

Grace Christian Academy

School policies

Student handbook

Mission of the School

Grace Christian Academy (GCA) is here to help parents fulfill the command of Deut. 6:4-8. We are here to help raise *your children* as young disciples to look at the world with God in their hearts.

Process of education

The policies and procedures are in place to help develop character. Growth means change and change comes from challenging the students to develop habits which in turn become character traits. Our supervisors (teachers) are certified by the A.C.E (Accelerated Christian Education) requirements. The Policies and Procedures Manuals are what guide the children through the process of learning with the help of the supervisors (teachers).

Admission process

The following is the process that you will go through for admission into the school:

- Personal tour of the facility
- Fill out application accompanied with registration fee
- School records and latest report card
- With letter of why you desire your child in Christian school
- Personal interview
- Attend the parent orientation on a Saturday (**no child care will be provided**)
 - Two Orientation classes will be scheduled (select the one that best fits your schedule) and parents will be notified of the dates and times
- Confirmation of enrollment status - Acceptance or Denial (with explanation)
- First Tuition is payment due at enrollment
- School calendar¹ will be issued at the beginning of the school year
- Communication will be sent home with students in the parent communication envelope

Enrollment

The following is a list of prerequisites for enrollment in GCA:

- Attending a church
- Supporting a church
- Parents must be growing spiritually
- We are a Christian School therefore no other religion will be promoted by the parent of the student, or the student. Religion can be discussed in light of the Christian believe system.

¹ Re-enrollment forms are to be filled out every year for the beginning of the following school year. The re-enrollment form will be due by the 1st of May. This allows us to plan for the next school year.

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Finances

Payments are as follows

Registration	\$60.00	for K3-K5 ²
	\$100.00	for Elementary, Middle school and High school
Tuition	\$1980.00	for K3-K5
	\$2980.00	for Elementary
	\$3280.00	for High School

- * Late payment will incur an automatic \$20.00 surcharge. Late fees apply to all payments made after the 20th of each month.
- * Expect a call from the principal for late payments and absentee students.
- * Picking a child up late will be \$5.00 after the first 15 minutes and each 15-minute segment following.

Multiple enrollment percentage discount³

Second student (sibling) enrolled	10% discount
Third student (sibling) enrolled	20% discount
Fourth student (sibling) enrolled	30% discount

Additional charges

\$5.00 each	Failed PACE
\$5.00 each	Field Trips
\$10.00 each	Projects (i.e. Lab fees, special art projects, etc)
\$10.00/15 minutes	Administrative charge for additional work created by parents special requests

All payments will be given to Miss Erin in the office.

Our scholarship program is managed through:

- Cochise Christian School Tuition Organization, Inc.
- Arizona Christian School Tuition Organization, Inc.
- Displaced Pupils Act Scholarship (adopted children only)

These programs allow the parent funding to off-set the tuition up to 90%. We encourage scholarship families to pay a minimum of 10% of the total tuition.

² K3 = 3years old, K4 = 4years old, K5 = 5 years old

³ Only applies to full fee students (i.e. students who are not receiving Grants or Scholarships)

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School Supplies

The supplies the students need are the student/parent's responsibility. A supply list is given at the beginning of the school year. You can request another copy from Miss Erin in the office if you misplace yours.

The supervisor will inform the parent(s) of the younger student(s) what and when they might need to replenish their school supplies.

Family and school relationship

The chain of authority as described by the Scriptures is there for the benefit of the child. The child falls under parental authority and this responsibility is given by God.

The school staff is taking on the delegated authority of the parent, and the students are expected to respect their supervisors as their authority. Parents are asked to support the supervisor and treat them as the child's authority while at school. With this in mind the school will communicate to the parent the progress as well as the problems that arise in the academic life of the child. Our goal is to raise the children to learn to live in a loving community. Community means responsibility, with this comes performance to a gradable level.

Class Environment

We maintain a class environment that is conducive to learning for the student. Our procedures are proven over the years and the experience of the School of Tomorrow staff. We ask that parents support the process of learning outlined in the class procedures by limiting your involvement in the classroom, such as correcting your own child, evaluating the supervisor's effectiveness or reviewing material **during class time**. Reviewing your child's material can be done at home.

Student career responsibilities⁴

It is our view that the child's responsibility in life at this time is as a career student. Adults have their career outlined clearly. The enrolled child's occupation and calling in life is Student. With this in mind the responsibilities of that student are:

1. To arrive on time to school
2. To accept the goals and objectives for their course of study
3. To complete all homework (with the encouragement of the parent)
4. Fulfill all requirements given by the supervisor (teacher)
5. To accept the demerits as given
6. To make all detentions
7. To comply to the tenants of this school policy
8. Show school spirit

⁴ Students who do not meet these expectations may not qualify for scholarships.

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Grading schedule

We do not gauge the success of the student in terms of grade levels (fifth grade etc.). The average student is advance in one subject while bringing one or more subject up to their age level. We can give a parent an average performance grade level. Our PACEs translate to a grade level.

Parental responsibilities

It is the responsibility of the parents to:

- To keep the communication lines open with the students' supervisor & principal
- Look in the Parent Envelope when your child brings one home to:
 - Review the contents for any correspondence.
 - Sign and return Report Cards (**must be returned** for the next quarter's grades)
 - Sign and return all homework slips (whether your child has finished the work or not)
 - Sign and return the envelope
 - Please respond to any other information that may need your attention
- Coming in and talk to your child's supervisor (teacher) either at the beginning or the end of the day. **Please not during active class time.**
- Supporting the staff - Please remember that when you are in your child's classroom both you and your child are under the supervisor's (teacher's) authority.
- Meet with administration immediately to resolve any questions and concerns.
- Send a note to school with your student about any planned absences. These notes are put into your student's folder as a record.
- Call the office for any unplanned absence and give a brief explanation.

Please Attend

- All parent meetings
- Scheduled quarterly parent conferences
- Students and families expected to participate in all extra functions

School Supplies

- The supplies the students need are **the student/parents responsibility**
- The supervisor will inform the parent of the younger students what and when they might need to replenish their school supplies.
- A **supply list is given** at the beginning of the year.

Plan of Recourse

If there is a problem, a parent can ask to speak to the ministry board. If a resolution cannot be found, the parent might consider withdrawal of student. The choice of keeping a student enrolled will ultimately be on the Principal and the staff at the recommendation of the board. Families showing a continuous lack of support will be grounds for expulsion. If this is the case, a letter of recommendation will be mailed stating that the student be enrolled elsewhere.

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Volunteer time

Every parent will be asked to volunteer four hours a week. There is a skills and experience form that can be filled out. Some of the volunteer areas are:

- Taking playground monitor in the morning and in the afternoons
- Help in cleaning
- With art projects
- Maintenance on the building
- Fundraising positions -Scholarship director
- Soup labels
- Esript
- ⁵Help teach a specialty class:
 - Art Hobby
 - Holiday craft Share your Musical talent
- **Important:** To work in the classroom with the supervisor (teacher), parents must take the monitor class; this will be made available on a Saturday.
- Help give spelling tests, doing flash cards
- Serving at the school programs, special event and special occasions
- Talk to your children about your occupation or vocation⁶

We could use the help during the summer time with cleaning, repairing and building school desks, upkeep of playground equipment and other maintenance. The church conducts workdays please let us know if we can contact you to participate. Thank you.

Discipline procedures

There is an outline of class rules and playground rules that will incur demerits

Three demerits will result in detention after school

It is the parent's responsibility to pick up the child on time **after** detention time

Reasons for Expulsion – These issues are not taken lightly.

Not supporting the staff at the school

Complaining about the staff and school to the children

Continuous breaking of the rules and not seem to care

Not paying tuition

Sporadic attendance

⁵ Arrangements must be made ahead of time with your child's supervisor (teacher), please remember that these things need to be fit into an existing schedule.

⁶ Arrangements to share with the class can be made by asking your child's supervisor (teacher)

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Lunch and snack policy

We have a recommended list of healthy snacks you can send with your child to school
Children will bring their own snack and lunch

Sugar products will be put away and taken home at the end of the school day

Exceptions to the sugar rule:

Birthday parties Holiday baking & Parties
Special class projects

Exceptions will be at the discretion of you child's supervisor (teachers) so please make arrangements in advance.

Phone policy⁷

If a child requests to call home, the staff will call the parent concerning the problem.

If necessary the parent can request to talk to the child

No cell phones will be allowed during the school hours.

Daily School Schedule

Doors Open at 8:15 a. m.

Assembly begins promptly at 8:30 a. m.

Preschool and Kindergarten (K3-K5) end at 11:30 a. m.

Lunch is at 12 p. m.

School ends at 2:30 p. m.

Parents please wait in the sanctuary until it is time to pick up your child.

Student pickup

Please sign your child into their respective classrooms.

Once the child is recorded as present he/she is the school's responsibility.

People authorized to pick up your child **must** be registered, by you the parent, at the school office. The parent can present the school office with a copy of each authorized person's driver's license.

Children will not be allowed to leave with someone who is not registered in the school office.

If the child needs to be pulled out of the school during the day only the parent or authorized person will be allowed to pick the child up.

Notify your child's supervisor (teacher), in advance, of any planned absences, such as Dr.'s appointments, family commitments, family trips, etc.

Attendance

The children are to have 185 days of academics each year. If the child consistently misses school, they will not be able to keep up with their studies. If the child is absent for 3 or more consecutive days they will need to present a doctor's note before they will be allowed to return to school.

⁷ Phone calls will be at the discretion of the Staff

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After five unexcused days absent in one quarter – The student's letter grade will be dropped one grade: example would be a grade of A would be dropped to a B, etc.

If a child misses 12 days in the year they will be held back one year.

There will be days that a child will be done with their work early. During this time the children are encouraged to be involved in activities such as:

- | | |
|--|---|
| Preparation for the Student convention | Computer research |
| Chores around the school | Reading |
| Study time | Practice flash cards (to improve math skills) |
| Work on oral reports for privileges | Science projects |

Students need to remain at school until the end of the scheduled school day.

Character building

It is our goal to help shape your child's character for their future. We accomplish by encouraging them to do things that will help them learn responsibility, treat others with respect, do unto others as you would have them do to you and love your neighbor. These apply to the children as well as adults. There will be times when they will be asked to do something that they do not like, such as – ask someone to forgive them or to do a pace over again. These are used to help your child grow up to be productive, thoughtful adults.

Learning to put their faith in God and his Word

Children will be encouraged to walk out their faith in God. Their best example is you, the parent(s).

Uniforms

Uniforms are required and are the responsibility of the parent. The standard uniform is:

- Khaki pant (no utility or cargo style pants), skirts and jumpers with a solid colored polo.
- Girls may wear a collared shirt or blouse under jumpers
- No logos on clothing
- No logos on Sweaters or jackets
- Brown shoes or something comfortable
- All sandals must have a back strap to them

For physical education:

- Navy Blue Basketball shorts (fitted shorts with longer legs) with a light blue tee shirt.
- Tennis shoes

Special occasion:

- Khaki slacks, skirts and jumpers and a white collared shirt
- Brown leather shoes with brown belt

If a child is not in uniform they will be sent home for the day.

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I have read and understand the School Policies Student Handbook and I agree to abide by these guidelines.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

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Updates: 1/18/06, 5/25/2006, 4/23/07, 8/7/07,