

Welcome!

We, the staff of **Grace Academy**, welcome you to our school. Christian Education is one of the most important decisions in training up a child in the way of the Lord. The investment of your time and money into the life of your child will surely reap eternal results. We feel honored that you have chosen to partner with us in this endeavor. We believe that God is pleased when we put our children's need to develop a relationship with Him as a top priority.

Students, it is our desire that you will grow spiritually, academically, socially, and physically while you are under our care. You are beginning an exciting adventure which can influence the rest of your life.

This handbook has been provided to better acquaint you with our school. We ask that you give us your full support so that **Grace Academy** is not only an educational facility but an educational family.

Grace Academy
is an educational ministry of
Grace Assembly
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MISSION STATEMENT

Grace Academy is a nondenominational, Biblically-based school which partners with Christian families to develop a Christian worldview, promote academic excellence, and prepare children for a lifetime of service to Jesus Christ.

STATEMENT OF PURPOSE

It has always been God's plan for parents to take the ultimate responsibility for educating and training their children. (Deuteronomy 6:6-9; Ephesians 6:4). **Grace Academy** serves as an extension of the home by assisting parents with the moral and spiritual training of their children. It also provides technical and academic assistance to help children master academic skills and concepts.



It is our goal to guide and establish learning experiences that will assist each student in becoming a mature Christian, and a responsible, productive member of society. It is essential that our school families and school staff work together to impart knowledge, understanding, wisdom, and a God-centered view of life to our students.

Attending **Grace Academy** is a privilege—not a right. The purpose of our school is not to reform but to train Christian youth of every ability in the highest principle of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

PHILOSOPHY OF EDUCATION

Grace Academy began with the premise that true education comes from God. This premise is based on the fact that only Christian education deals with all the dimensions of life viewed from a Biblical perspective. True education does not just present data, but relates everything to God's plan for mankind.

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:

- ◆ Man does possess a spiritual dimension.
(Genesis 1:27)
- ◆ Education involves the total being spiritually, intellectually, physically, and socially. (Proverbs 9-9)
- ◆ Each person possesses unique, individual potential, traits, and needs. (Romans 12:3-8)
- ◆ The educational experience must involve the development of Christian beliefs, attitudes, and skills leading toward zealous application.

Our philosophy of education is based on God's Word, and all truth will be taught from these perspectives:

A. Reality.



God is the personal and purposeful Creator, and He represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

B. Truth

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has revealed Himself through His Scriptures, through nature, and through His Son. Man's understanding of truth comes through a study of the inspired Word of God, an understanding of His Creation, and having a personal relationship with Jesus Christ.

C. Knowledge

All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be measured against the standard of truth as revealed in God's inspired Word.

D. Man

Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be and what he will think, become, and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus, the divine Son of God.

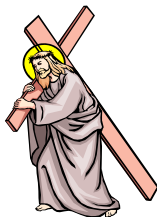
E. Christian Education

An integration of Biblical truth will be an inseparable and primary part of the total educational process.

Christian concepts will be unified with, inseparable from, and central to the academic offerings.

Youth need a steady influence while preparing to live in a complex society.

Only the Bible has the answers to man's needs and longings, therefore, it will serve as a final authority for determining our guiding principles on all questions.



STATEMENT OF FAITH

- ◆ We believe that both the Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit.
- ◆ We believe in the Incarnation and Virgin Birth of our Lord and Savior Jesus Christ as true God and true man.
- ◆ We believe that man was created in the image of God but became separated from God by sin.
- ◆ We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the Cross.
- ◆ We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
- ◆ We believe in the bodily Resurrection of Christ, His imminent return, and the resurrection of His people.



ENROLLMENT

Following are guidelines established by **Grace Academy** in order to maintain its standards of excellence.

ADMISSION POLICY

1. In light of our mission and purpose as a school, it is encouraged that at least one parent is a professing, born-again Christian, living in right relationship with the Lord Jesus Christ and a local church family.
2. Students must be living in right relationship with Jesus Christ, their parents, and their church family.
3. Students must have a desire to attend **Grace Academy**. They must also agree to adhere to the guidelines and standards set forth by the administration, as outlined in this handbook.
4. Parents and students who may have unresolved conflicts in their previous school experience must have a desire for resolution, followed by a Biblical plan of action prior to enrollment.
5. Should a conflict arise between home and school which cannot be resolved between parties, parents shall agree to mediate conflict through Christian mediation.
6. Students with handicaps, (mental, academic, emotional, or physical) will be admitted only if, in the opinion of the administration, their needs can be adequately met by the school.
7. **Grace Academy** does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its admission and educational policies, scholarship and loan programs, athletic, and other school-administered programs.

ADMISSION PROCEDURES

1. Parents will schedule a formal interview with the school Administrator. The student(s) shall also attend the interview.
2. An application and all enrollment forms, must be *completed in full* and returned to the school office along with initial fees.
3. The prospective student and both parents (if two-parent family) will be interviewed by the Administrator.
4. Parents will be notified of acceptance or denial of admission.
5. Parent will sign a Financial Agreement and make financial arrangements to fulfill their obligation.
6. Parents will schedule with the school Administrator a time for testing and placement of their student.
7. Parents will make are encouraged to attend all parent orientation and education activities throughout the year.

IMMUNIZATIONS

Parents or guardians are required by state law to provide written evidence of immunizations for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles), and Mumps. The law provides that pupils be immunized or be in the process of receiving this protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attended school or lived in a 'high risk' country in the preceding school year.

No student shall be permitted to remain in school for longer than 15 days if written evidence of immunization has not been presented. State laws require that a record of the exact dates of immunization of each student is on file in the school folder. A summary of all initial entry pupil immunization records must be reported to the Director of the Department of Health annually by October 15th. Immunization requirements are as follows:



DIPHTHERIA, TETANUS, WHOOPING COUGH (DPT): A minimum of four (4) doses. A fifth dose of vaccine is required if the fourth dose was administered prior to the fourth birthday.

HAEMOPHILUS B (HIB): 4 doses are required.

HEPATITIS B: 3 doses are required before entry to kindergarten. The second dose must be administered at least 20 days after the first dose. The third dose must be administered at least two months after the second dose and at least four months after the first dose and at least six months of age.

POLIO: A minimum of 3 doses of polio vaccine. If the third dose was received prior to the fourth birthday, a fourth dose is required.

MEASLES, MUMPS, AND RUBELLA (MMR): 2 doses of live virus measles vaccine are required before entry into kindergarten; the first dose must have been administered on or after the first birthday and the second at least 28 days later. 2 doses of live virus measles vaccine are required for students in grades 7-12.

VARICELLA: 1 dose is recommended before kindergarten.

Students whose immunization records have been misplaced or are not available are required to have a booster of each of the following:

DPT, POLIO, and MMR. An exception would be allowed in the case that a written statement is submitted by a physician indicating that immunization is medically contraindicated for an individual. An exception would also be allowed in the case of a good cause/religious objection. A statement signed by a parent/guardian, stating the objection must be on file with the immunization records.

RE-ENROLLMENT

All families wishing to return to **Grace Academy** must complete and return the re-enrollment forms prior to the beginning of the new school year. No student has an absolute right to re-enroll. Applications for re-enrollment will be approved at the sole discretion of the school. **Grace Academy** reserves the right to deny re-enrollment to any student who is in violation of the Standard of Conduct. If parents or students are not in harmony with school standards or policies, students will not be allowed to re-enroll.

WITHDRAWAL PROCEDURES

1. The Administrator will communicate with parents regarding the withdrawal procedure. An Exit Interview is requested.
2. A Student Withdrawal Form must be submitted to the school office.
3. The student must undergo a check-out procedure in which all books and any other school property are returned to the school.
4. All financial obligations must be paid in full, including tuition for the last month and any additional days attended. Parents who have prepaid tuition will be reimbursed for the months not attended, after completion of the withdrawal procedure. Curriculum and registration fees are non-refundable.

FINANCIAL INFORMATION

Grace Academy operates as an integral and inseparable part of **Grace Assembly**. Private education in a Christian environment will always require commitment and sacrifice on the part of the parents. The primary support comes from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is additionally considered a “faith ministry.” As such, additional financial support for the school must come from tithes, offerings, and gifts or donations from members and friends of **Grace Assembly** in addition to fund-raising projects conducted by students, staff, and parents.

The tuition-based financial policies shall be described as follows:



A. Fees

1. Nonrefundable registration fee due at the time of enrollment (establishing records and testing)
2. Miscellaneous fees for various school projects and activities (collected as needed).
3. If a student does not bring lunch, there will be a fee for a frozen item.

B. Tuition Payments

1. Tuition payments paid in total at the beginning of the semester will receive a 3% discount.
2. Tuition payments may be paid monthly in 10 equal installments which are due on or before the first of the month, beginning August 1 and continuing through May 1st.
3. All the tuition payments and school-related fees are to be paid as specified on the Financial Form.
4. If tuition payments cannot be made by the first of each month, then the established policy is to allow a 10- day grace period before any penalty is assessed.

5. If payment is not made on or before the 10th of each month, a \$25.00 late charge will be assessed.

6. If the bank returns a check for “insufficient funds” then the parent’s account will be charged \$25.00 for each returned check. A person designed by the Administrator will contact the parent by telephone or mail for permission to redeposit the check or secure a replacement. Payment must be honored within 5 days.

7. Families whose accounts are past due beyond the 20th of the month may be denied services.

8. If a child is expelled during the school year, unused book fees and tuition payments will be refunded on a prorated basis.

9. If a child withdraws voluntarily, parents are responsible for full payment of any fees and tuition payments for all services rendered, regardless of academic progress, for the full month in which their student(s) attended.

DONATIONS

Fund-raising is a vital part of our “faith-based” ministry. Periodically **Grace Academy** will announce a fundraising activity which will require your participation. These fundraisers help in providing the highest level of academic and social support for your children, and tuition assistance for those who are not able to afford a Christian education. We also encourage you to consider mentioning our ministry to any friends and relatives who may be impressed to become supporters.

ANNUAL AUDIT

Our Christian School is financially accountable to God, the Board of Trustees, and the church members for sound financial principles and practices. The school desires to operate with integrity and full disclosure in the handling of its finances, so that all transactions and parties involved are treated fairly.

To provide accountability in the use of money, the Board of Trustees has requested and authorized an annual audit at the end of each fiscal year of the books, financial records, and procedures pertaining to all financial matters. This audit will be conducted by an independent certified public accounting firm and will be available to any interested parties upon request at the school’s administrative office.

FAMILY INVOLVEMENT

The active participation of each parent/guardian is essential to the education of each child, and must not be delegated to others. **Grace Academy** seeks to aid and supplement, not to replace, the parents/guardians in the sober responsibility of training and teaching their children. Together, the parent-school team works to develop each child toward physical, mental, emotional, and spiritual maturity.

OUR EXPECTATIONS OF PARENTS/GUARDIANS

Our purpose as Christian educators and Christian parents is to fulfill our God-given responsibility in training our children. **Grace Academy** is best able to serve parents who:

1. Desire a Christ-centered education for their children which will prepare them for Christian service in whatever area the Lord directs them.
2. Desire a sound academic education in a healthy school atmosphere, which promotes growth in godly wisdom and righteous character.
3. Are in agreement with and support of the implementation of our mission, policies, and practices.
4. Are striving to provide a spiritual home environment by demonstrating Biblical attitudes, values, and conduct. (Ephesians 4:29)
5. Lovingly provide training, instruction, correction, and discipline in the home for their children, according to Biblical principles. (Proverbs 22:6)

6. Guard and protect the hearts and minds of their children from immoral and impure influences, such as unedifying friendships, occult persuasions, and compromising music, video, and TV programs. (Philippians 4:8)
7. Are actively involved with their local church, and who are loyal to their church family and pastors.
8. Are willing to support the school wholeheartedly by:
 - a) regularly praying for staff, students, and parents/guardians.
 - b) promptly paying tuition and other related fees.
 - c) communicating regularly with staff about issues of concern.
9. Deal with conflict in school relationships according to Biblical principles and will not consider filing or bringing litigation against our school. Parents/guardians will agree, and we pledge, to resolve any disputes through Christian mediation. *“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” (Matthew 18:15-16)*
10. Seek to strengthen the school by speaking well of staff, students, and other families. *“Be kindly affectionate one to another with brotherly love; in honor preferring one another.” (Romans 12:10)*

TECHNOLOGY POLICY

Creating an internet usage contract for students at Grace Academy School is a great way to ensure that students understand the expectations and responsibilities associated with using the internet at school. Below is a draft of an internet usage contract that can be tailored to fit your specific needs: ---

Introduction:

The internet is a powerful educational tool that provides students with valuable resources and opportunities for learning. At Grace Academy School, we are committed to ensuring that students use the internet in a safe, responsible, and respectful manner. This contract outlines the expectations and guidelines for internet use at school.

Student Responsibilities:

1. **Appropriate Use:** - I will use the internet at school for educational purposes only. - I will not access, view, or download inappropriate material, including content that is violent, obscene, or harmful.
2. **Respectful Conduct:** - I will treat all users with respect and will not engage in cyberbullying or harassment. - I will not use offensive language or send inappropriate messages.
3. **Privacy and Security:** - I will not share my personal information (such as my full name, address, phone number, or password) with others online. - I will respect the privacy of others and will not access or alter their accounts, files, or data without permission.
4. **Integrity and Honesty:** - I will not plagiarize or use others' work without proper citation. - I will report any accidental access to inappropriate material to a teacher or staff member immediately.
5. **Device Care:** - I will take good care of school devices and report any damage or malfunctions to a teacher or staff member.

Consequences:

I understand that if I violate this contract, I may face consequences, including but not limited to: - Loss of internet privileges
- Disciplinary action according to the school's code of conduct - Parent/guardian notification

PARENT ORIENTATION

It is imperative that parents thoroughly understand the philosophy of education and methodology of instruction. Therefore, all parents are required to attend the Parent Orientation before their child's enrollment is finalized. The day and time will be listed on the school calendar.

PARENT-TEACHER CONFERENCES

At the end of the first and third quarters, all parents will be scheduled for a parent-teacher conference to discuss the academic and social development of their child. One parent is required to attend. Additional conferences are welcomed at any time. Parents should call the school between 8:30 a.m. and 3:45 p.m.

LEGAL CUSTODY POLICY

1. A single parent, grandparent, or a foster parent must provide written documentation of the legal custody of the child enrolled, such as a court decree or private settlement agreement.
2. Only the person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced parents share legal custody of a child and release written documentation to the school, both parents must agree on decisions relating to matters of education and medical care.
4. Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational decisions for the child enrolled.
5. If a grandparent who is the caregiver does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparent.
6. Enrollment will not be complete until permission to enroll the child is given, in writing, by the parent named in the official custody papers as having authority to make decisions regarding the child's education.
7. All legal custodians must sign the school enrollment contract.

CHILD ABUSE POLICY

Our staff is obligated by law to follow the laws regarding child abuse. The reporting policy is on file in the school office and is available for any parent to inspect.

STUDENT CONDUCT

Every institution has standards of conduct. These can be stated as rules, do's or don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In so doing, he misses the spirit of love implied in the rule. However, a principle says: "Love your fellow students and treat them the way you would treat the Lord."

This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us. Therefore, the following are examples of principles set forth as a standard for student behavior: Honor, Harmony, Honesty, Purity, Order, and Stewardship.

At **Grace Academy**, the staff's goal with God's help is to maintain its standards of behavior through kindness, love, and genuine regard for the student. Any disciplinary action that is taken is designed to be firm and consistent. It will be tempered with love, grace, and understanding.

If a child complains to his parents about a certain discipline, policy, or other situation at school, parents should remember that their child's reporting may be emotionally biased; please give the staff the benefit of the doubt. If you would like clarification about an incident, please contact the school without delay.

STANDARD OF CONDUCT

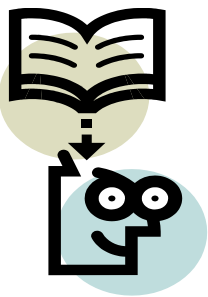
Every student of **Grace Academy** is expected at all times, both on and off campus, to refrain from talking about, writing about, or engaging in the following non-Biblical, immoral activities: lying, cheating, stealing, swearing, gambling, listening to secular music, dressing indecently, drinking alcoholic beverages, using narcotics or illegal drugs, using tobacco, any pornographic activity, using vulgar language, any occult activity, or any sexual involvement with like or opposite gender.

Other types of behavior which are not permissible by any student are: incompatible attitude, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord, and unexcused absences or tardiness. Every student of **Grace Academy** is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, language, morality, honesty, and modest dress. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves at all times, both on and off campus including social media usage.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with their teacher. This is NOT tattling! It has been said, "All it takes for evil to triumph is for good men to do nothing." *"to him that knoweth to do good, and doeth it not, to him it is sin."* James 4:17

CLASSROOM CONDUCT

Students are to show honor to others at all times. “May I...,” “please,” “thank you,” and “Yes, sir” are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Brown, Mrs. Smith). Boys are encouraged to practice being courteous by such acts as opening doors for girls and adults.



BOOKS AND MAGAZINES

Any books or magazines brought to school by a student must be approved by the student’s parents, as well as by the teacher.

BOY/GIRL RELATIONSHIPS

Grace Academy is an educational ministry, with an emphasis on the development of Godly character. There will be opportunity for boys and girls to cultivate friendships, however anything more than passing friendships will not be encouraged for the protection of our entire student body. Students will not be permitted to display a public show of affection during the school day, on school grounds, or while attending any school-related function. All students should give no occasion to have evil spoken against them. “...give none occasion to the adversary to speak reproachfully.” (1 Timothy 5:14) In an effort to provide a healthy, wholesome environment without temptation, our activities or seating arrangements may not be co-ed.

SEARCH POLICY

Grace Academy reserves the right to search a student's person and belongings if the school suspects the student has illegal or unauthorized items. The student may be searched without the student's parents' permission. Registration of the student in **Grace Academy** constitutes parental permission for such searches. The following items may be searched:

- ◆Automobiles
- ◆Backpacks, purses, pockets, etc.
- ◆Lockers, desks, etc.

ILLEGAL DRUGS/ALCOHOL/TOBACCO POLICY

Grace Academy is a zero tolerance school in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products. **Grace Academy** reserves the right, according to our "Student Search Policy", to search students if they are suspected of possessing illegal drugs, alcohol, or tobacco products. Any student who violates this policy will be turned over to the appropriate law enforcement agency, when applicable to illegal drugs, and immediately expelled from school. There will be no exceptions to this policy.

SEXUAL CONDUCT POLICY

Grace Academy is a zero tolerance school with regard to sexual immorality. Students will be immediately expelled with absolutely no exceptions to this policy if sexual immorality is proven as fact. This includes homosexual activity. God has given mankind a clear directive as to the moral standards that we should keep. The Bible is our rule of faith and practice concerning these perversions.

VIOLENCE PREVENTION POLICY

Grace Academy is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

1. Students are not to intentionally engage in physical contact with other students except when appropriate as determined by the school. (e.g., Sports)
Includes boy/girl, boy/boy, girl/girl contact
Includes siblings
2. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
3. Fighting between students while in the classroom or on the church/school premises will result in immediate suspension.

WEAPONS POLICY

Grace Academy is a zero tolerance school in relation to firearms, knives, explosives, etc. They are expressly prohibited on campus or in vehicles. Any student who violates this policy will be turned over to the appropriate law enforcement agency and immediately expelled from school. There will be absolutely no exceptions to this policy.



ATTENDANCE

Regular attendance develops dependability and is essential for students to gain the maximum benefits from their education.

ABSENCES

If a student stays home from school for any reason, the parent is requested to phone the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. Students who have been absent must present a signed and dated note from a medical provider the day they return to class, or the absence will be considered unexcused. Absences are excused in case of illness, death in the family, and emergency situations. Absences for medical travel or appointments will be excused if prearranged with the administration. If an extended absence is anticipated, the student may be assigned work to maintain his academic progress.

Unexcused absences are considered an unauthorized absence. If 10 days in a semester are missed, it may result in suspension. Every attempt will be made to notify a parent whenever there is an unauthorized absence.

TARDINESS

Students are expected to arrive on time each morning and for each class period. Any three unexcused tardies will be considered an unauthorized absence.

CONTAGIOUS ILLNESSES

Please do not send your child to school if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies, or other parasitic infestations, redness, itching or discharge from the eye. A child should be fever free for 24 hours without medication or symptom free before returning to school. Note that our Christian School has a nit-free policy for readmission after being out of school with lice. This requires a Health Department check showing the child to be nit free.



Students should miss school for the number of days indicated if they have: 1) Measles -- four days from onset of rash, 2) Chicken Pox -- six days from the last eruption of new vesicles. 3) Mumps -- nine days from onset or until subsidence of swelling, 4) German Measles (Rubella) -- four days from onset of rash, 5) Respiratory Streptococcal Infections, including Scarlet Fever -- not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

CHECKOUT/EARLY DISMISSAL

Should a checkout/early dismissal be necessary, please notify the office at the beginning of the day. The person picking up the child must come to the main office to sign out the student. Upon re-entering the school the same day of a checkout/early dismissal, parents are to report with the student to the main school office for re-entry. Said permission must be given before each occurrence. Any three unexcused checkouts/early dismissals will result in an absence.



SCHOOL CLOSURES

From time to time, inclement weather will necessitate a school closure. Notifications will be posted on the school website and Facebook page. In some cases, the school may call families to notify them of a school closure.

ACADEMIC POLICIES

ACCREDITATION

Accreditation was initially established as a government means for determining whether secular, tax-supported schools were providing a uniform education for all children, and also meeting minimum academic and faculty standards.

Today, accreditation signals a voluntary submittal of all aspects of an educational program to an outside team of professional educators. The school will undergo an extensive self-study, which will lead the School Board into deep discussion concerning mission, philosophy, and practices. After the on-site visit from a team appointed by the accrediting organization, the approved accreditation status will mean that all educational programs, services, staff, and facilities meet or exceed essential standards of education quality.

It is the goal of **Grace Academy** to provide the highest quality in Christian education, and we shall welcome evaluation with the following conditions:

Grace Academy is not interested in using textbooks or curriculum adopted or approved by the state which contain humanistic principles contrary to our Christian philosophy.

Grace Academy will choose not to be bound by state curriculum or teacher certification requirements that are often inferior and/or contrary to those of Christian education standards.

Grace Academy believes it is unreasonable and counter-productive for parents to withdraw their children from a government school with its academic moral ills and place him in an “accredited” institution which most likely utilizes the same curriculum, methods, and objec-

tives. **Grace Academy** cannot accept the secular school and accrediting criteria as our standard.

Accreditation of a Christian school is not necessary for a graduate who wishes to enroll in a college or university. The basic criteria for college admissions are student aptitude and achievement as determined through college entrance exams. The instructional program of **Grace Academy** is designed and implemented to allow its graduates to stand on their own academic achievements and merits.

The Board shall consider accreditation only if the above named objections are overcome. The school administrator, or another designated person on the Board, will perform thorough research on accreditation options.

Currently **Grace Academy** is in the pre-accreditation stage of accreditation with A.C.T.S.—Association of Christian Teachers and Schools.

CURRICULUM AND INSTRUCTION

The basic student materials utilized in our school are the Abeka curriculum produced by Abeka Publications of Pensacola, Florida and A.C.E. curriculum produced by A.C.E. School of Tomorrow. Grades K-4 utilize Abeka curriculum for their entire studies.

Grades 5-12 utilize the A.C.E. curriculum for all of its studies. It is a computerized based curriculum, and book reports along with other written assignments is supplementary to the curriculum.

Students excel upon completion of lesson work, in addition to electives and nonacademic subjects like P.E. Students who are academically behind can be placed on an accelerated daily schedule so that they may complete extra units during a school year. Students do much of their classroom work independently of each

other in a controlled environment, assisted by teachers who discuss, answer questions, and work with the student in a one-to-one relationship. Additionally, other modes of instruction will be used (small groups and lecture) as the teacher determines them to be appropriate.

A student who is gifted or ambitious may progress at a faster rate. One who is slower is usually capable of making a normal amount of progress after being assigned work at his current proficiency level as a result of placement testing. A student then, may be working farther ahead in some subjects than in others, according to his achievement in each subject and according to the results of the placement testing completed upon enrollment.

Student assignments are checked each day by the Teacher/Teacher's Aide for students using the A.C.E. curriculum. The student creates daily goals which are to be completed each day. Thus, the lesson plans are established by the student setting daily goals and being checked by the teacher.

Each time a student completes a curriculum unit with a passing grade, it is recorded by the teacher and available to the parents at any time. Parents are encouraged to compliment the student throughout the year.

HOMEWORK

Work assigned and not completed by the end of the day becomes homework. Other assignments, such as research projects, may also be assigned as homework from time to time. Should the student have homework, the student will present a Homework Slip to the parent, which must be signed by the parent and returned the next day.

GRADING/REPORT CARDS

Accurate records are kept of the students' progress. Report cards are given to the parents at Parent-Teacher conferences. Students are also evaluated on work habits and behavior.

A.C.E. Grading

The following grading scale is used:

A = 92-100
B = 84-91
C = 77-83
D = 70-76

Students will be required to obtain a **70%** mastery on all courses. A second alternate test in all subjects except math will be used.

Abeka Grading

The following grading scale is used:

E	=Excellent	A=92-100
S	=Satisfactory	B=84-91
N	=Needs Improvement	C=70-83
U	=Unacceptable	D=69 & below

Students will be given grades on quizzes, tests, and special projects. The classroom teacher will keep a written record of all grades.

HONOR ROLL

Students, 1st grade & up, who have completed all assignments with an overall average of at least 84% are eligible for “B” Honor Roll and 92% for “A” Honor Roll. In addition, the student must have completed all assigned Scripture Memory passages and cannot be under disciplinary probation. A special off-campus activity trip at the end of each quarter is a reward for all students who have achieved Honor Roll for that semester.

ACHIEVEMENT TESTING

All students, 1st-12th, are given the Iowa Achievement Test annually. The IAT is an instrument designed to measure student understanding of concepts, terms, and skills at specific grade levels. This achievement

GRADUATION REQUIREMENTS

Grace Academy offers high school students four choices as to course of study:

<u>Course of Study</u>	<u>Required Credits</u>
Honors	27
College Preparatory	25
General	23
Vocational	23

The level attained by the student is determined by several factors: the student’s starting level in various subjects based on diagnostic tests completed at enrollment, previous high school credits, the student’s motivation, and actual rate of progress.

Each student receives an Academic Plan which details what courses are needed for graduation. The Plan is updated annually and discussed during the 1st quarter Parent Conference.

GUIDANCE SERVICES

Grace Academy's goal for every student is to graduate high school and have a relationship with Jesus Christ. As this is being accomplished, it is also Grace Academy's goal to direct students to careers which will cause them to have successful lives and be productive citizens in society.

Throughout their high school years, the administrator will meet with parents and student to discover the interests of the student. From this a plan will be developed to help the students reach these goals. Also, electives will be given which will help the student in the career choice. Dual enrollment is an option for all high school students.

Personalized Course of Study

Upon completion of the placement testing, each student will receive a personalized course of study. (High school students will receive an Academic Plan.) This diagnosis identifies all the curriculum assignments which the student will complete during the year for each subject.

Students working in the Abeka curriculum will receive daily assignments from the teacher in the form of paper. The teacher will determine his/her daily lesson plan.

Each student using the ACE curriculum will set a daily goal. The daily goal is to be completed each day.

Students working through the Abeka curriculum should:

1. Complete all work in a timely manner after the teacher's instruction.

Students working through the ACE curriculum should:

1. In a timely manner, complete daily work.
2. Complete all project rough drafts in his/her own handwriting.
3. Ensure all scoring is completed at EVERY score strip throughout the Pace.
4. Ensure all places indicating Supervisor initials are initialed by the teacher.
5. Repeat any Pace at the parent's expense with less than a 70% score on the Pace test.

BIBLE VERSION

The Bible is integrated throughout all subject matter and is considered a fundamental, integral, and principle part of the educational process. **Grace Academy** has chosen to use the **King James Version** as the primary version in our curriculum. The New King James version is also acceptable for school use. All Scripture memorization will be in the KJV version.



DISCIPLINE

If we are to maintain the proper discipline in our Christian school, then the discipline we use must be based on Scripture. We believe Christian love is at the heart of all discipline and the responsibility and authority to discipline comes from God.

The purpose of the disciplinary policies at **Grace Academy** is:

1. To assist students in developing a lifestyle that is pleasing to the Lord,
2. To apply Biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the Biblical instruction that is provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters.
10. To avoid behavior which may tempt a weaker brother.
11. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

CORPORAL PUNISHMENT POLICY

Corporal punishment may be administered by **Grace Academy**. It requires a parent to sign a form-which is placed on file in the student's permanent record. It also requires there be a witness present upon administration of the punishment.

CORRECTIVE COUNSELING

“Every Scripture is God-breathed, and profitable for instruction, for reproof, and conviction of sin; for correction of error and discipline in obedience, so that the man of God may be complete; thoroughly equipped for every good work.” II Timothy 3:16-17

Corrective counseling begins with the teacher in each classroom. If this proves ineffective, it will be passed to the principal.

If corrective counseling by the principal is ineffective, a conference will be scheduled with the parents to discuss further corrective measures. In some cases, a student may be placed on probation or suspended from school. If the situation does not improve, the parents may be asked to withdraw the child.

GROUNDS FOR SUSPENSION AND DISMISSAL

Grace Academy reserves the right to suspend or dismiss any student who participates in any activities listed in the Standard of Conduct. All suspensions and dismissals will be approved by the administrator and discussed with the parents.

SEXUAL HARASSMENT POLICY

Any form of sexual harassment between employees is absolutely prohibited. Sexual harassment between employees and students, or between students themselves is also prohibited. Suspension and possible dismissal from the school will be considered in regards to sexual harassment.

DRESS CODE

STANDARDS FOR DRESS AND APPEARANCE

Functional, attractive, modest, and neat clothing is our standard. Sensual, or unduly attention-getting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing are not acceptable. All shirts should at least short sleeves without offensive logos or offensive language. All necklines must be at or above the collarbone.

UNIFORM GUIDELINES

Grace Academy requires that all students wear the prescribed uniform. The purpose of the school uniform policy is to promote and develop Christian character and conduct. The policy also insures that all students are dressed appropriately for the work they are doing. There is a definite relationship between good dress habits, good work habits, and proper behavior at school. Good taste in dress is an important part of a wholesome school atmosphere.

The uniform must be worn at all times while on the school campus. Changing into or from the uniform, before or after school, is not permitted, unless permission is obtained from the teacher. Any exceptions to the standard uniform guidelines will be made known in advance by way of an announcement in writing.

All clothing must be clean, pressed, and in good repair. Any items which are lost or ruined must be replaced.

DAILY UNIFORMS

T-shirts with the school emblem will be designed and required for students. If applicable, a daily schedule of colors will be given at a parent-teacher orientation.

Skirts/dresses as specified will be required for all females.

Pants as specifies will be required for all males. Jeans should be a dark wash without holes, tears, or dirty appearance. No white streaks or abnormal fading allowed.

Students should dress modestly at any school function. Skirts/dresses and full length pants are required for any of these functions. Skirts should be below the knee and modestly fitted and free from holes, tears, dirt, or fading. Pants should be modestly fitted and free from holes, tears, dirt, or fading. Belts should always be worn with pants.

Solid-color jackets of a zip-up nature or cardigans (for the girls) may be worn with the school uniforms. These should coordinate with the colors of the daily uniform and should not have graphics or anti-Christian/suggestive logos or words, such as skulls. White or black long-sleeve shirts are also acceptable under the school t-shirt.

All shoes should have closed toes/heels. They should be neat in appearance and coordinate with daily uniforms.

MAKEUP/NAIL POLISH POLICY

All makeup shall be natural looking, neutral, and skin tone in appearance.

Nail polish can be French manicure or solid color except black. No designs will be allowed.

Males are NOT permitted to wear makeup or nail polish at Grace Academy.

JEWELRY POLICY

One ring on each hand will be allowed. Any other jewelry will not be permitted.

Simple, non-distracting necklaces are allowed.

HAIR POLICY

Hair styles should be modest. Boys are required to have neat, trimmed haircuts above the ear. Sideburns should be neatly trimmed and no longer than the bottom of the ear. Shaved cuts may not be worn. Girls cannot have boy haircuts, no extremely short cuts.

Hair coloring, although not preferred, must appear natural. No dramatic highlights or unnatural colors.

No hats allowed unless otherwise specified.

FACILITY POLICIES

CARE OF PROPERTY

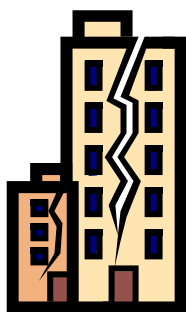
Students are expected to take pride in and appreciate the appearance of the school building. Writing on desks, walls, textbooks, etc., is prohibited. Chewing gum will not be permitted on the school grounds in order to protect the school furniture and carpet. Students will be required to restore, replace, or pay for damaged property or equipment at the Administrator's discretion. Students will stay out of staff designated areas for their safety.

ASBESTOS MANAGEMENT PLAN

Grace Academy has completed a survey for hazardous asbestos-containing building materials. There is no asbestos present in our facilities.

EMERGENCY PREPAREDNESS

Grace Academy has established the following building disaster plan, which shall be implemented as protective measures are taken before, during, and following any natural disaster. Each individual in any building must be aware of emergency situation procedures. At a minimum, all must be familiar with the location of emergency exits, fire alarms, fire stairwells, fire extinguishers, and emergency phone numbers.



**Earthquake Procedures:
Expect drills at least quarterly.**

1. Stay calm.
2. Move away from windows, storage racks, bookcases, and shelves.
3. Take cover under tables, student offices, desks, or in doorways.
4. Do not use elevators.
5. Use stairways if directed to evacuate your floor.
6. Assist injured persons.

**Fire Emergency Procedures:
Expect drills at least monthly.**

- (1) Sound the fire alarm
- (2) Follow evacuation procedures practiced in drills.
- (3) Do not open hot doors. Check the top of the door for heat before opening it.
- (4) Do not break windows.

Fire Drill Procedures:

Students follow these rules:

1. Stop all activity at the sound of the alarm.
2. Walk immediately toward the exits. (There are both normal and alternate evacuation routes.)
3. The first person to a door holds it open for the rest.
4. Students walk silently, in single file.
5. Leader of the line walks to the edge of the grounds.
6. Students stand quietly while teacher calls roll.

Fire Drill Procedures: (Continued)

Teachers do the following:

1. Check restrooms and privilege areas for stragglers.
2. Take the daily attendance sheet.
3. Follow the students outdoors.
4. Call roll to verify everyone is out.
5. Bring students back inside following the all-clear signal.

Tornado Drill Procedures:

At the sound of the bell, students should proceed in single file to the safe room(see posted map at classroom exit) and get in a crouched position. Sitting with knees up, head between knees, and arms over head, students should remain quiet and in this position until an authorized person gives permission to return to class.

FACILITY INSPECTIONS

Grace Academy is in compliance with state and local educational and safety standards. The school has two inspections per year by a representative of the County Health Department. We also receive inspections from the Fire Department, the fire alarm company, and various other City and State agencies.



GENERAL POLICIES AND PROCEDURES

SCHOOL YEAR

The school year consists of two semesters, each being 18 weeks long, divided into two nine-week periods. Report cards will be issued the week following the conclusion of each grading period.

SCHOOL HOURS

School hours are Monday through Thursday, 8:00 a.m. to 3:30 p.m. Students are asked to arrive no earlier than 7:45 a.m. and leave no later than 3:45 p.m. *It is imperative that parents be prompt in picking up their children after school.* If students are at school beyond these times, it requires the teachers to use valuable planning and preparation time to supervise them. Therefore Extended Day Care will be charged to your school account in the amount of \$1 per minute.

SCHOOL VISITORS

Visits to our Christian school are encouraged and always welcome; however, we do request that you contact the office at least 24 hours in advance so that we might provide a staff member to give you a tour of our facilities. All parents and visitors must register in the school office whenever they are in the building. Items to be delivered to a student should be taken to the school office. Younger children should be accompanied by an adult at all times. Students may not bring friends or relatives with them to school. We provide a variety of programs throughout the school year that are open to the public. We encourage parents and family to support these activities and invite other potential prospective parents to see our school.

END-OF-DAY PICKUP

Parents may pick up their children at the school. Please call if unusual circumstances change your daily routine, or if you must pick up your child before the end of the day. We will notify your child and give assurance of your arrival. If students have not departed the school by 3:45 p.m., Extended Day Care will be charged.

TELEPHONE USAGE

The office telephone should be used by students for emergency calls only. The school office will deliver emergency messages to students immediately upon request. Emergencies are generally considered circumstances which involve the health or safety of an individual. The office will not call students to the telephone unless it is an emergency. Please be considerate in this matter.

CELL PHONE USAGE

Students will not be allowed to use cell phones while at school for any reason. If a student chooses to bring their cell phone to school, it will be turned into their teacher and returned to the student at the end of the day. There will be no exceptions to this policy. See above if there is a need for the student to make a call while at school.

CONTACTING YOUR TEACHER

Parents/guardians are required to contact their children's teachers through the school office. If a teacher is unavailable at the time of the call, the secretary will be more than happy to take a message for the teacher to call back.

Parents/guardians are not to enter the classroom during academic studies as this may have a disruptive effect.

LUNCH AND SNACKS

Snacks and lunches are to be provided by the parents daily. We have a closed campus including lunch. Students are not permitted to leave the building at the lunch hour unless permission is given by their parent or guardian. Microwaves are available.

The school does not provide snacks. Chewing gum is not allowed at school. Other food items may be available during the school year. All lunches/lunch boxes should be clearly marked. If your child has a food allergy, the teacher should be notified.

RECESS

Parents should send their children to school with outer garments appropriate for recess time. All children are expected to go outside for recess (weather permitting) unless a note is sent excusing them for health reasons. Excuses from outdoor recess for extended periods of time may require a physician's statement. Once a student is outside, he should stay out unless permission is received from the playground supervisor. Children will be supervised by a school staff member or appointed substitute and are subject to their rules at all times.

PHYSICAL EDUCATION

Physical Education is a regular instructional time and therefore will involve all students. If for some reason a child is unable to participate in PE class, a note from the parent is required. For periods longer than two weeks, a note from the family physician is required. Students who do not possess a note will have an adapted PE program assigned to them. This will consist of modified participation or appropriate book work or writing related to the PE class, assigned at the discretion of the teacher.

LOST AND FOUND

All “found” items are to be turned in to the school office. Students are given regular opportunity to claim “lost” items from the Lost and Found. Approximately once a month, all items which have not been claimed will become the property of the school, at which time the items will be disposed of in whatever way the school chooses. **Identifying your child’s belongings will help keep the Lost and Found to a minimum!**

TRANSPORTATION

Parents are responsible for providing transportation to and from school. Parents may arrange car pools; however the parent/guardian must provide written consent for car pool transportation. Parents are asked to refrain from honking their horn to announce their arrival.

STUDENT DRIVERS

Students possessing a valid driver's license may drive to and from school with parental permission. Student drivers must refrain from going to their cars during the course of the day. Students may drive their cars to off-campus functions only with written parental permission and staff approval. Student drivers who need to leave school during school hours must present to their teacher written permission from their parent before they will be allowed to leave the school grounds.

CLOSED CAMPUS

Grace Academy maintains a closed campus. Students are not permitted to come and go at will during the school day.

MEDICAL POLICY

A Certificate of Immunization Status must be completed for each student and submitted to the school upon enrollment. (See Enrollment Section.) All children must be vaccinated against smallpox, diphtheria, and mumps. There is an Vaccination Exemption Form available if the parent chooses not vaccinate.

State law prohibits the school from dispensing any type of medication without consent, including aspirin and Tylenol. If a student needs to take any medication brought from home, it must be turned in to the school office, and a Medication Release Form must be completed by the parent. The medication will be kept in a secure place and will be administered by an authorized staff member. In rare cases, a student's medical condition may require the student to possess a medication. This will be allowed only with a written authorization from the parent and physician.

LEAVING CAMPUS DURING SCHOOL HOURS

At times parents may need to pick up their children during school hours for an appointment or because of illness. In such cases, parents should send a note to school in the morning, notifying the office of the time the student will be leaving and when he will return.

Parents are required to sign their children out and in at the school office. High School students who drive themselves and need to leave during school hours are also required to sign out at the school office. In those cases, the students must present written parental permission to their teacher and the school secretary when they arrive at school.

OFF-LIMITS

Examples of areas/items that are off-limits to students are:

- ◆ Another student's workstation, desk, or belongings
- ◆ Principal's/secretary's office, desk, files, and cabinets
- ◆ Staff's belongings
- ◆ Nursery or supply room
- ◆ Sanctuary platform, musical instruments, sound booth
- ◆ Safe Room

CHAPEL SERVICES

Chapel Service is conducted every week as a time to collectively worship God and learn Biblical principles for daily living. Chapel, which includes singing, prayer, memory verses, Bible teaching, and drama is open to parental attendance and involvement. Area pastors are often invited to share a message at the services. At all times the students' behavior should be refined and courteous towards fellow students, their teachers, and the guest speaker. Bibles should always be brought to Chapel. Teachers and students are required to attend chapels and assemblies.

FIELD TRIPS

Throughout the year, there will be scheduled field trips, library visits, and special class activities. These are carefully designed to be an important extension of classroom learning. Parents will be notified in advance of these activities. Parents will have given blanket permission for their child to attend the field trips by completing the **Authorization to Attend Off-Campus Activities** form.

Students must cooperate with and obey their teacher or appointed leader at all times and must remain with their assigned group. Any student in violation of this principle may be denied participation in upcoming field trips for a period of time determined by the Administrator.

PICTURES

Each year, a school photographer takes individual pictures of the students. Notices will be sent home regarding the time. You are under no obligation to purchase these pictures.