus drivers. 2. School closing decisions are normally made by the building principals in conjunction with the transportation supervisor before 6:00 a.m.	

3. Parents and students are also notified of school closings by school email and closings are posted on Wood TV 8, WZZM TV 13, and the GCA Facebook page. Table of Contents
3.7.3 CPR/First Aid Policy Each staff member must view a video on CPR/First Aid annually. In addition, each staff member must participate in a CPR class, leading to proper certification, every second year, so that the certification will remain current. Any expenses incurred must have the prior approval of the school administrator. Each staff member must view a video on blood-borne pathogens every other year. Table of Contents

Policy Name	3.8 Health and Medical Information
Effective Date	July 29, 2025
Revision Dates	
Purpose	To ensure that administrators, teachers, and staff are made aware of any student with a medical condition.
Policy	GCA will correspond with students and parents (or care-givers) to ensure accurate and current health, medical and emergency information is available to employees for students enrolled at GCA.
Policy Applications	
3.8.1 Communicable Disease Since we are required to report any communicable disease to the county health department, parents are requested to inform school immediately if their child contracts a communicable disease. Table of Contents	
3.8.2 First Aid The school office will provide minor first aid for injuries. Parents will be contacted, if a student becomes sick or is hurt. Parents might be asked to bring their children home or to a family doctor for medical attention. On-going medical health concerns could affect classroom performance and school behavior. Parents are requested to inform the office regarding these medical issues. Table of Contents	

3.8.3 Health/Sickness Guidelines

Health/Sickness Guidelines

Grace Christian Academy desires to keep all students and staff as healthy as possible. There are three key ways (among many others) we can all help with this. (1) VENTILATION: Prior to the 2022-2023 school year all classroom ventilation was improved. Continual air circulation helps clean the classroom air. (2) HANDWASHING: Students have periodic reminder lessons for appropriate hand washing, and there are posters by washing areas as daily reminders. (3) SICK STUDENTS SHOULD STAY HOME: When school is in session, a child who has a fever of 100 degrees or over and/or is vomiting or has diarrhea needs to stay home. To return back to school, the child needs to be symptom free for 24 hours. (Note: With respect to fevers, "fever free" means no fever when not taking antipyretics. Antipyretics are medicines that treat or prevent fever.)

With respect to highly communicable diseases, if a child has a family member (live in the same home) who has tested positive for a communicable disease, we also ask the home isolate as much as possible those with infections from the others in the family that are attending school. Watch any school-attending children very closely for developing symptoms both at home and at school. We recommend that parents consult their primary care physician for more guidance regarding their child's health.

Note for the school: In cases of highly communicable diseases teachers/custodians should implement extra cleaning measures.

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3.8.4 Inclement Weather (EL)

Pupils are expected to spend their time before school and during recesses out-of-doors. In case of inclement weather, students may remain in school but must be quiet and orderly. The wind chill index as well as the temperature will be considered. Students are kept in school on rainy days or when the wind chill index is below 0 degrees F. If lightning is or could be occurring, all students must immediately enter the school building. Teachers should:

1. Allow a few minutes for restroom visits, then students should return to classrooms.
2. Spend recess breaks in rooms and supervise their students.
3. Provide rainy day games.
4. Use the gym (per rainy day gym schedule).

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3.8.5 Allergy Policy

LIFE THREATENING ALLERGY POLICY

Each of our students at Grace Christian Academy is a unique individual and has his or her own specific needs. For some, life threatening allergies can present serious daily challenges. While we as a school community encourage our students to continue to mature and gradually accept more personal responsibility, it is imperative for their safety and wellbeing that each year parents ensure that all persons coming into contact with their children at school (teachers, aides, bus drivers, playground supervisors, daycare providers, children's friends and their friends' parents) are aware of specific allergy concerns.

I. Purpose and Scope

In order to minimize the incidence of life threatening allergic reactions, the Grace Christian Academy (GCA) will:

- Maintain a system-wide procedure for addressing life threatening allergic reactions

- Maintain an Emergency Allergy Action Plan (EAAP) for each student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy
- Encourage students to assume more responsibility concerning their condition and prevention of allergic reactions as they grow older

II. Procedure for Implementing Life Threatening Allergy Policy

In order to minimize the incidence of life threatening allergic reactions, the Grace Christian Academy (GCA) will:

- Inform parents of the schools' allergy policy to encourage their support and compliance
- Maintain in conjunction with the student's parent and doctor, an Emergency Allergy Action Plan (EAAP) with photo ID attached for any student identified with a potentially life-threatening allergy
- Post EAAPs in the school's health room or teachers' lounge.
- Require the EAAP to be updated annually by the student's parent/guardian, and the child's doctor EAAP to include student's name, allergen(s), warning signs, symptoms, emergency plan, and phone numbers of parents & doctor
- Ensure that EpiPens (belonging to the school and those prescribed to the students) are available in the health room and are replaced periodically as their time-dates expire
- Encourage, with parental permission, appropriate students to carry their EpiPens on their person
- Provide training and education to school staff to include but not be limited to:
 - A description/definition of severe allergies and a discussion of the most common food and stinging insect allergies
 - The signs and symptoms of anaphylaxis (severe allergic reaction)
 - The correct selection and use of an epinephrine auto-injector (EpiPen)
 - Specific steps to follow in the event of an emergency
 - Location of emergency EpiPen & Benadryl medications
- Require parents with children having allergies to sign a waiver authorizing, in an emergency situation, teachers and bus drivers to administer appropriate treatment to students experiencing a life threatening allergic reaction following the appropriate EAAP for that student

III. General Signs and Symptoms

Typically, an allergic response usually occurs within minutes after exposure and may range from a mild stomach or skin reaction to anaphylaxis, a life-threatening reaction that can constrict the airways and impair breathing.

Mild reaction symptoms:

- * Itching or tingling in or around the mouth/lips/throat
- * Itchy skin rash, hives or swelling
- * Stomach ache, abdominal cramps, diarrhea, vomiting

Often treated with Benadryl (Diphenhydramine, generic) - consult EAAP of affected student

Severe reaction symptoms:

- * Throat: itching, tightness, hoarseness, hacking cough
- * Lungs: shortness of breath, repetitive cough, wheezing
- * Heart: rapid pulse, dizziness, low blood pressure, loss of consciousness

Often treated by EpiPen injection and immediately calling Emergency 911 - consult EAAP of affected students. Students may experience an allergic reaction that will exhibit a combination of mild and severe symptoms.

IV. Specific School Preventative Measures

Transportation

- Attend in-service sessions provided by the school, learn to watch for symptoms of an anaphylaxis reaction

- Receive training in the use of an EpiPen
- Post copies of the EAAPs of allergic students in a prominent place on the bus
- Seat young students with allergies near the front of the bus
- Assign a buddy to students with allergies who can look out for them
- Discourage eating on the buses
- Encourage students with allergies to carry EpiPens in their backpacks when riding the bus

Teachers and Classrooms

- Receive training in the use of an EpiPen
- Discuss anaphylaxis reactions with the class, in age-appropriate terms
- Prohibit sharing or trading food in lower elementary classrooms with allergic students
- Post information about allergic students' EAAPs in elementary classrooms
- Consult student EAAPs to determine appropriate medications, which teachers must send with allergic students attending field trips
- Plan elementary after-school activities to comply with school policies and procedures regarding life-threatening allergies
- Assist elementary students with food allergies in determining which hot lunch foods or birthday treats are safe for them to eat
- Label all snack items sold at elementary classroom fundraisers as to whether or not they contain peanut products
- Request one parent of elementary class selling snacks to bake a few snacks that are safe for students with food allergies
- Request parents with allergic children to accompany them on their field trips and after school activities

Hot Lunch Program Chairpersons

- Read labels of all food products used to prepare student hot lunches to determine whether or not they contain allergens
- Inform elementary teachers with food allergy students, which food items served in the hot lunch contain allergens
- Consult the designated parent of a food allergy student for assistance in determining which foods are allergen free

Revised 9/17/09

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3.8.7 Student Medication Policy

Elementary:

I. Procedures for Administration of Medication in Schools

1. The student's parent/guardian must provide the school with written permission and request to administer medication.
2. Written instructions, which include name of student, name of prescription medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication.
3. Prescription medication must be administered by one adult in the presence of a second adult, with both individuals being designated by the school administrator.
4. Prescription medication must be administered in the presence of a second adult except in an emergency that threatens the life of the student.
5. Prescription medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible (e.g., distance of child's home to school).

Where a district has, or believes it might have reason to verify amounts of prescription medication brought to school, e.g. Ritalin or other controlled substances, the amount of drug received should be immediately counted and the count recorded by designated school staff. The amount of drug should be recounted on a regular (monthly, bi-weekly) basis and this count reconciled with prior count and medication administration log/record.

6. All prescription medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
7. Prescription medication should be stored in a location that is kept locked with limited access except at time of administration.
8. A log of medication administration, by individual, should be kept. The log should contain the name of the student, the name of the medication, the dosage given, and the time given. The person giving the medication should record the date and time of the administration of the medication and sign their name. The witness (second adult in attendance) should initial the log. If an error is made in recording, the person who administered it should line out, initial the error, and make the correction in the log. The individual student log should be kept until one year after the student's graduation from high school. Model daily log form attached.
9. If an error is made in administering medication, such error should be reported immediately to the building administrator. The building administrator or designee should report the medication error to the parent/guardian and suggest consultation with the physician/pharmacist/school nurse. A report of the error should be made and filed.
10. If any adverse reaction to medication occurs, the parent/guardian should be notified, and if necessary, 911 should be called.
11. No dosage or time of administration changes should be instituted except by written instruction from the physician after the initial request.
12. Parental or guardian request/permission and physician's instruction should be renewed annually, or more often if necessary.
13. Prescription and medication supply renewal should be the responsibility of the parent/guardian.
14. Prescription medication left over at the end of the school year should be picked up by the parent/guardian or the school will appropriately dispose of the medication, and record this disposal on the medication log. A second adult should witness disposal.
15. Non-prescription medication (such as Tylenol) will be administered as needed in the office and a log will be maintained.

Optional Procedures

1. The school may set a designated time for administration of prescription medicine. The parent/guardian should be informed of this designated time and communicate this to the family physician when he/she writes instructions for administration of the medication. If an exception to the school designated administration time is needed, the physician is requested to send a written explanation along with medication administration instructions to the school.
2. Expiration dates should be checked periodically, especially on epi-pens and inhalers.
3. The school should request that pharmacies supply prescription oral medication in exact dosage prescribed so that dividing pills is not the responsibility of the school personnel.

II. Procedures for Student Self-Administration/Self-Possession

Definition: Self-administration means that the student is able to consume or apply prescription and non-prescription medication directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

1. The student's parent/guardian must provide written permission and request to the school to allow the student to self-possess and self-administer medication.
2. Written instructions, which include name of student, name of medication, dosage, time to be administered, route of administration, and the physician/provider instruction that the student may self-possess and /or self-administer must be provided to the school.
3. The parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
4. All medication should be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.
5. The building administrator may discontinue the student self-administration privilege upon advance notification to the parent/guardian.

High School

The school office does not administer prescription drugs. If a student must take a prescription drug, it is the parent's responsibility to send the correct dosage on a daily basis with their child. No more than one day's supply of prescription or non-prescription drugs is allowed on school grounds. If parents have given permission at the beginning of the school year on the Emergency Form, proper dosage of Tylenol and Ibuprofen will be given to students upon request.

The school office will provide minor first aid for injuries. Parents will be contacted, if a student becomes sick or is hurt. Parents might be asked to take their children home or to a family doctor for medical attention. As always, parents are requested to inform the office, if there are on-going health concerns with their children, which staff should know, since this could affect classroom performance and school behavior.

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3.8.8 Wellness Guidelines on Physical Activity and Nutrition

Grace Christian Academy recognizes good health as a gift of God. God has provided means, namely food and exercise to promote good health. In order to grow, learn, and thrive, children need access to healthful foods and opportunities to be physically active. Yet, nationally:

- obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;
- heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;
- 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;
- only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;
- nationally, the items most commonly sold from school vending machines, school stores, and

snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes.

Thus, Grace Christian Academy is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore:

- The Physical Education and Science Departments will engage students (particularly in science classes of grades 2,4,7) in learning about proper diet and exercise.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Special consideration will center on following the U.S. Dietary Guidelines during school hours. The Hot Lunch program (every other Friday) will have a goal to include all food groups (grains, vegetable, fruit, low-fat or fat-free dairy, meat).

To achieve these goals, GCA will:

- provide students with at least 10 minutes to eat after sitting down for lunch;
- schedule lunch periods between 11 a.m. and 1 p.m.;
- avoid scheduling tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- provide students access to hand washing or hand sanitizing before they eat meals or snacks;
- annually encourage hot lunch chairpersons to provide balanced meals. If available, foods and beverages should be limited to reduced-fat and nonfat milk, fruits, and non-fried vegetables;
- promote water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent non dairy beverages;
- minimize the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages, as rewards for academic performance or good behavior;
- provide, through the PE and Science curriculum, nutrition education and engage in nutrition promotion that is part of a sequential, comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- provide elementary school students with at least 30 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment;
- provide an opportunity for at least 20 minutes of daily physical activity other than PE classes for students in grades 7-12. 60 minutes per day is the nationally recommended amount of daily physical activity. Most students have an opportunity for 60 minutes during school hours (recess, breaks, and/or PE). Those with less than 60 minutes should be strongly encouraged by their parents to engage in after school physical activities.
- provide a copy of this policy to hot lunch chairpersons in August/September (administrators).
- remind teachers annually (administrators).

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Policy Name	3.9 Student Records and Protection of Privacy
Effective Date	July 29, 2025
Revision Dates	
Purpose	To clarify student record policies and procedures
Policy	Educational Records Policy Student education records are records that are directly related to a student, and maintained by Grace Christian Academy (GCA). Student education records are directly accessible only by school officials with legitimate educational interest. Student education records or copies thereof may be inspected/reviewed and reasonable explanation/interpretation requested by a student's parents or guardian upon request. This includes both biological parents regardless if separated, divorced, or non-custodial unless a legally binding document revokes these rights. When a student becomes 18, his parent's "student education records" rights transfer to the student. Parents may request amendments to the student education records (including deletions). Only GCA administrators may remove materials from student education records. GCA will obtain parental written consent prior to the disclosure of <i>personally identifiable information</i> from a student's education records to third parties (non-parent). GCA may disclose designated <i>directory information</i> without written consent, unless parents have informed GCA in writing that this information not be disclosed. <i>Directory information</i> is used in school publications such as the following: • The annual yearbook • The School Directory • Honor Roll or other recognition lists • Graduation Programs <i>Directory information</i> is information that is generally not considered harmful or an invasion of privacy if released. It may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include: but are not limited to, companies that manufacture class rings or publish yearbooks. GCA has designed the following information as <i>directory information</i>: • Student name • Participation in GCA activities • Address • Telephone listing • Photograph • Degrees, honors, and awards received • Date and place of birth • Major field of study • Dates of attendance • Grade Level • Recent educational institutions attended GCA will annually notify parents of students regarding their rights under Family Educational Rights and Privacy Act (FERPA).

	GCA will maintain a record of parties obtaining access to student education records. The record will include the party's name, date of access, and purpose for which access is allowed. Access does not have to be documented for parents, school officials with legitimate educational interest, and parties with written consent from a parent. GCA designated the school secretaries as the "Custodian of Records" whose responsibility is to ensure the confidentiality of student education records. For every student enrolled in GCA a student education record shall be maintained, consisting of all the information that affects the decisions made about the education of the student that is maintained by GCA. GCA will update the information in the student education records annually. The list of documents to be filed in Student Education Records include: • Scholastic data sheet-form 100A • Parent-teacher conference reports • Standardized and diagnostic test results including MEAP,IOWA, AIMSweb • Immunization records • Enrollment information sheet • Medication administration daily log • Resource instructor and Remedial assessments and evaluations • Evaluations by outside agencies if not labeled or declared "confidential" by a GCA administrator • Letters of commendation/reprimand and/or description of special achievements • Record of hearing and vision screening results • Annual snapshot of student (optional) GCA shall also maintain a confidential file for students to store information of a highly sensitive nature. The following shall be placed in the confidential file: • Notes and observations prepared by and for the exclusive use of a teacher or administrator and that are not used in making program placement decisions. • Counseling records relating to a student that may be personal, sensitive, or embarrassing to the student. • Any information that identifies a student guilty of a criminal violation of law. • Access to information stored in the confidential file is by administrator permission only. • All information in the confidential file will be maintained for a period of one year after the student ceases to be enrolled at GCA. After which time they will be destroyed completely and confidentially. GCA will retain student education records until a written request is received to forward the record to another school or until a period of 7 years has passed since the student ceased to be a student at GCA. When retention of student education records is no longer necessary, they will be destroyed completely and confidentially. Table of Contents
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3.9.2 Non-Custodial Parent - Records Request Sample Letter to Custodial Parent:	

Grace Christian Academy has received communication from _____ indicating that (he/she) is the natural (mother/father) of (name of student) and requesting access to (his/her) child's educational records.

According to federal and state law, as well as a school board policy, the non-custodial parent is eligible to receive this information. In accordance with these rules, the requested information will be forwarded to (name of non-custodial parent) ten days from the date of request.

If there is a court order revoking (name of non-custodial parent's) access to this information, you are to contact this office immediately.

If I can be of some assistance in this matter, please contact me at _____.

Sincerely,

Administrator

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3.9.3 Student Record Transfer/Storage

If a student transfers to another school, GCA will send the student records to that school (upon formal request from the school with parent/guardian signature). For students that homeschool or no longer attend a school, GCA will maintain the records per State of MI requirements.

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Policy Name	3.10 Student Supervision
Effective Date	July 29, 2025
Revision Dates	
Purpose	To confirm that adequate supervision is provided to ensure student safety.
Policy	GCA will create and implement a supervision schedule that provides for appropriate supervision of students during the entire school day, including hallways, arrival and departure of students and travel to any other facilities or parks. Staff members are responsible for conscientious follow through on all supervision duties assigned. If a staff member will be delayed, he or she is responsible to find another staff member to care for this supervision duty. Table of Contents
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3.10.1 Supervision before and after school

Other than school events, students should arrive after 8:05 am (beginning of staff supervision) and be offsite by 3:30 pm.