

Grace Christian Academy

Student Handbook

History of Grace Christian Academy	1
Administration	1
Relationship of the Academy to the Church	1
Pastor	1
School Board	1
Headmaster	1
Elementary Principal	2
Teachers	2
Teacher's Aide	2
Purpose	2
Admissions Policies	2
K4 / K5 Learning Center	3
Elementary Learning Center	3
Secondary Learning Center	3
Racial Nondiscrimination	3
Selection of Students	3
Admissions Committee	3
Admissions Procedures	3
Re-Enrollment	4
Withdrawal Policies	4
Notice	4
Tuition Refund	4
Financial Policies	4
Tuition	6
Additional Fees	8
General Policies	8
Church Attendance	8
Arrival and Dismissal	9
Before-and After-School Care Policies	9

Attendance.....	9
Absence Chart.....	10
Tardies.....	10
Tardy to Class.....	10
Penalty for Tardiness.....	10
Make-up Work/Tests.....	10
Incomplete and Make-up Work.....	10
Contacting Students in the Learning Center.....	11
Early Dismissal from Class.....	11
Health Service and First Aid.....	11
Student Vehicles.....	12
Visitors.....	12
Deliveries.....	12
Academy Closing.....	12
Lunch.....	13
Articles Prohibited in Academy.....	13
Parental Involvement.....	13
Complaint Procedures.....	14
Fire and Tornado Drills.....	15
Search for Suspicion of Illegal or Unauthorized Materials.....	15
Lost and Found.....	15
Communication with Parents.....	15
Off Limits.....	16
Binding Arbitration.....	16
Engaged Students.....	16
Dress Code Policies.....	17
Uniform Supplier.....	17
General Appearance.....	17
Uniforms.....	18
Chapel Dress.....	18
K4 through 2 nd Grade Learning Centers.....	19
Upper Elementary and Secondary BOYS Uniforms.....	20
Upper Elementary and Secondary GIRLS Uniforms.....	21

Standard of Conduct	22
Courtesy	22
Learning Center Guidelines	22
Cleanliness of Clothes and Person	22
Cheating	22
Stealing	22
Vandalism	23
Language	23
Physical Contact	23
Worldly Pursuits	23
Off-Campus Behavior	23
Fighting	24
Racist Behavior	24
Disciplinary Policies	24
Headmaster’s Office Visit.....	24
Home and Academy Cooperation	24
Demerit System	25
Detention	26
Corporal Discipline.....	27
Disciplinary Probation	27
Suspension	27
Expulsion	28
Academic Policies.....	28
Purpose of Grades.....	28
Grading Guidelines	28
Grades Reflect Student Work	28
Student Expectations	29
Grade Penalties	29
Grading Scale for Grades 1 - 12	29
Standardized Achievement Tests	30
Homework.....	30
Semester and Final Exams	30

Graduation Requirements.....	30
Valedictorian and Salutatorian Awards	31
Promotion	31
Report Cards	31
Reporting Student Progress.....	31
Courses of Study	32
Academy Graduates	39
Bible.....	40
Chapel	40
Study Helps for Students	40
Awards Program	40
Honor Roll.....	41
Field Trips	42
PSAT/NMSQT	42
SAT/ACT.....	42
Transfer Credits	43
Secondary Daily Schedule.....	44
Extra-Curricular Programs	46
Athletics	46
Fine Arts and Performing Arts.....	48
Student Performing Arts.....	48
School Supplies	50
Miscellaneous	51
School Pictures	51
Graduation	51
Transcripts	51
Class Rings	52
National Anthem and Pledges	52
Philosophy and Objectives.....	52
Statement of Faith.....	53
Required Forms	60
Enrollment Application	61
Minor Medical Release	63

Parent’s Pledge	65
Pastor’s Reference	66
Physical Education Permission and Waiver Form	67
Permission for Medical Treatment	68
Permission to Ride.....	69
Re-enrollment Form	70
Standard of Conduct.....	71
Sports Registration and Medical Release Form.....	72
Student Record Release	73

I. History of Grace Christian Academy

Grace Christian Academy was established in 1970 as the laboratory school of Accelerated Christian Education to assist parents in fulfilling their God-given responsibility of educating their children. In 1981, the Academy came under the authority of the church. In 1994, when the church expanded its ministries and facility, the Academy moved with the church to Flower Mound.

The Academy has faithfully served its families for over 45 years. It is noteworthy that the GCA family includes graduates who have returned to the church and community after college graduation and continue as productive citizens of our area. Grace Christian Academy is proudly represented by many graduates in full-time ministry (i.e., pastors, missionaries, and Christian educators) and in professional fields (i.e., lawyers, doctors, nurses, law enforcement officers, corporate businessmen, computer programmers, and entrepreneurs).

Grace Christian Academy is accredited by the National Association of Private Schools.

II. Administration

A. Relationship of the Academy to the Church

Grace Christian Academy is one of the educational ministries of Grace Baptist Church, and therefore falls under the leadership of the pastor. The Academy staff are members and employees of Grace Baptist Church.

B. Pastor

While the pastor is not involved in the daily operation of the Academy, he is ultimately responsible for the entire church's education, including the Academy. The pastor shall have the authority to approve or disapprove any decision or recommendation of the school board of GCA on all matters relating to the ministry of education. The pastor may hire administrators, Headmasters, teacher, and support staff to assist the pastor in carrying out the ministry of education.

C. School Board

The deacon board of Grace Baptist Church shall serve as the school board of Grace Christian Academy. The members of the board are elected by the church members of Grace Baptist Church. The school board is not a governing authority but an advisory committee. The board shall assist and advise the pastor on matters relating to the ministry of education, including the Academy. The board also shall hear matters and disputes which may arise out of the ministry of education and shall advise the pastor accordingly. All recommendations of the board shall be submitted to the pastor for final approval prior to becoming effective. The board may create and recommend to the pastor Academy policies for governing the ministry of education consistent with the provisions herein.

D. Headmaster

The Headmaster of Grace Christian Academy works closely and under the direction of the pastor. He oversees the daily operation of the Academy. He also has the principle decision-making authority for the Academy. Presently Mr. Daniel O'Leary serves as the Headmaster of the Academy. He has 39 years of experience in Christian education. He has ministered at Grace Christian Academy since 1981. Mr. O'Leary graduated from

Florida Bible College with a degree in Theology. In addition to being the Headmaster, Mr. O'Leary also serves as a teacher in the academy.

E. Elementary Principal

The Elementary Principal of Grace Christian Academy works with all the elementary teachers and under the authority of the Headmaster. Presently, Mrs. Sheri Crouch serves as the elementary Principal of the Academy. She has a bachelor's degree in elementary education.

F. Teachers

At GCA, teachers are professional educators who have Bible training as part of, or in addition to, a bachelor's degree. The teachers must be active in a local, Bible-believing church. The teachers have the responsibility to oversee the academic progress of students. They prescribe the students' academics and assist the students in their academic issues. The teachers are responsible to inspire achievement in the students. They encourage and motivate students to maximize their potential in their daily academic work. Since GCA is committed to training young people in a Christian environment, with the emphasis on matters of eternal value, the teacher will work closely with the parents in the training and development of the whole child.

G. Teacher's Aide

Their primary responsibility is to assist the teacher in Learning Center activities. They provide assistance, such as grading papers, leading learning drills, monitoring reading groups, etc. They have at least a high school education and are active in a local, Bible-believing church.

III. Purpose

Grace Christian Academy is an extension of the Christian home and the local church to train young people in a Christian environment. The purpose of the Academy is to educate and train the whole student--physically, socially, intellectually, and spiritually. The principle of self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person needs to be growing in Biblical knowledge, understanding, and wisdom, to serve the Lord Jesus Christ effectively. Therefore, the Bible is not substituted for any academic subject, but is integrated into the total educational program. The desire of GCA is to see each student become a sincere, responsible servant of the Lord in a Bible-believing, soul-winning local church.

IV. Admissions Policies

Attendance at Grace Christian Academy should be considered a privilege and not merely a right. All new students are admitted on a probationary basis for the first six (6) weeks. The goal of the Academy is to train Christian youth in the principles of God's Word, stressing such vital areas as: leadership, self-discipline, responsibility, integrity, good citizenship, and consistency. The church, as does the Academy, stands without apology for the old-time Gospel and the highest standards of morality, honesty, and genuine Christian character.

A. K4 / K5 Learning Center

Grace Christian Academy has a selected open enrollment policy for our K4/K5 program. GCA will accept children who turn 4 years of age by September 1st of that calendar year; however, GCA is not equipped to take students with special needs.

B. Elementary Learning Centers

GCA also has a selected open enrollment policy for students who are of elementary age.

C. Secondary Learning Centers

Even though GCA may have an open enrollment, it reserves the right to be more selective in accepting high school students. GCA is not a correctional institution. The Academy will welcome any student whose parents enroll their child in the Academy to obtain a Christian education.

GCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from the previous high school(s) are accepted and recorded on the student's permanent transcript. GCA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive a GCA diploma. GCA does not offer high school credit by examination.

D. Racial Nondiscrimination

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

E. Selection of Students

Since Grace Christian Academy is an educational ministry of Grace Baptist Church, the children of the church members will be given priority over other applicants. Returning students will be the next in line of priority. New applicants transferring from Christian schools will have priority over transferring applicants from public schools. GCA will not accept married or divorced students, homosexual students, or students who reside with a homosexual parent(s), or students who are over 20 years of age by the time of graduation.

F. Admissions Committee

The admissions committee of GCA consists of the pastor, the Headmaster, the Elementary Principal, and teachers who will review applications and determine which students are admitted to the school and which are rejected.

G. Admissions Procedures

Before a student is officially admitted, the following steps must be taken:

1. Parents visit school.
2. High school students must be interviewed by the administration.
3. Parents and students read this handbook thoroughly.
4. Parents or students secures a Pastor's Reference.
5. Application is submitted accompanied by registration fee.

6. Parents will be notified of a six-week probationary acceptance.
7. The following items are to be submitted to the school office:
 - Copy of birth certificate
 - Social Security number
 - Standard of Conduct Form (signed by student and parents)
 - Record Release Form (to enable the Academy to request former school records)
8. A medical report must be filled out by a physician and submitted to the Academy office. All students must have the following immunizations: diphtheria, polio, measles, and rubella. In instances where a student needs medical attention, the Headmaster will call the parent then the family doctor (in that order).
9. Parent Orientation must be attended by both parents.
10. All above items must be turned in before the student will be considered a non-probationary student.

H. Re-Enrollment

Grace Christian Academy encourages parents to re-enroll their students earlier than general registration to guarantee acceptance. The re-enrollment form will be sent home to be filled out and returned in the spring prior to the fall semester. No student has a right to re-enroll, and the application for re-enrollment will be approved at the sole discretion of the school.

V. Withdrawal Policies

A. Notice

Parents have the right to withdraw their student from GCA for any reason. Seven (7) days advance written notice is required. Likewise, the Academy also has the right, for any reason, to ask the parents to withdraw the student, again with notice.

All parents/students desiring to withdraw officially must submit a request in writing. The Application Processing Fee is nonrefundable. All requests for tuition refunds must be made in writing. The date used for determining refunds will be the date that GCA receives the request.

B. Tuition Refund

If a student is withdrawn or asked to withdraw, the current month's charges will continue through the end of the month.

VI. Financial Policies

The parent or guardian is responsible for all fees incurred by enrolling in GCA, whether in the form of the registration fee, tuition fee, or any other fees that may apply. These fees must be paid in full to receive requested services from GCA.

- Registration fees are non-refundable for any reason.
- The full registration fee is due upon acceptance into Grace Christian Academy, regardless of what time in the school year the student enters Grace Christian Academy.
- Returned checks will be charged a \$25 fee.

- Tuition payments are due on the 1st of the month and will be considered late on the 10th of the month.
- A student is not considered enrolled until all fees are paid and paperwork is turned in to the office.
- Only registration and tuition payments may be combined into the same check. All other incidental fees must be paid separately (fine arts fees, athletic fees, fund raisers, etc.).
- **Payments are due on the 1st of each month and a late fee of \$25 will be applied to any account that is not paid by the 10th of the month. Students who have unpaid tuition on the 20th of the month will be withdrawn from the active roll, will not be allowed to attend the Academy, and will be required to reapply and pay a new re-enrollment fee of \$100.**
- Tuition payments may only be made in one of three ways:
 - (1) Delivered to the Academy personnel
 - (2) Mailed to the Academy office
 - (3) Online with an ACH transaction
- All checks should be made payable to "Grace Christian Academy" unless otherwise specified.
- Any family with one returned check may be placed on a "**cash only**" basis to ensure the student's continuation in Grace Christian Academy.
- Any lost books will be replaced by the student at the cost of the new book.
- For early withdrawal or expulsion, tuition for that month will not be refunded. If you paid the full year's tuition, you will be refunded the remaining tuition at the end of the month in which the student was withdrawn or expelled from Grace Christian Academy.
- The Academy reserves the right to change these guidelines as needed.
- Any account delinquent after 90 days will be turned over to a collection agency.

A. Tuition

Grace Christian Academy Fee Structure 2016-2017

Students	Individual Total	Family Total	June 1 - May 1 12 Month Pay Plan Amount	August 1 - May 1 10 Month Pay Plan Amount	Yearly Tuition Fees	*Academic and Enrichment Fees
1st	\$5,250.00	\$5,250.00	\$437.00	\$525.00	\$4,750.00	\$500.00
2nd	\$2,500.00	\$7,750.00	\$645.00	\$775.00	\$2,000.00	\$500.00
3rd	\$1,500.00	\$9,250.00	\$770.00	\$925.00	\$1,000.00	\$500.00
4th +	no charge					

***Academic and Enrichment Fees includes curriculum, some field trips (other field trips may require an additional fee), Stanford Testing, and incentives.**

New Student Registration Fee = \$100 for first student, \$50 for each additional student.

Returning Student Re-Enrollment Fee = \$100 for first student, \$50 for each additional student.

10 payment plan - divide tuition equally over 10 months, beginning August 1.

12 payment plan - divide tuition equally over 12 months, beginning June 1.

5% discount applies if full yearly fees are paid by August 1.

Tuition is due by the 1st of each month.

Tuition is considered late after the 10th of the month.

\$25.00 late fee will be applied if received after the 10th.

After 90 days delinquent accounts will be turned over to a collection agency.

Technology Fee = \$25.00 per student per month (3rd - 12th grade)

High School Graduation Fee = \$75.00 (covers cap, gown, diploma, diploma cover)

K-5 Graduation Fee = \$25.00

Team Sports Athletic Fee = \$40.00 per sport

Choir Uniform Rental Fee = \$25.00 per uniform

Once enrolled in GCA, all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

2017-18 Grace Christian Academy Fee Structure

Active Grace Baptist Church Families

To qualify for active church member discount, you must attend Sunday School and all of the regularly scheduled weekly services, unless providentially hindered, and support the church with weekly tithes and offerings; as stated in the Student Handbook.

Students	Yearly Individual Tuition Fees	Yearly Family Tuition Fees	Yearly Book Fees	Total Yearly Fees	June 1 - May 1 12 Month Pay Plan Amount	August 1 - May 1 10 Month Pay Plan Amount
1st	\$4,000.00	\$4,000.00	\$250.00	\$4,250.00	\$354.17	\$425.00
2nd	\$2,400.00	\$6,400.00	\$500.00	\$6,900.00	\$575.00	\$690.00
3rd	\$1,500.00	\$7,900.00	\$750.00	\$8,650.00	\$720.84	\$865.00
4th	no charge	\$7,900.00	\$1,000.00	\$8,900.00	\$741.67	\$890.00
5th	no charge	\$7,900.00	\$1,250.00	\$9,150.00	\$762.50	\$915.00

Tuition and book fees includes curriculum, some field trips (other field trips may require an additional fee), and incentives.

New Student Registration Fee = \$150 for first student, \$75 for each additional student.

Returning Student Re-Enrollment Fee = \$100 for first student, \$50 for each additional student.

10 payment plan - divide tuition equally over 10 months, beginning August 1.

12 payment plan - divide tuition equally over 12 months, beginning June 1.

5% discount applies if full yearly fees are paid by August 1.

Tuition is due by the 1st of each month.

Tuition is considered late after the 10th of the month.

\$25.00 late fee will be applied each month if received after the 10th.

After 90 days delinquent accounts will be turned over to a collection agency.

Lost or damaged books = cost to replace (price varies per book)

High School Graduation Fee = \$75.00 (covers cap, gown, diploma, diploma cover)

K-5 Graduation Fee = \$25.00

Team Sports Athletic Fee = \$50.00 per sport

Music Participation Fee = \$25.00

Once enrolled in GCA, all High School students are required to earn all their credits through GCA.

The purpose of this policy is to protect the integrity of our academic program.

Dual enrollment with Maranatha Baptist University to earn college credits is available.

If interested, contact the Academy office.

What Does It Mean To Be An Active Member of Grace Baptist Church?

Church membership means that you are entering into a relationship with this local body for the purpose of mutual benefit. As an active member, you are expected to:

1. Attend Sunday School and all of the regularly scheduled weekly services, unless providentially hindered. (*Hebrews 10:25 "Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching."*)
2. Support the church with your weekly tithes and offerings. (*1 Corinthians 16:1-2 "Now concerning the collection for the saints, as I have given order to the churches of Galatia, even so do ye. Upon the first day of the week let every one of you lay by him in store, as God hath prospered him, that there be no gatherings when I come."*)

B. Additional Fees

In addition to tuition, a number of fees are usually charged by the school for various purposes.

1. Registration – \$100 for the first student and \$50 for each additional student. This fee is payable at the time of registration and is nonrefundable.
2. Athletic – \$50 for each team sport in which the student participates.
3. Music Participation Fee – \$25
4. Back-to-School Retreat fee – \$100 (for all secondary students)
5. School Pictures – Optional purchase (the cost to be announced)
6. High School Graduation – \$75
7. K5 Graduation – \$25
8. Student Fine Arts Fee – TBA
9. Achievement Tests (purchase and scoring) - \$30

VII. General Policies

A. Church Attendance

It is the desire of the staff, faculty, and administration of Grace Baptist Church to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for the Lord Jesus Christ. The first way is to challenge them through personal contact with other believers who are serving God (*Heb. 10:25*). Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's Word during weekly services (*Rom. 10:17*). It is encouraged that all students attend every service of Grace Baptist Church, or another church that has been acknowledged by the administration as being churches of like faith. Additionally, we strongly recommend that our students become actively involved in various youth ministries of their church such as teen soul-winning, bus ministry, Jr. Church, and rescue mission services.

Students and parents are strongly encouraged to belong to, and attend regularly, Grace Baptist Church of Flower Mound; or another Bible-believing, Bible-practicing church. If attending a church other than Grace Baptist Church, a Pastor's Reference from that church's pastor must accompany the student's application for enrollment.

B. Arrival and Dismissal

The Academy office hours are 8:00 AM – 4:00 PM. During these hours, a parent may drop off the tuition payment or schedule an appointment to meet with school officials.

The Academy doors officially open at 7:30 AM. Upon arrival, students should enter through the gym doors to put away PE bags, lunches, etc. Students are to stay in the gym until the Learning Centers open at 7:50 AM at which time they will go to their Learning Center and be ready for class to begin at 8:00 AM. Any students not in their seat at 8:00 AM will be considered tardy. Students arriving after 8:00 AM will need to ring the door bell and wait to be let in by staff. The student then goes to the school office to get a tardy slip from the secretary to be given to their teacher. The Academy day starts at 8:00 AM and ends at 3:30 PM. At 3:40, those students still on the campus go to the O'Leary Learning Center for Study Hall.

At dismissal, vehicles approach in a single file one-way line. Academy staff will carefully move students as rapidly as possible so that drivers will not have to wait any longer than necessary. Students will be dismissed from the lobby.

Unless arrangements have been made in advance with the Academy office, students are not allowed to be dropped off before 7:30 AM and must be picked up by 4:30 PM, unless the students are involved in a school-sponsored activity.

If a student is going home with another student, a note from each set of parents giving permission must be sent to school.

C. Before-and After-School Care

Grace Christian Academy does not provide any before-school or after-school care. No student should be on the Academy property after school hours without direct adult supervision. Students should not arrive more than 30 minutes before an activity. Playground equipment is for supervised activity only. Students are **not** under the responsible care of staff before 7:30 AM.

D. Attendance

School attendance is a crucial element in a student's education. Excessive absences will inhibit the student's academic progress. Every effort should be made by each student to be in the Academy every day they are able to attend. Music, hair, and other appointments are to be scheduled after school hours. Absence for reasons other than sickness, doctor's appointments, funerals, and emergencies should be arranged in advance with the child's teacher and school secretary. To miss school to go to work is unacceptable unless a student is in their senior year of high school and has received approval from school administration.

A written excuse must be presented to the school secretary when a student returns to the Academy after an absence. This excuse must include the date(s) of the absence, the specific reason for the absence, and the parent's signature.

- If a student accumulates twenty (20) absences in one school year, they may be asked to withdraw from the Academy.
- College Days will not count against perfect attendance.

EXCUSED ABSENCE: Work may be made up with no grade penalty if completed within the allotted time. Teachers will give make-up tests and help with assignments only when absences are excused. The following reasons are considered excused absences:

1. Personal illness
2. Death in the family
3. Doctor or dental appointment (excuse note from doctor required)
4. Any other prearranged cause acceptable to the school administration, including family vacation.

ABSENCE: Absences are tracked using the following method:

Absent entire day	=	1 Absence
Absent 4-6 hours	=	$\frac{3}{4}$ (.75) Absence
Absent 3 hours	=	$\frac{1}{2}$ (.50) Absence
Absent 30 minutes	=	$\frac{1}{4}$ (.25) Absence

TARDIES: It is of the utmost importance that each child arrives at school on time daily. Punctuality, a character trait emphasizing the value put on others' time, is an important part of our life's educational process. Students who are not in their seats and ready for class when the bell rings or at the scheduled time for class to start are considered tardy.

TARDY TO CLASS: Students are expected to be in their seats and ready to begin each class when the bell rings. Five minutes are allowed between classes. If a student foresees that he will be late, a note from the previous class' teacher stating the reason, time of departure, and date must be taken to the next class to gain admittance and avoid being penalized.

PENALTY FOR TARDINESS: Punctuality is a character trait which Grace Christian Academy endeavors to teach students both in policy and practice. For this reason, tardiness is discouraged in the following ways:

1. Any student who accumulates five or more unexcused tardies or ten excused tardies during the year will be ineligible for a perfect attendance award.
2. Tardies will be excused for the following reasons:
 - a. Doctor's appointment (excuse note from doctor required)
 - b. Death in the family
 - c. Heavy traffic (occasionally) – Please leave early enough to account for traffic
 - d. Bad weather
3. Secondary students who are late unexcused for any class will receive demerits.

MAKE-UP WORK/TESTS: Students are allowed one (1) day to make up work from a one-day excused absence. Time allowed for make-up work for multiple absences will be determined on the bases of need. For example: If a student was in class for the review of a quiz/test, he should take the quiz/test upon his return to class. If a student misses the quiz/test review, he will have one day for each day he was absent to make up his work.

Students who are absent from school for any reason other than those listed under Excused Absence will not be allowed to make up work and will receive a grade of zero for each class missed.

INCOMPLETE AND MAKE-UP WORK: A student is allowed one day for each excused day of absence. Students who do not make up missed tests and assignments for excused absences will receive a grade of zero for those missed assignments. The zero will be averaged with other class grades to determine the final grade on the report card. It is the

student's responsibility to make arrangements with the teacher for make-up work. No credit will be given for classes when a student receives a final failing course grade.

E. Contacting Students in the Learning Center

Because of the importance of the learning process, and to keep distractions to a minimum, contact with students during school hours must be done through the school office. The school phone is reserved for official Academy business and emergencies. Students desiring to place emergency calls (to parents or guardians only) will be taken to the school secretary, who will place the call. Students who bring cellular phones must check them in at the Academy office upon arrival.

F. Early Dismissal from Class

When early dismissal is deemed to be necessary, parents will be notified by the school office either by phone call or written notice in advance.

G. Health Service and First Aid

1. The Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises because of a specific infectious agent that may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons.

A teacher or administration official that reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Communicable diseases include (but are not limited to): Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans only by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiaasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio, Cholera, Varicella (Chickenpox), Vibrio Infections, Yellow Fever.

2. Students are not to come to school if they are running a fever or are too ill to maintain their daily schedule. Students who become ill while at school will be sent to the Academy office. Students must be fever free (without fever-reducing

medicine) for 24 hours before returning to school. Parents will be called to come and pick up a sick student. If a student suffers a serious injury at school, the Academy will call for immediate medical assistance and then attempt to notify the parents. For minor injuries, an attempt will be made to reach the parents first for their instructions.

3. Acetaminophen (Tylenol) or Ibuprofen (Advil) may be administered by staff with written permission from parent. Any other medical needs should be discussed with child's teacher. In the event a student becomes ill or injured during the school hours and cannot function normally in the Learning Center, the Academy office will notify the parent or guardian to take the student home until he is fully recovered.

H. Student Vehicles

1. Only licensed drivers are permitted to drive automobiles to the Academy. All students must stay out of and off of vehicles from arrival time until departure. Vehicles should be parked in the northern parking lot. Parked vehicles and the parking lot are off limits. Vehicles should be locked.
2. In order to ensure complete safety for all, drivers are asked to observe the **10 mph speed limit** while driving on school grounds, and follow the flow of traffic.
3. Student drivers may not leave the Academy grounds during school hours without permission. Students must have written permission from their parents to go home with another student driver. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school office to let staff know. Student drivers may not leave the campus to get a forgotten lunch. A **parent** will be notified and may make arrangements for lunch.
4. Student carpooling must be approved, in writing, by both sets of parents and the administration.
5. If students are speeding or driving recklessly on school property, they may not be allowed to drive to school.

I. Visitors

Grace Christian Academy is a closed campus. Only parents and guardians are welcome to visit their students. To help students maximize their Learning Center time, all non-parent visitors should visit during lunch time and are required to check in at the school office and present identification, state the purpose and intended length of their visit, and are required to sign out when leaving campus.

J. Deliveries

Because GCA is a closed campus, all non-parent deliveries are to be brought to the school office and the school secretary will make the delivery to the students.

K. Academy Closing

In the event of inclement weather such as snow, ice, tornadoes, etc., parents may find Academy closing information in the newsletter, on the Academy website, GCA facebook page, or on NBC.

GCA will be closed on the following days:

- Labor Day
- Staff In-service Days
- Columbus Day

- Educators' Convention
- Thanksgiving Break
- Christmas Break
- President's Day
- Monday Following GBC Missions Conference
- Good Friday
- Spring Break

L. Lunch

GCA does not offer a daily lunch program. A lunch can be purchased in advance for most Fridays. Information will be sent home in the parent envelope.

1. Lunch boxes should be as plain as possible (no cartoons or other characters).
2. Lunch boxes, sacks, and lunch containers must be labeled with the student's **first and last** name.
3. Limited refrigerator space will be provided for student lunches. Insulated lunch boxes or ice packs are recommended.
4. There is to be no sharing of food at lunch among the elementary students.
5. Special meals for groups are welcome. Please notify the school in advance. Parents must serve and clean up.
6. Microwaves are **not** available for general student use.
7. Non-parent visitors must sign in at the Academy office and receive a visitor's pass to be able to visit at lunch time.
8. Students must bring any dishes and utensils needed for their lunch. Church dishes and utensils are not available for student use.

M. Articles Prohibited in Academy

1. NO GUM at school, on field trips, or any school activities.
2. Laser beam lights, magazines, guns, knives, matches, lighters, headphones, electronic devices are not permitted on campus, or on any school activity. Student may keep a cell phone **in their vehicle** or check it in at the Academy office upon arrival. **The school is not responsible for any damaged, lost, or stolen items.**

N. Parental Involvement

The Bible clearly teaches that parents are ultimately responsible for the training of their children (*Deut. 6:7, Prov. 22:6, Eph. 6:1-4, and Heb. 12:9*). The staff of GCA will never replace a parent or intentionally imply that a parent's word or judgment is inferior; however, GCA staff will only maintain students at the Academy whose parents willingly agree and support the Academy's policies. Unless parents and educators cooperate, the student cannot progress to their fullest potential. In short, GCA staff will work with a child to the best of their ability as long as parents work in good faith with them.

Good discipline originates in the home. The parent is the first teacher of their child and should develop in the child good behavior habits and proper attitudes toward school. Motivation is the positive element initiated to inspire achievement. Consistency, love, and interest build the student's self-image and confidence and inspire the student to further success. A child who is told the parent has confidence in them will tend to act accordingly.

Praise, compliment, and encourage your child in order to build character. In order to foster good parent/school involvement, a parent should:

1. Recognize that the teacher represents the parent while the child is in school.
2. Teach the child respect for the law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the Academy in carrying out recommendations made in the best interest of the child.
5. Talk with the child about school activities; show an active interest in his report cards and progress:
 - Do you encourage your child to be enthusiastic about their school work?
 - Does your child schedule sufficient time for home study/review?
 - Is there a suitable, quiet place to study at home at a regularly scheduled time?
 - Are pencils, pens, paper, books, dictionary, ruler, etc., readily available?
 - Do you have family agreements that are kept regarding the use of telephone and TV?
 - What time is your child in bed each night?
 - What do you suggest as a substitute when you are told there is no homework?

Consider:

- Reading - a continuous assignment for everyone, including the Bible, appropriate magazines, newspapers, and books chosen for enjoyment.
- Reviewing - class notes, arithmetic processes, grammar usage, and spelling.
- Research - Science or other long term projects that have been assigned.

Parents' interest and support at home are important to the student and greatly appreciated by their teacher. **Parents should assist their student in reviewing for any tests to be taken the following day. Study preparation for a test should be done at home.**

O. Complaint Procedures

There are legitimate ways to handle any problem that may arise during the school year. Grace Christian Academy encourages each parent to respect the teacher as a professional; and, likewise, the teacher to respect the parent as parents. The common goals of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between home and the school.

Therefore, special mention is made of the best method of dealing with problems and/or complaints. Please notice the following guidelines:

1. When a problem situation occurs between parent and teacher, the parent must first take the problem to the teacher. A phone call or a note can normally handle the problem.
2. If a conference is needed with the teacher, contact the school office.
3. Should the problem still not be resolved, a conference with the parent and headmaster/principal may be necessary.
4. The parent may contact the headmaster through the school office.

5. The GBC Deacon Fellowship may be notified if the complaint has not been resolved through the above procedures.
6. Some do's and don'ts:
 - a. Do not try to talk to the teacher during school hours, whether by phone or in person.
 - b. Do not pour out your problems to the secretary. She cannot solve your problems with a teacher.

P. Fire and Tornado Drills

For the safety of students, practice fire drills and practice tornado drills will be held during the school year. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with their group.

Emergency Evacuation of Building

In the event that Grace Christian Academy must be evacuated, the students will be taken to the YMCA building located at 2021 Cross Timbers Road, Flower Mound, Texas (972) 539-9622.

Q. Search for Suspicion of Illegal or Unauthorized Materials

GCA staff reserve the right to check a student's personal belongings in the event the Academy suspects the student possesses an unapproved item. A search may be conducted without the student's or the parents' permission. Registration of the student in the Academy constitutes parental consent to such search. This includes the following areas:

1. Automobiles on the school property
2. Cell phones, backpacks, purses, pockets, duffle bags, notebooks, binders, etc.
3. Lockers, desks, offices, etc.
4. Individuals (male staff will check male student with a male witness, female staff will check female student with a female witness)

R. Lost and Found

The Academy is not responsible for personal property left in the building or on the premises. All clothing should be well marked with the student's name. The Academy office will have a lost and found area. Please check with the Academy office for any missing items. All clothing and personal items not claimed at the end of each semester will be discarded.

S. Communication with Parents

The communication envelope is used for effective parent-staff relations. On the front of the envelope a parent signature is required, indicating that contents have been received and **read**. Parents may include any notes to the staff or office and school payments when returning the envelope to the Academy. Parties are not school-sponsored unless parents receive **written** notification from the Headmaster or the Academy office.

T. Off Limits

1. Students are not to be in any off-limits areas without staff.
2. The church instruments and equipment are off limits unless permission has been given by the staff.
3. No running or roughhousing in the building or on the property is allowed at any time.
4. Other students' desks/offices are off limits.
5. Jr. Church's BLAST station console and decorations are not to be touched.
6. Other students' PE lockers are off limits.
7. Sanctuary platform furniture, including the grand piano.
8. TV monitors in classrooms.
9. White dry erase boards in the classrooms are off limits unless under the teacher's supervision.
10. The intercom system.

U. Binding Arbitration

Section 1 - Submission to Arbitration

All students, parents of students, and guardians of students of Grace Christian Academy agree to submit to binding arbitration on any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section 2 - Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3, below.

Section 3 - Arbitration Procedures

The Procedures for Arbitration shall be as adopted by the Headmaster and the leadership of Grace Baptist Church (i.e., pastor and deacon board).

V. Engaged students are not allowed to attend Grace Christian Academy.

VIII. Dress Code Policies

A. Uniform Supplier

Grace Christian Academy ID # - FW382002

Parker School Uniforms
1200 Capital Pkwy., Suite 318
Carrollton, TX 75006
972-245-4006
www.parkersu.com

B. General Appearance

1. Boys

- Boys must have a **standard, conservative, graduated tapered haircut that blends evenly together having no distinct lines**, combed and off the collar and ears, with side-burns no longer than the top of the ear opening. Faddish cuts are unacceptable. **Do not ask the barber for a #1 razor cut.** Acceptable haircut judgments will be made at the staff's discretion. Hair is to be kept at the natural color and no highlights. Hair should be kept out of the eyes.
- Boys must be clean shaven: no stubble, mustaches, or fad shaving.
- Shirt tails and undershirts are to be tucked in at non-PE times.
- Shirts must be buttoned except for the top button and tucked in at all times. Only plain white undershirts are acceptable (no writing, graphics, or printed material). Undershirts must be of the appropriate size to fit under the uniform without showing.
- Pants should not be torn.
- Pants should touch the top of the shoes. If pants become too short due to growth then the student will be required to let the hem down or get new pants.
- One ring on each hand is allowed.
- No pins, badges, bracelets, necklaces, earrings, or other body piercings are allowed. Watches are acceptable.

2. Girls

- Hair should be feminine looking and neatly styled. Passing fad cuts are unacceptable. Hair should be kept out of the eyes. Hair accessories should not be extremely large. Hair is to be kept a natural color.
- Makeup may be worn by Secondary girls only, should be limited and not extreme.
- Small earrings (no hoops) may be worn on the ear lobe only. No multiple earrings may be worn - only one in each ear. No other body piercings are allowed.
- One ring on each hand is allowed.
- Bracelets (jewelry) – no rubber, plastic, cloth, or hair bands
- No pins, badges, or anklets are to be worn.
- The required length for all skirts, dresses, and shorts is below the knee. When in an upright kneeling position the hem of the garment should touch the floor. If the hemline becomes too short due to growth then the student will be required to let the hem out to the required length or get a new garment. This is the dress code for all school-related activities.

- All uniform shirts must be long enough that when arms are raised, the shirt does not rise above the top of the skirt. Shirts must be buttoned except for the top button. All shirts must be loose-fitting (as deemed appropriate by staff and/or administration).
- Necklines may be no lower than three finger-widths below the clavicle; button- or zip-front tops must be closed to within the three finger-width rule. Tops must be long enough that when arms raised, the shirt or blouse does not rise above the top of the skirt.

C. Uniforms

- All clothing should be clean, pressed, and in good repair.
- **All clothing is to be marked with the student's name.**
- Dress code for student spectators at all Grace Christian Academy games: school or PE uniform. For tournaments a student may wear their school uniform, PE uniform or casual clothes that meet the GCA guidelines.
- Students should **arrive at school** and in complete uniform (includes boy's shirt tails tucked in).
- Boys wearing school jackets must have them **unzipped** at all times.

D. Chapel Dress (Secondary Only)

- Boys – church type clothes such as long or short sleeve dress shirts, tie, dress or Docker style pants (no jeans), appropriate shoes and belt for pants.
- Girls – church type clothes that meet the GCA school standard of dress. Dresses or skirts must be below the knee with no slits above the knee. Blouses and shirts may not be sleeveless. No cold-shoulder or peek-a-boo sleeve tops. Necklines may be no lower than three finger-widths below the clavicle.

K4 - 2nd grade Boys Required Uniform				
Shirt	Pants	Socks	Shoes	Jackets
Required from Parker Uniform Light blue polo shirt with GCA logo	Required from Parker Uniform Navy blue pants (Parker or Compass brand)	Wear socks that are appropriate with the selected shoe	See enclosed list for examples	GCA jacket (purchased through Academy office) or plain gray, white, or navy sweatshirt
Boys Optional Items: Parker Uniform navy sweater vest Parker Uniform navy long sleeve V-neck sweater Parker Uniform navy cardigan sweater				

K4 - 2nd grade Girls Required Uniform				
Shirt	Skirt	Socks	Shoes	Jackets
Required from Parker Uniform Light blue polo shirt with GCA logo	Required from Parker Uniform Navy skirt - required length is below the knee.	Wear socks that are appropriate with the selected shoe	See enclosed list for examples	GCA jacket (purchased through Academy office) or plain gray, white, or navy sweatshirt
Girls Optional Items: Parker Uniform navy sweater vest Parker Uniform navy long sleeve V-neck sweater Parker Uniform navy cardigan sweater On cold days, girls may wear white, navy or black tights.				

Parker School Uniform, 1200 Capital Parkway, Carrollton, TX 75006 (972) 245-4006
 www.parkersu.com GCA School ID # FW382002

A separate PE Uniform is not required for K4-2nd grade, but may be purchased through the Academy office to wear on certain field trips instead of their regular uniform.

3rd - 12th Boys Required Uniform				
Shirt	Pants	Socks	Shoes	Belt
Required from Parker Uniform Light blue polo shirt with GCA logo	Required from Parker Uniform Navy blue pants (Parker or Compass brand)	Wear socks that are appropriate with the selected shoe	See enclosed list for examples	Black or brown with a conservative buckle
Boys Optional Items:				
Parker Uniform navy sweater vest				
Parker Uniform navy long sleeve V-neck sweater				
Parker Uniform navy cardigan sweater				
Undershirts - plain white only and must be tucked in				
Jackets - GCA jacket				
3rd - 12th grade Boys Required PE Uniform				
Shirt	Shorts	Socks	Shoes	PE Bag
Purchase from Academy office Gray T-shirt	Purchase from Academy office Navy shorts	Athletic socks (may have a logo or stripe but no extreme colors or patterns)	Athletic shoes (may be any color)	Purchase through Academy office PE bag is required but may carry a sports backpack for sport related uniform pieces
Boys Optional Items - Worn With PE Uniform:				
Undershirts - plain white only and must be tucked in				
Jackets - GCA jacket or plain gray, white, or navy sweatshirt or jacket				
Caps - College or professional teams are acceptable, no worldly associations				

Parker School Uniform, 1200 Capital Parkway, Carrollton, TX 75006 (972) 245-4006

www.parkersu.com GCA School ID # FW382002

3rd - 12th grade Girls Required Uniform				
Shirt	Skirts	Socks	Shoes	Jackets
Required from Parker Uniform Light blue polo shirt with GCA logo	Required from Parker Uniform Navy skirt - required length is below the knee.	Wear socks that are appropriate with the selected shoe	See enclosed list for examples	Purchase through Academy office GCA jacket
Girls Optional Items: Parker Uniform navy sweater vest Parker Uniform navy long sleeve V-neck sweater Parker Uniform navy cardigan sweater Secondary Age Only - neutral or navy hose (no knee highs) All Girls - winter season only - navy tights Undershirts - white, gray, navy, or black (must be tucked in) Jackets - GCA jacket				
3rd - 12th grade Girls Required PE Uniform				
Shirt	Shorts	Socks	Shoes	PE Bag
Purchase from Academy office Gray T-shirt	Purchase from Academy office Navy shorts	Athletic socks (may have a logo or stripe but no extreme colors or patterns)	Athletic shoes (may be any color)	Purchase through Academy office PE bag is required but may carry a sports backpack for sport related uniform pieces
Girls Optional Items - Worn With PE Uniform: Undershirts - white, gray, navy, or black (must be tucked in) Jackets - GCA jacket or plain gray, white, or navy sweatshirt or jacket Caps - College or professional teams are acceptable, no worldly associations				

Parker School Uniform, 1200 Capital Parkway, Carrollton, TX 75006 (972) 245-4006
 www.parkersu.com GCA School ID # FW382002

IX. Standard of Conduct

Each Secondary student must sign a Standard of Conduct Form, agreeing to strive toward unquestionable character in the areas of conduct, speech and attitude.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this Academy should immediately discuss the matter with the administration. 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)

A. Courtesy

Students of the Academy are expected to treat everyone with the proper respect, and show proper deference to those in authority. GCA students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy and kindness. Talking back, sarcasm addressed to those in authority, complaining, gossiping, etc., are subject to immediate disciplinary action.

B. Learning Center Guidelines

1. A student is not permitted to communicate or be out of their seat without permission. They should not turn sideways, around in desk, or tip chair back.
2. There is to be no eating in any of the Learning Centers.
3. Restrooms and water are available only on breaks. **No gathering in restrooms.**
4. Sharpening pencils should be done before class begins.
5. Students may wear a watch; therefore, students are not to ask staff for the time.
6. No student should lie on the floor, desks, or tables. Students should sit on chairs unless otherwise instructed by staff. No sitting on desks or tables.
7. Students are to move quickly from place to place when arriving at the Academy and changing classes.
8. Students are not to lean or sit on the office or divider.
9. Students are to raise their hand and wait for the acknowledgement of the teacher to gain permission to speak or to leave their seat.

C. Cleanliness of Clothes and Person

Students represent not only the Academy, but also the Lord Jesus; therefore:

- All clothing should be clean, pressed, and in good repair.
- Students should tend to personal hygiene and grooming on a daily basis.
- PE clothes should be taken home and washed after each PE class.

D. Cheating

Students are expected to uphold the standard of honesty and genuine Christian character.

E. Stealing

At GCA, students are taught the proper respect for one another's property. Taking any item that belongs to another student or borrowing without permission or as a practical joke will constitute stealing. Stealing will not be tolerated.

F. Vandalism

The facilities of Grace Baptist Church and Grace Christian Academy belong to God; therefore, any damage or defacing of items on the property will result in immediate disciplinary action. This includes writing on desks or chairs. Any repair or replacement will be the responsibility of the offending student.

G. Language

GCA students are expected to be careful to maintain good Christian standards of clean language. Students are to refrain from swearing, cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive. Any student who participates in or talks about such activities is subject to immediate disciplinary action.

H. Physical Contact

Students of the Academy are to keep hands off other students. Students must refrain from touching members of the opposite sex. Hugging to say hello or good-bye to members of the opposite sex is prohibited. When posing for pictures, members of the opposite sex are not allowed to put their arms around one another or place their hands on shoulders. Horseplay, such as pushing, shoving, hitting, kicking, scratching, etc., is not allowed. As a general rule, GCA students should not intentionally engage in physical contact with other students except when appropriate as determined by the Academy. The six-inch rule is the standard.

I. Worldly Pursuits

Students of the Academy are expected to refrain from talking about or engaging in: drinking alcohol beverages, use of tobacco products, vaping products, electronic cigarettes, use of illegal drugs and misuse of legal drugs, reading and/or watching pornography, homosexuality, and fornication. Any student who participates in or talks about any such activities is subject to immediate disciplinary action.

J. Off-Campus Behavior

Students are expected to abide by GCA standards of conduct throughout their enrollment whether at home, church, school, or elsewhere. Students found to be out of harmony with the Academy's ideals of work and life may be asked to withdraw whenever the administration determines necessary.

Students of GCA pledge to uphold the Academy's standards against cheating, swearing, using tobacco, vaping products, electronic cigarettes, gambling, dancing, drinking alcoholic beverages, listening to ungodly music, using or talking favorably about narcotics, or using indecent language and will act in a very orderly and respectful manner. They also pledge to strive to be of unquestionable character in dress, conduct, and other areas of life.

Students of the Academy are expected to refrain from talking about or engaging in: drinking alcohol beverages, use of tobacco products, vaping products, electronic cigarettes, use of illegal drugs and misuse of legal drugs, reading and/or watching pornography, homosexuality, and fornication. Any student who participates in or talks about any such activities is subject to immediate disciplinary action.

Students of the Academy agree to abide by the standards of conduct and other regulations expected of each student enrolled in Grace Christian Academy while they are a student of the Academy, and will not give the impression to students, parents, or faculty that they are not in harmony with the goals, aims, and standards of Grace Christian Academy.

K. Fighting

Fighting will result in the discipline of both parties, not just the initiator. If a student is pushed or hit by another student, then the appropriate response is not to retaliate but to immediately come to an authority figure.

L. Racist Behavior

Recognizing that God creates all humans of every race, color, and nationality equal, GCA demands that all students be treated with dignity, kindness, grace, and respect. No racist jokes, comments, slang terms, or name calling will be tolerated.

X. Disciplinary Policies

Grace Christian Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

Teachers are given the primary responsibility for the handling of all discipline problems that arise in the classroom. When necessary, disciplinary measures may include counseling, notes to parents, parent conferences, extra assignments or work, denial of privileges, demerits, administrative conferences, suspension, probation, or expulsion.

A. Headmaster's Office Visit

A letter will be issued to the parents and must be signed by both parents unless a single parent home and returned for each discipline visit. This will apply to all students in grades K4 – 12.

B. Home and Academy Cooperation

Grace Christian Academy expects full cooperation from both student and parent in the educational process. If at any time the Academy feels that this cooperation is lacking, the student may be asked to withdraw. Attendance at Grace Christian Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect them to abide by the spirit of the law as well as to abide by the letter of the law.

Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline - please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all of the information.
3. Understand that the Academy has reasons for every rule; that the rules are enforced without partiality or favor; and that when there is no longer need for a certain rule, that rule will cease to exist.
4. Fully support the administration, and **PLEASE** call the Academy office for all the facts.

C. Demerit System

GCA's strategy for discipline is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

Minor Offenses

Most common infractions include but are not limited to:

1 Demerit

- Parent envelope or note sent home not signed and/or returned
- No note for absence
- No Bible at school
- Talking without permission
- Out of seat without permission
- Disturbance: at lunch or breaks, in learning center, restroom, hallways, and stairs
- Shirts not properly buttoned
- Throwing objects including, but not limited to, paper, pens, pencils
- Sleeping in class
- Littering
- Eating without permission
- Not working on prescribed work
- Failure to follow written or oral instructions
- Running or roughhousing in building (includes learning centers)
- Using office equipment without permission
- 6-inch-rule violation
- Failed test notification not signed
- Book or notebook left at home; unprepared for class
- Unexcused tardy to class

2 Demerits

- Sitting on tables or desks
- Violation of Off Limits Policy: white boards, TV monitors, teacher materials, instruments, equipment, platform furniture, student's PE lockers, etc.
- Griping
- Speaking unkindly to others
- Name calling
- Talking during a test or quiz
- Detention Slip not returned or not signed
- Inappropriate practical joke (staff discretion)
- Incomplete cleaning assignment

3 Demerits

- Using the intercom system without permission
- Defacing school property, school materials, or other student's property (3 – 6 demerits; administration discretion)
- Working on unrelated material during class time
- Inappropriate language - staff discretion

- Using telephone without permission
- Speeding in parking lot
- Giving another student academic answers
- Incomplete academic assignments
- Cheating (3 demerits to suspension)
- Note writing, passing and/or receiving
- Out of uniform without a note
- Inappropriate or incomplete Chapel Days attire (3 demerits first offense, 6 demerits every offense thereafter)
- Physical contact with the opposite gender

Major Offenses

4 Demerits

- Failure to turn cell phone in to school office
- Back talking to a staff member
- Any act or gesture of disrespect to a staff member
- Lying to a student
- Gum Chewing

5 Demerits

- Lying to staff
- Direct disobedience to staff member
- Possession of contraband on person or in belongings
- Racist speech or behavior
- The taking of cell phone photographs is not permitted in the restrooms or locker room areas at any time

6 Demerits

- Fighting or provoking another to fight (or suspension at administration's discretion). If fighting occurs both individuals will be punished regardless of who started the fight. Students should walk away from provocation and go immediately to an authority.
- Bad language (2nd offense – suspension at Headmaster discretion)
- Stealing (6 demerits to suspension)
- Cheating on test or quiz (fail test or quiz with a zero and receive 6 demerits to suspension)

All repeated offenses are worthy of double demerits.

- Next day notes do not excuse the demerits.
- All school rules apply at all school functions: field trips, sporting events, PE, Student Conventions, etc.
- Repeated offenses continue to increase demerits.

D. Detention

The paramount rule is Do Right! Demerits are earned for disturbances or broken rules. Three or more demerits in one day result in detention after academic hours (starting at 3:30 PM) the following day. Students serving a detention will be given an assignment by

their teacher. For behavioral detention, students will receive a written assignment from staff. If written assignment is insufficiently completed due to not being busy, students will repeat detention.

- If student athletes miss conditioning exercises due to being at detention during practice, then they may be required to stay after practice to make up these missed drills.

Detentions are earned as follows:

3 demerits = 30 minutes detention

4 demerits = 40 minutes detention

5 demerits = 50 minutes detention

6 demerits = 60 minutes detention

Demerits earned after students last class period are recorded **for the next day**.

When a student earns a detention, a Detention Notice is sent home with the student. It is to be signed by the parent and returned the following morning. **If the Detention Notice is not signed and returned, it is an automatic 2 demerits the next day.** If a student forgets to serve their detention at 3:30, the detention will be doubled for the next day.

E. Corporal Discipline

Due to the nature of the legal system of the present day, Grace Christian Academy will refrain from administering any form of corporal discipline.

F. Disciplinary Probation

The detention limit for one week is two hours. If this limit is reached, the matter will be brought to the attention of the administration, resulting in a conference with the student and parents. The student is placed on probation. If the administration believes that the situation has not changed within two weeks, the parents may be asked to withdraw the child from Grace Christian Academy.

G. Suspension

Parents of students who have been suspended from school are urged to cooperate with the school in making this correction period beneficial to the student and the school. It is not to be a vacation.

A suspended student may not be in class, on school grounds, or at any school activity during the suspension. A grade of zero will be received on any missed quizzes or tests due to the suspension. A suspension is a drastic measure to let the student and his parents know that he is on the verge of dismissal unless positive and consistent change in behavior is seen.

The following behavior will result in an automatic review possibly leading to an out-of-school suspension of 1 – 5 days.

1. Breaking into, vandalizing, or damaging the campus or property on campus (students are required to pay for repairs).
2. Bringing or threatening to bring weapons to school - such as knives, martial arts paraphernalia, or fireworks.
3. Possessing pornographic, lewd, immodest, or inappropriate material on campus.
4. Possessing or using any alcoholic beverages on campus or off campus.
5. Possessing or using tobacco products, vaping products, or electronic cigarettes.

6. Any physical contact that the administration deems inappropriate.
7. Second offense in using bad language.
8. Continual disrespect and/or disobedience to **any** staff member.
9. Forging parent or staff signature or initials.
10. Stealing
11. Cheating
12. Fighting or bullying

H. Expulsion

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the Academy or displays a spirit contrary to the purpose and principles for which the Academy stands, they are subject to expulsion.

When all the methods of correction (counseling, notes to parents, conferences, suspension, etc.) have been exhausted, the administration may take the last step in helping an individual. When the administration feels that there is no significant progress in the behavior of a suspended individual, the last resort will be expulsion. Expulsion carries with it a penalty of not being able to return for one school year from the date of expulsion unless specified by the administration. All high school credits in that semester will be lost.

The following behavior will result in the student coming under review by the administration and school board for possible expulsion and will also result in the loss of credit for the semester:

1. Bringing a gun to school.
2. Acts of immorality on or off campus.
3. Possession or use of illegal drugs or alcoholic beverages on or off campus.
4. Striking a teacher or staff member.
5. Arrest or involvement in crimes other than minor traffic tickets.
6. Viewing pornography on or off campus.

XI. Academic Policies

A. Purpose of Grades/Grading Guidelines

The primary purpose of grades is to measure and communicate what a student knows, understands, and can do as a result of the student's learning; a secondary purpose for grades is to provide teachers with information for instructional planning.

B. Grades Reflect Student Work

Grades must reflect a student's relative mastery of a concept/learning goal. There must be a sufficient number of grades taken to support the grade average assigned. Grades entered for academic work must reflect student achievement and communicate progress to parent.

At GCA, no "minimum grade" will be assigned regardless of the quality of student work, product, or demonstrated mastery. Teacher shall record the actual grade a student earns; there is no minimum grade. Grades will not be reduced for disciplinary reasons other than

zeros received during suspension. Grade penalties are specifically covered in the “Grade Penalties” section below.

Because student learning is our non-negotiable goal, we encourage teachers to examine the ability of the student to recover from failing work before assigning a numerical grade. Teachers know their students and are aware of the impact of a non-recoverable grade can have on student learning, engagement, and participation in the class.

C. Student Expectations

Each student is expected to:

1. Attend all classes: regularly and on time.
2. Prepare for each class. Take appropriate materials and assignments to class.
3. Maintain honesty and integrity in all issues regarding school work and interaction with teachers and administrators.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during a test, quiz, or other assignments. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the teacher, taking into consideration written materials, observation, or information from students.

D. Grade Penalties

Late Work

- Teachers may assign a late penalty to a project turned in after the due date.

Academic Dishonesty

- Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

E. Grading Scale for Grades 1 through 12

Percentage	Letter Grade	Percentage	Letter Grade	Percentage	Letter Grade
98%-100%	A+	93%-97.99%	A	90%-92.99%	A-
88%-89.99%	B+	83%-87.99%	B	80%-82.99%	B-
78%-79.99%	C+	73%-77.99%	C	70%-72.99%	C-
68%-69.99%	D+	63%-67.99%	D	60%-62.99%	D-
0%-59.99%	F				

For high school students earning high school credits, GCA uses a 4.0 GPA (grade point average) scale with weight as follows:

Honors Course	4.0 Scale	Percentage
5	4	90% - 100%
4	3	80% - 89.99%
3	2	70% - 79.99%
2	1	60% - 69.99%
1	0	Below 60%

F. Standardized Achievement Tests

Grace Christian Academy uses one of the finest standardized achievement tests available. This assessment is given in April of each year and is administered in a controlled environment by a teacher. The standardized achievement tests are required for all GCA students in grade levels 1–12 (including seniors who have completed their course of studies before the testing date).

The standardized test provides the data to evaluate and guide your student's progress toward meeting academic standards. It also provides a means of measuring academic growth from year to year.

G. Homework

No homework on Wednesday so people are unhindered to attend church.

H. Semester and Final Exams (Secondary)

If a student has an average of 94% or higher in any class, they are exempt from taking that exam and attendance is not required for that testing time. The student, however, must be in class for any exam from which they are not exempt.

Semester and final exams will be at the following times:

8:00 – 9:20

9:25 – 10:45

10:50 – 12:10

A more detailed exam schedule will be announced at a later date.

I. Graduation Requirements

Graduation from GCA is determined by achievement, not chronology. Some students may complete the requirements earlier than others. Time is not the deciding factor; learning is; therefore, students will not receive a diploma until they have met all requirements and all necessary fees. All tests must be taken and processed under supervision of GCA staff. Texas State History is a requirement for graduation. Once enrolled in GCA all High School

students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

High School credits are awarded by a successful completion of course requirements and a passing score on the comprehensive final exam, when applicable.

The academic advisor will produce the Academic Projection after the course of study is agreed upon, listing all courses required for completion before a diploma may be issued. The parent will receive two copies of the Academic Projection. One copy must be signed by the parent and returned to GCA. Each year after re-enrollment, the academic advisor will update the projection to reflect the student's ongoing progress and completion of academic requirements. The signed Academic Projection is considered a contract between the parent and the Academy concerning all academic requirements. Completion of a course of study will be based upon completion of the most recently signed Academic Projection. The Academic Projection will contain all credits accepted by GCA that were previously earned, along with the Academy's additional academic requirements. Students are encouraged to attain the highest possible course of study even if it may take an additional year.

J. Valedictorian and Salutatorian Awards

In order for a graduate to be eligible for valedictorian or salutatorian awards, the student must have: 1) attended GCA their junior and senior years, or 2) have earned a minimum of 12 total credits at GCA. GPA is determined by core subjects and Bible.

K. Promotion

To be promoted at Grace Christian Academy in grades 9-12, a student must have completed:

1. Six credits to be a sophomore.
2. Twelve credits to be a junior.
3. Eighteen credits to be a senior.

L. Report Cards

Report cards are issued at the end of each quarter and must be signed and returned to the first period teacher the next school day.

M. Reporting Student Progress

Every three weeks secondary students will receive a progress report which is designed to inform parents of a student's academic progress. Their progress report must be signed and returned to the first period teacher the next school day. Elementary students will receive a progress report every three to four and a half weeks at the teachers' discretion. The progress report must be signed and returned to the individual teacher the next day.

Honors Course of Study

Equivalent to State of Texas Distinguished Achievement Program (DAP)

Required = (R) Optional = (O) REVISED 8-1-17

Subject	Credits	Minimum Credits Required
Bible		*1-4
9 th – New Testament Survey (R)	1	
10 th – Old Testament Survey (R)	1	
11 th – Bible Doctrines (R)	1	
12 th – Christian Faith & Living (O)	1	
12 th – Foundations for Living (O)	1	
11 th – College Old Testament Survey (O)**	1	
12 th – College New Testament Survey (O)**	1	
English		4
9 th – English I (R)	1	
10 th – English II (R)	1	
11 th – English III (O)	1	
12 th – English IV (O)	1	
11 th – English Composition I (O)**	1	
12 th – English Composition II (O)**	1	
Math		4
9 th – Algebra I (R)	1	
10 th – Geometry (R)	1	
11 th – Algebra II (R)	1	
12 th – Pre Calculus (O)	1	
12 th – Consumer Math (O)	1	
12 th – Trigonometry (O)	.5	
College Math (O)**	1	
Calculus I (O)**	1	
College Algebra (O)**	1	
Social Studies		4
9 th – World Geography (R)	1	
10 th – World History (R)	1	
11 th – American History (R)	1	
12 th – Government & Economics (R)	1	
Texas State History *	1	
U.S. History I (O)**	1	
U.S. History II (O)**	1	
National Government (O)**	1	
Science		4
9 th – Biology (R)	1	
10 th – Integrated Physics & Chemistry (R)	1	
11 th – Chemistry (R)	1	
12 th – Physics (R)	1	
11 th – Concepts in Chemistry (O)**	1	
12 th – Concepts in Physics (O)**	1	
Human Biology (O)**	1	
Foreign Language (R) (Spanish and French)		3
Electives		2.5
Office Applications I & II (R)		1
Physical Education (R) (1/2 credit per year)		1
Speech (R)		.5

Minimum Total Credits – 28

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

*Students are required to take one credit of Bible for every year they are enrolled in high school at Grace Christian Academy. Texas State History is a requirement for graduation.

**College level courses that can be taken for dual credit through Maranatha Baptist University at an additional cost.

College Preparatory Course of Study
Equivalent to State of Texas Recommended High School Program (RHSP)
Required = (R) Optional = (O) REVISED 8-1-17

Subject	Credits	Minimum Credits Required
Bible		*1-4
9 th – New Testament Survey (R)	1	
10 th – Old Testament Survey (R)	1	
11 th – Bible Doctrines (R)	1	
12 th – Christian Faith & Living (O)	1	
12 th – Foundations for Living (O)	1	
11 th – College Old Testament Survey (O)**	1	
12 th – College New Testament Survey (O)**	1	
English		4
9 th – English I (R)	1	
10 th – English II (R)	1	
11 th – English III (O)	1	
12 th – English IV (O)	1	
11 th – English Composition I (O)**	1	
12 th – English Composition II (O)**	1	
Math		4
9 th – Algebra I (R)	1	
10 th – Geometry (R)	1	
11 th – Algebra II (R)	1	
12 th – Pre Calculus (O)	1	
12 th – Consumer Math (O)	1	
College Math (O)**	1	
Calculus I (O)**	1	
College Algebra (O)**	1	
Social Studies		4
9 th – World Geography (R)	1	
10 th – World History (R)	1	
11 th – American History (R)	1	
12 th – Government & Economics (R)	1	
Texas State History *	1	
U.S. History I (O)**	1	
U.S. History II (O)**	1	
National Government (O)**	1	
Science		4
9 th – Biology (R)	1	
10 th – Integrated Physics & Chemistry (R)	1	
Physics (O)	1	
Chemistry (O)	1	
Earth Science (O)	1	
11 th – Concepts in Chemistry (O)**	1	
12 th – Concepts in Physics (O)**	1	
Human Biology (O)**	1	
Foreign Language (R) (Spanish)		2
Electives		1.5
Physical Education (R) (1/2 credit per year) (or 4 years of HS sports)		1
Speech (R)		.5
Office Application (I & II)		1

Minimum Total Credits – 26

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

*Students are required to take one credit of Bible for every year they are enrolled in high school at Grace Christian Academy. Texas State History is a requirement for graduation.

**College level courses that can be taken for dual credit through Maranatha Baptist University at an additional cost.

General Course of Study

Equivalent to State of Texas Minimum High School Program (MHSP)

Required = (R) Optional = (O) REVISED 8-1-17

Subject	Credits	Minimum Credits Required
Bible		*1-4
9 th – New Testament Survey (R)	1	
10 th – Old Testament Survey (R)	1	
11 th – Bible Doctrines (R)	1	
12 th – Christian Faith & Living (O)	1	
12 th – Foundations for Living (O)	1	
English		4
9 th – English I (R)	1	
10 th – English II (R)	1	
11 th – English III (R)	1	
12 th – English IV (R)	1	
Math		3
Pre-Algebra (O)	1	
Algebra I (R)	1	
Geometry (R)	1	
Consumer Math (O)	1	
Algebra II (O)	1	
Social Studies		4
9 th – World Geography (R)	1	
10 th – World History (R)	1	
11 th – American History (R)	1	
12 th – Government & Economics (R)	1	
Texas State History *	1	
Science		2
Biology (O)	1	
Integrated Physics & Chemistry (O)	1	
General Science (O)	1	
Earth Science (O)	1	
Electives		4.5
Office Applications I & II (R)		1
Physical Education (R) (1/2 credit per year) (or 4 years of HS sports)		1
Speech (R)		.5

Minimum Total Credits – 24

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

*Students are required to take one credit of Bible for every year they are enrolled in high school at Grace Christian Academy. Texas State History is a requirement for graduation.

Vocational Course of Study
Equivalent to State of Texas Foundation High School Program
REVISED 8-1-17

Subject	Minimum Credits Required
Bible	1-4
9 th – New Testament Survey (O)	
10 th – Old Testament Survey (O)	
11 th – Bible Doctrines (O)	
12 th – Christian Faith & Living (O)	
12 th – Foundations for Living (O)	
English	4
Math	4
Science	4
Social Studies	4
Texas State History	
Physical Education (R) (1/2 credit per year) (or 4 years of HS sports)	1
Electives	3-5
Speech	.5

Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

Minimum Total Credits – 22

Very few students should be placed on the Vocational Course of Study. Most vocational students will be transfer students whose academic deficiencies in relation to their age make a general course impossible.

Every student should strive to complete a course of study which prepares the student for college or good employment after graduation from high school. Every student should be classified on the College Preparatory Course of Study until cumulative evidence (mental aptitude, diagnosis/prescription, home circumstances, and age) substantiates the impracticability of pursuing a college-bound course of study. Even then, students should be encouraged to attain the highest possible course of study even if it may take more time. There is nothing wrong with a student attending high school five or six years if need be to complete necessary requirements. The GCA name should be synonymous with academic excellence. A diploma from GCA should be earned. It should require effort, even if graduates remain in school beyond age eighteen.

7th – 8th GRADE JUNIOR HIGH SCHOOL COURSE OF STUDY

7th Grade

Bible (R)

Language Arts (R)

Math (R)

Science (R)

History and Geography (R)

Texas State History (1 semester) (R)

8th Grade

Bible 800 (R)

Language Arts (R)

Math (R)

Science (R)

History and Geography (R)

Keyboarding (1 semester) (R)

If a student plans on pursuing the Honors Course of Study, they should begin earning credits in the 8th grade.

N. Academy Graduates

GCA graduates are eligible for NCAA scholarships. Several of the colleges and Universities our graduates have attended are listed below. This list is not all-inclusive.

ARKANSAS

Champion Christian College

FLORIDA

Pensacola Christian College

INDIANA

Hyles-Anderson College

KENTUCKY

Commonwealth Baptist College

MISSOURI

Baptist Bible College
College of the Ozarks

NORTH DAKOTA

Master's Baptist College

OHIO

Cedarville University

OKLAHOMA

Oklahoma Baptist College
Heartland Baptist Bible College

TENNESSEE

Tennessee Temple University
Crown College of the Bible

TEXAS

Baylor University
Dallas Baptist University
Hardin-Simmons University
LeTourneau University
North Central Texas College
Southwestern Assembly of God University
Texas A & M
Texas Women's University
The Art Institute of Dallas
University of North Texas

WEST VIRGINIA

Appalachian Bible College

WISCONSIN

Maranatha Baptist University

WYOMING

Frontier School of the Bible

O. Bible

For consistency in preaching and teaching, GCA has determined that the King James Version of the Bible shall be the official and only translation used by the students. The Bible must be in book form and not an electronic device.

P. Chapel

In order to provide every student the opportunity to know Jesus Christ as their Lord and Savior, and encourage every student to dedicate their life to Christ in Christian service, GCA holds a weekly chapel for the students on Wednesday afternoon. Secondary students should bring a Bible, a chapel-designated notebook, and a pen to every chapel service.

Q. Study Helps for Students

God's will for each student at this period in their life is the mastery of the basic academic subjects. Studies form the most important part of school training. Good studying begins with the proper attitude of heart in receiving studies as from God and in doing those studies "as unto the Lord."

Here are some practical helps:

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself into your work.
4. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
5. Concentrate on the work and refuse to entertain irrelevant thoughts.
6. Budget your time to cover all of your subjects.
7. Study examples, maps, charts, and footnotes.
8. Use your dictionary.
9. Do your own work. Don't ask for help unless you are absolutely certain that you are unable to do the work yourself.
10. Be dissatisfied with any effort which falls short of your God-given ability.

R. Awards Program

Ribbons, certificates, plaques, letters, and trophies are presented at the annual Awards Program held at the close of each regular Academy year. Students strive during the year to attain awards in the following categories: Academics, Athletics, Music, Speech, and Character. **Any student caught cheating on a test will not be eligible for the academic award in that subject.**

The following is a list of awards commonly presented:

1. Academic Awards

- Highest Subject Average** (must have completed entire course)
- Honor Roll
- Distinguished Honor Roll
- Teacher's Award (Elementary)
- Most Improved Student Award (Elementary)

2. Character Awards

- Christian Leadership Award
- Miss GCA (optional)
- Mr. GCA (optional)

3. General Awards

- Perfect Attendance (must be enrolled in GCA for the entire school year)
- Excellent Attendance - Students who were not absent more than five days (must be enrolled in GCA for the entire school year)
- Penmanship Award
- Speech/Drama
- Music
- Athletics (given on the basis of physical ability **and** moral character)
 - Basketball** (boys) – MVP, Best Offensive Player, Best Defensive Player, Most Improved Player, Patriot Award, Christian Leadership Award
 - Volleyball** (girls) – MVP, Best Offensive Player, Best Defensive Player, Most Improved Player, Patriot Award, Christian Leadership Award
 - Cheer** – MVP, Most Improved Award, Patriot Award

**** Students must have obtained Honor Roll all 4 quarters.**

S. Honor Roll (Grades 1 – 12 quarterly)

Honor Roll Requirements

1. A's and B's
2. No more than 18 demerits per quarter

Honor Roll Privileges

1. One homework pass
2. One dress down day
3. Fast food lunch at school

Distinguished Honor Roll Requirements

1. Straight A's
2. No more than 12 demerits per quarter

Distinguished Honor Roll Privileges

1. One homework pass
2. Three dress down days
3. Fast Food lunch at school
4. Lunch out with Pastor
5. Microwave use for the next 9 weeks

T. Field Trips

Periodic field trips will be taken to enrich learning. They are a fun way to provide students with interactive learning experience and to spark their love for learning. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions. All field trips are required. Students will receive an unexcused absence if they do not attend the field trip, unless the absence has been prearranged a week prior to the field trip.

U. PSAT/NMSQT

When a student reaches the junior year, it is time to begin making preparations for college entry. One of the first steps for the student is to take the PSAT/NMSQT. The PSAT/NMSQT is the Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test, and is taken in the student's junior year. The PSAT will give students a look at what the SAT test will be like, as well as an idea of how well they should be able to score on the SAT. The PSAT is also used as the National Merit Scholarship Qualifying Test. The National Merit Scholarship Corporation awards hundreds of thousands of dollars in scholarship money to top scoring students. Many colleges also offer large scholarships based on National Merit achievement.

The PSAT/NMSQT is only offered once in October of each school year. Qualifying students will receive registration information for this test via the Parent Envelope. There is an additional fee to cover expenses for this test.

In preparing for this test, consider using one of the various successful test preparation software programs available at your local bookstore. With computer study guides, students have the opportunity to take practice PSAT/NMSQT tests. Students may also access the PSAT/NMSQT website at collegeboard.org for more information and practice questions. If you have any questions or wish to receive additional information, please contact the Academy office at 972-539-7284.**CT**

V. SAT/ACT

Many colleges require applicants to present results of a college entrance examination. The most popular examinations are the SAT and the ACT. Colleges and universities use these test results along with other criteria to determine admission eligibility. These scores often determine the student's qualification for scholarships as well. It is recommended that students take the college entrance exam towards the end of their junior year or during the first semester of their senior year. By this time, students typically have completed most of the course work covered by either test. Both tests may be taken more than once, with the highest score forwarded to colleges. Before the student chooses a test date, the

application deadline for the college of choice should be considered. Keep in mind that it will take several weeks for score reports to be processed and mailed to chosen colleges.

College-bound students usually score higher on the SAT or ACT when Algebra I and Geometry are completed back to back within two years and immediately prior to taking the college entrance exams.

The teachers are aware of this need and prescribe these courses accordingly. Students who do not complete the required high school courses of Algebra I, Geometry, Biology, Physical Science, and Chemistry or Physics may not do as well on college entrance exams. In preparing for these exams, consider using a test preparation software program or book available at a local bookstore.

The GCA school code, **442-725**, should be noted on the test registration form. This will enable the testing organizations to forward the student's scores directly to GCA to be recorded on the permanent record. Requests for SAT or ACT registration packets may be directed to the Academy's office at 972-539-7284. See the SAT website at collegeboard.org or the ACT website at act.org to receive more specific information regarding these examinations.

W. Transfer Credits

GCA desires that each student start and finish their education at Grace Christian Academy. However, in some cases this may not happen. The Lewisville Independent School District has the right to decide credit transfers. Transfer students from non-state accredited public, private, or parochial schools shall validate high school credit for courses by testing or evidence that courses meet State Board requirements and standards. Once enrolled in GCA all High School students are required to earn all their credits through GCA. The purpose of this policy is to protect the integrity of our academic program.

LISD 2016-2017 Policy for Non-Accredited Schools

Students entering the District from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the Headmaster, pending observation by classroom teacher(s), guidance personnel, and the Headmaster. Criteria for placement may include:

1. Scores on achievement test(s), which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the Headmaster.

SECONDARY 3:30 DISMISSAL

TEACHER	SCHEDULE	PERIOD	LEARNING CENTER	BREAK ROOM	COLLEGE ROOM
Sheri Crouch	8:00-8:40	Period 1 (40 min)		7th-12th Grade Bible: Kings of Israel	
Jim Boyce	8:45-9:35	Period 2 (50 min)	History 8	US History	World History & Culture
Dan O'Leary	9:40-10:30	Period 3 (50 min)	Math 8 / Texas History	Consumer Math	Algebra 2
Chrissy Polito	10:35-11:25	Period 4 (50 min)	Science: Matter & Energy	Science 8 Earth & Space	Chemistry
Shannon Sassie	11:30-12:20	Period 5 (50 min)	English 10	English 8	English 11
Michael Scott	12:25-12:50	LUNCH (25 min)			
Trish Watts	12:55-1:40	Period 6 (45 min)	Keyboarding	Study Hall	Algebra 1
			Math 7		
Other	1:45-2:30	Period 7 (45 min)		Foreign Language	Study Hall
				Music (Monday)	
	2:35 - 2:50	Period 8 (15 min)	Cleaning Assignments		
	2:50 - 3:30	Period 9 (40 min)	Speech	Study Hall	7th-10th PE (Gym)
			Chapel - Wed.		

SECONDARY HALF DAY SCHEDULE

TEACHER	SCHEDULE	PERIOD	LEARNING CENTER	BREAK ROOM	COLLEGE ROOM
Sheri Crouch	8:00-8:30	Period 1	(30 min)	7th-12th Grade Bible: Kings of Israel	
Jim Boyce	8:35-9:05	Period 2 (30 min)	History 8	US History	World History & Culture
Dan O'Leary	9:10-9:40	Period 3 (30 min)	Math 8 / Texas History	Consumer Math	Algebra 2
Chrissy Polito	9:45-10:15	Period 4 (30 min)	Science: Matter & Energy	Science 8 Earth & Space	Chemistry
Shannon Sassie	10:20-10:50	Period 5 (30 min)	English 10	English 8	English 11
Michael Scott	10:55-11:25	Period 6 (30 min)	Keyboarding	Study Hall	Algebra 1
			Math 7		
Trish Watts	11:30-12:00	Period 7 (30 min)		Foreign Language	Study Hall
				Music (Monday)	
Other	12:05-12:30	LUNCH (25 min)			

XII. Extra-Curricular Programs

A. Athletics

1. Physical Education

A physical education class is provided for all students. This class is mandatory. Excuse from class for more than 4 days due to injury or illness requires a doctor's written note. If a student is injured or too ill to attend the Physical Education class, they remain in the Learning Center to work. Three demerits will be given if a student fails to be in complete PE uniform for each PE period. Repeated offenses increase the penalty. Students with incomplete PE uniform will return to study hall. If the student is sick or injured, a note is required from the parents and the student goes to study hall. PE clothes are to be taken home and washed after each PE class. Personal athletic equipment should not be brought from home unless the student has been given permission from staff to do so. Students are not to use school equipment outside of school activities.

Lockers belong to the Academy, not the student. Locker locks are not allowed. Lockers are to be used for school related items only, such as PE bags, team uniforms, lunches, and jackets. No decorations.

2. Philosophy

It is a privilege to participate in the athletic program of Grace Christian Academy. Involvement will be dependent upon several important areas of the young person's life. In order to qualify, they must daily display a Christ-like spirit and attitude. Athletic ability is definitely secondary.

GCA is concerned with the proper physical, moral, and intellectual development of the students. Athletics provide an opportunity to develop character qualities such as the following:

- | | |
|-----------------------------------|-----------------------------------|
| a. Initiative | f. Perseverance |
| b. Self-discipline | g. Confidence |
| c. Spiritual fellowship | h. Leadership |
| d. Respect for rules and property | i. Loyalty |
| e. Cooperation and responsibility | j. Humility in victory and defeat |

It is also the goal of the GCA athletic program to instill in students a spirit of excellence. In a day of mediocrity and apathy, the Academy will do the best to inspire and expect from the young men and women that whatsoever they do, *"do it heartily, as to the Lord."* (Col. 3:23)

Consequently, the Academy's concern for the proper attitude will take precedence over athletic ability.

3. Coaching Staff

The coach is in charge of all practices, games, and equipment. Our athletic teams are open to the participation of all students. However, game playing time is earned and is at the discretion of the coach. Please support the authority of the coach in regards to their decision on playing time. While we encourage parents to communicate with the

coach in regards to their child's progress, it is unethical to ask the coach to give your child more playing time.

4. Eligibility and Grades

A student must maintain a "C" average with no "F's." If a student makes two "D's", he will be declared ineligible. Ineligibility will not permit a student to attend an away game or tournament that requires a student to be absent from class. Grades will be re-evaluated by the standard set by our sports league. At each grade check, grades must meet the eligibility standard. When a student reaches a third ineligibility in a sport, he will be removed from the team. While a player is ineligible, he may not dress out for any games. All ineligible players must attend all practices. Ineligible players must sit on the bench in normal school dress for all home games.

Academic Eligibility Periods: The first eligibility period will begin six weeks after school begins. Grades should be checked every six weeks thereafter. Any student failing the grading period will be ineligible for a period of three weeks. Ineligibility shall begin no later than the following Wednesday. At that time, grades will be checked again. If student is not passing all subjects, the player will remain ineligible for another three weeks. If said student is passing all classes, they will once again be eligible for play.

A student should not sacrifice their educational opportunities in order to participate in the athletic program.

A student that has not been present for at least 3 hours of the school day is **not permitted to participate** in Academy functions or activities that day or evening unless granted a hardship status at the discretion of the administration.

If it is found that practices and schedules hurt a student's academics, the staff may require the student to withdraw from after-school team sports, and/or extracurricular activities until the student has caught up with their academics.

If a student becomes ineligible, they are still required to participate in all team practices during that week of ineligibility unless the administration determines that they should not attend practice and instead dedicate that time to their academic studies.

Ineligible students are required to attend home games and sit on the bench with the team but they must be dressed in their school uniform not their team uniform.

Ineligible students are NOT allowed to attend away games as a part of the team nor as a spectator.

5. Travel Policy

- a. All players and cheerleaders are to travel to and from the games on either school-provided transportation or school-approved carpools. Players will be allowed to return home with their parents after a game – provided they inform the coach. Any other transportation to or from a game must have prior approval. Do not assume permission will be granted.
- b. The following items are prohibited when traveling to a GCA athletic event: headphones, earphones, guns, knives, lighters, matches, and chewing gum.
- c. Any movies to be viewed by the group in a vehicle while traveling must be approved beforehand by the administration. No movies that contain cursing or

scenes of a sexual nature will be allowed. All reading material needs to be approved beforehand by a staff member.

- d. All adults who serve as designated drivers for GCA activities are asked to uphold all the rules of our travel policy and report any infractions to the administration.
- e. Everyone is required to wear their seat belts and the number of passengers should never exceed the number of available seat belts.

6. Spectator Sportsmanship

Spectators are asked to refrain from public criticism of the officials who are the authority figures during the games. (Young people watch their leaders' responses.) Please address criticism to either the administration or athletic department at an appropriate time. Parents, allow coaches to do the coaching of your child.

B. Fine Arts and Performing Arts

Speech and Drama

The Speech and Drama program is designed to train students in the art of communication. GCA believes that Christians have a responsibility to fulfill the Great Commission. GCA's goal, therefore, is to equip students to communicate the Gospel and the principles of God's Word effectively.

The speech and drama program not only deals with the practical aspects of communication, but with the message being communicated. Its philosophy is that every Christian has the potential to be an effective communicator, and every speaker can improve their speaking abilities by consciously putting forth diligent effort. The speech and drama department of Grace Christian Academy has a rich history of excellence in the communicative arts. The students are taught the value of hard work and diligence. While the classes are fun, they are also demanding and challenging. Rehearsal, production, and performance are all part of the GCA speech and drama package.

C. Student Performing Arts

1. Elementary Fine Arts (Grades 3 – 6)

A most exciting and rewarding event for students is the annual Southern Plains Jr. Convention. Students in grades 3 – 6 are required to prepare for competition in a variety of the 140+ events including: academics, arts/crafts, athletics, drama, music, and science exhibits. Students participating in the convention are required to compete in a minimum of 10 events.

2. Fine Arts (Secondary Students)

Because we strongly believe that performance arts (music, speech, drama, etc.) are a vital part of the educational process, participation of all eligible students is required. Students will be required to enter the following: large ensemble, 1 non-ensemble music event, and 1 platform event. Juniors and seniors must do an individual speech event.

3. Travel Policy

- a. The following items are prohibited when traveling to a GCA event: headphones, earphones, guns, knives, lighters, matches, and chewing gum.
- b. Any movies to be viewed by the group in a vehicle while traveling must be approved beforehand by the administration. No movies that contain cursing or scenes of a sexual nature will be allowed. All reading material needs to be approved beforehand by a staff member.
- c. All adults who serve as designated drivers for GCA activities are asked to uphold all the rules of our travel policy and report any infractions to the administration.
- d. Everyone is required to wear their seat belts and the number of passengers should never exceed the number of available seat belts.

School Supplies

All Elementary Students (K4 - 6th)

Tissues	Antibacterial Wipes
Pencil box	Eraser
Art Fee \$10	4 pack multi-colored dry erase markers
KJV Bible	
Backpack	Lunch Box
*No cartoon or other characters on backpacks, lunchboxes, and folders	

K4 - K5 ONLY

My First Ticonderoga #2 Pencils – 6

1st - 2nd ONLY

Crayons – 16 pack	Pencils
Safety Scissors	2 pocket folder (no prongs)

3rd - 4th ONLY

Blue or black ink pens	Pencils
Safety Scissors	12" Ruler
Crayons	Loose-Leaf Notebook Paper
Red grading pencils	

5th - 6th ONLY

Blue or black ink pens	Pencils
Colored Pencils	Yellow Highlighter
Two 3 pronged folder with pockets	One 2 pocket folder (no prongs)
Loose-Leaf Notebook Paper	Compass
Protractor	

All Secondary Students (7th - 12th)

Blue or black ink pens	Pencils
12" ruler	Eraser
Tissues	Antibacterial Wipes
KJV Bible	Loose-Leaf Notebook Paper
Pen / Pencil Bag	Dividers – 2 pack of 5
4" Protractor	*Compass
3 pronged plastic folders with pockets - 1 of each: yellow, green, blue, red, orange	
Backpack	Lunch Box
*No cartoon or other characters on backpacks, lunchboxes, or folders	

*Other items may be required for particular courses. Your child's teacher will send a note home if a specific item is needed.

Defined King James Version Bibles may be purchased through the Academy Office for \$15.

XIV. Miscellaneous

A. School Pictures

School pictures are taken once in the fall semester. Students are to be in their regular uniform for the pictures. Parents may purchase school pictures for an additional fee.

B. Graduation

Grace Christian Academy offers a college/university preparatory education. This will require a considerable effort and commitment on the part of the families. GCA staff nonetheless strongly recommends that, regardless of the intended major in college, the students submit themselves to this rigorous discipline. The administration recommends that parents be prepared for an increasing amount of study time as the student approaches their senior year.

1. In order to be considered a senior, the student may have no more than 6 credits left to complete at the beginning of the fall semester of school.
2. Senior students must complete all prescribed requirements for graduation **prior** to Graduation Day.
3. Only senior-year students with a College Preparatory Course of Study or higher, will be considered for the Valedictorian and the Salutatorian for the Academy's graduating class.
4. Seniors who finish their requirements for graduation are still required to complete any non-academic classes to earn credits for those courses. (hardship – see administration)
5. **Seniors will continue to pay for full tuition up to and including the end of the school year even though academic work may have been completed for graduation requirements.**
6. **Seniors are required to take the Standardized test.**
7. **Work Policy** - Depending on academic load, seniors may work part of the school day. Arrangements must be made in advance with the school administration, teacher, and parents.

A formal ceremony is held each year for all GCA graduating seniors. Graduation announcements may be designed and printed individually by the senior; however, GCA has arranged for Jostens to provide caps and gowns (navy blue for both male and female) for the students to purchase through the Academy office in the spring semester. GCA encourages all graduating seniors to attend, as it will deeply impact their lives and the lives of their families. Information will be sent to all seniors in the fall of their senior year.

C. Transcripts

GCA is pleased to offer accredited transcripts for enrolled students. A parent may obtain an unofficial copy at any time by calling the Academy office. To protect the academic integrity of the transcript, GCA prefers to send official transcripts directly to colleges and universities. However, if a parent needs an official transcript sent to the home, it will be sent in a sealed

envelope, which should not be opened. GCA will provide up to five official transcripts per student at no charge. After this, there will be a \$5 charge per official transcript. This charge must be paid before the transcript is sent.

Transcript requests may be made by emailing school.gca@verizon.net, or faxing 972-355-1369. To expedite the request, please provide the name of the student at the time of enrollment, the student's birth date, type of transcript needed (official or unofficial), the institute's address, and a contact number should there be any questions.

D. Class Rings

Class rings are a wonderful way for students to show their pride in their school and achievements. Parents and students may make their choices to order and purchase their class rings.

E. National Anthem and Pledges

All church and school administration, staff, students, participants, and spectators are required to stand (if physically able) during the reciting of the Pledge of Allegiance and the singing of the National Anthem, whether it be in the Learning Center or at an athletic event.

GCA is a private school and will not tolerate protest against the American flag.

F. Pledges to the U.S. Flag, Christian Flag, and the Bible

1. Pledge to the U. S. Flag

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

2. Pledge to the Christian Flag

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

3. Pledge to the Bible

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

xv. Philosophy and Objectives

Students receive superior education from qualified, spiritually minded Christian teacher and administrators at GCA. A distinctively Christian philosophy of knowledge and learning combines with serious academics and home reinforcement to produce characterized, responsible young people.

A. Every child is unique with vast potential, but dependent on others for spiritual, physical, mental, and behavioral development. Therefore, a student who enrolls in GCA will be educated as a whole child and that education will be based upon a Biblical worldview.

B. GCA holds to the principle that education should be available to all children. The Academy will therefore endeavor to expand its educational opportunities to parents and

children of all abilities and all racial, economic, and cultural backgrounds who desire this educational base and are willing to accept the Academy's standards.

- C. Every child develops at a unique, individual Unit based upon their developmental level, learning patterns, motivation, and academic potential. The GCA curriculum is designed and to assist each student achieve a personal relationship with God through Jesus Christ, develop a Christ-like character, lay a strong academic foundation, and to realize his optimum potential for maturation physically, spiritually, and mentally.

XVI. Statement of Faith

(A) The Holy Scriptures

We believe the Holy Scriptures, as originally written, of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and inspired (God-breathed), and therefore are the final authority for faith and life. The sixty-six Old and New Testament books are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. The King James Version of the Bible shall be the official and only translation used by the church for preaching and teaching (*II Timothy 3:16, 17; II Peter 1:20, 21*).

(B) The Godhead

We believe in one Triune God, perfect in holiness, infinite in wisdom, and measureless in power, eternally co-existing in three persons—Father, Son, and Holy Spirit. We also believe that each is co-eternal in being, co-identical in nature, co-equal in power and glory, and has the same attributes and perfection, each executing distinct but harmonious offices in the work of redemption (*Deuteronomy 6:4; Matthew 3:16, 17; 28:19; John 14:10, 26; II Corinthians 13:14; I John 5:7*).

(1) God the Father

We believe that God the Father is the eternal first person of the Godhead. He demonstrates His Fatherhood in the infinite and eternal relationship He sustains to Jesus Christ, His eternal Son. He also demonstrates such relationship to the repentant, believing sinner through the merit of the atoning death of Christ. This Fatherhood of God cannot be known except as revealed in the Sonship of Christ. The Fatherhood cannot be possessed or experienced by man, except through the mediation of Jesus Christ. As God the Father, He maintains a continuous, personal relation with His children. As He is the Author, He is also the Sustainer, the Sustenance of all living creatures (*I Kings 19:5-7; Psalm 104:27-30; Matthew 6:26; Matthew 10:29, 30; Matthew 11:27; Galatians 3:26; Hebrews 12:5-11; John 1:11-13*).

(2) God the Son

- (a) We believe that the Lord Jesus Christ is the ~~eternal~~ Son of God and second eternal person of the Godhead. We also believe that He became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (*Isaiah 7:14; 9:6; Luke 1:35; John 1:1, 2, 14; II Corinthians 5:19-21; Galatians 4:4, 5; Philippians 2:5-8*).
- (b) We believe that the Lord Jesus Christ, Who lived a sinless life, accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice. We also believe that our justification is made sure by His

literal bodily resurrection from the dead (*Acts 2:18-36; Romans 3:24, 25; Ephesians 1:7; I Peter 1:3-5; I Peter 2:24*).

- (c) We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Intercessor and Advocate (*Acts 1:9, 10; Romans 8:34; Hebrews 9:24; 7:25; I John 2:1, 2*).
- (d) We believe in the imminent, bodily, personal return of Jesus Christ. We believe in the rapture of the Church, in which He shall come for His saints, both living and dead, appearing in the air only at that time, before the seven-year tribulation period. We believe in His personal, visible, return to the earth with His saints to judge the existing nations and to establish His earthly kingdom for 1000 years (*Matthew 25:31; Acts 1:11; I Corinthians 15:51, 52; I Thessalonians 4:13-18; Titus 2:13, 16; Revelation 19:15*).

(3) God the Holy Spirit

- (a) We believe that the Holy Spirit is the eternal third person of the Godhead Who convicts the world of sin, of righteousness, and of judgment. We also believe that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (*John 16:8-11; Romans 8:9; I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13, 14*).
- (b) We believe that the Holy Spirit, as the Chief Agent of inspiration, illumination, and revelation, is the Divine Teacher. As such, He assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of the saved to be filled with the Spirit (*Ephesians 1:17, 18; 5:18; I John 2:20, 27*).
- (c) We believe that God the Holy Spirit is sovereign in the bestowal of spiritual ministry gifts to every believer. God uniquely uses evangelists, pastors, and teacher to equip believers in the assembly, in order that they can do the work of the ministry (*Romans 12:3-8; I Corinthians 12:4-11, 28; Ephesians 4:7-12*).
- (d) We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. Speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit. Ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing (*I Corinthians 1:22; 13:8-10; 14:21-22*).

(C) Man

We believe that man was created a free moral agent in the image and likeness of God, by a direct act of God, but that in Adam's sin, the human race fell, inherited a sinful nature, and became alienated from God. We also believe that man is totally depraved, and, of himself, utterly unable to remedy his lost condition or please God in any way apart from faith in Jesus Christ on the basis of His shed blood (*Genesis 1:26, 27; Romans 3:22, 23; 5:12; 6:23; Ephesians 2:1-3; 4:17-19; Hebrews 11:6*).

(D) Dispensationalism

We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations in which God defined man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather are divinely ordered stewardships by which God directs man according to His purpose. Key among these dispensations, three—the age of law, the age of the Church, and the age of the kingdom—are the subjects

of detailed revelation in Scripture (*Genesis 1:28; I Corinthians 9: 17; II Corinthians 3:9-18; Galatians 3:13-25; Ephesians 1:10; 3:2-10; Colossians 1:24, 25, 27; Revelation 20:2-6*).

(E) Salvation

We believe that salvation is the gift of God brought to man by grace and received by personal faith, without works, in the Lord Jesus Christ. His precious blood was shed on the cross as the only payment for our sins (*John 1:12; Acts 16:31; Romans 10:9-13; Ephesians 1:7; 2:8-10; Titus 3:5-7; I Peter 1:18, 19*).

(F) Eternal Security of Believers

- (1) We believe that once saved all the redeemed are kept by God's power and are thus secure in Christ forever (*John 6:37-40; 10:27-30; Romans 8:1, 38, 39; I Corinthians 1:4-8; I Peter 1:4-5*).
- (2) We believe that it is the privilege and responsibility of believers to rejoice in the assurance of their salvation through the testimony of God's Word (*Romans 13:13, 14; Titus 2:11-15*).

(G) The Church

- (1) We believe that the Church, which is the body and the espoused bride of Christ, is solely made up of born-again persons (*I Corinthians 12:12-14; II Corinthians 11:2; Ephesians 1:22, 23; 5:25-27*).
- (2) We believe that the establishment and continuance of local Churches is clearly taught and defined in the New Testament Scriptures (*Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11*).
- (3) We believe in the autonomy of the local Church being free of any external authority or control (*Acts 13:1-4; 15:19-31; 20:28; Romans 16:4; I Corinthians 3:9; 16:5:4-7, 13; I Peter 5:1-4*).
- (4) We believe that water baptism (immersion) and the Lord's Supper are the only Scriptural ordinances of obedience for the Church in this dispensation (*Matthew 28:19, 20; Acts 2:41, 42; 18:8; I Corinthians 11:23-26*).

(H) Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Lord and Savior, and that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God. Christians are not to be unequally yoked together with unbelievers. We also believe that Scripture clearly forbids the use of Christian liberty as an occasion to the flesh (*Romans 12:1, 2; 14:13; II Corinthians 6:14-7:1; Galatians 5:13; II Timothy 3:1-5; I John 2:15-17; II John 9-11*).

(I) The Second Advent of Christ

We believe in that "blessed hope," which is the personal, imminent return of Christ Who will rapture His Church prior to the seven-year tribulation period. At the end of the Tribulation, Christ will personally and visibly return, with His saints, to establish His earthly Messianic Kingdom which was promised to the Nation of Israel (*Psalms 89:34; Daniel 2:31-45; Zechariah 14:4-11; I Thessalonians 1:10; 4:13-18; Titus 2:13; Revelation 3:10; 19:11-16; 20:1-6*).

(J) The Future State of Mankind

- (1) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (*Matthew 25:46; John 5:28, 29; 11:25, 26; I Thessalonians 4:16; Revelation 20:5, 6, 12-16*).
- (2) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord. In conscious blessedness they await the rapture, when spirit, soul, and body are reunited to be glorified forever with the Lord (*Luke 23:43; II Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16, 17; Revelation 20:4-6*).
- (3) We believe that the souls of unbelievers remain, after death, in hell under conscious punishment and torment until, with soul and resurrected body reunited, they shall appear at the Great White Throne Judgment. They shall be cast into the Lake of Fire to suffer everlasting conscious punishment and torment (*Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15*).

(K) Angels

- (1) We believe that the existence of angels is clearly taught in both the Old and New Testaments. We also believe that God created an innumerable host of spirit, glorious, personal beings with various ranks and orders (*II Samuel 14:20; Nehemiah 9:6; Psalm 148:2, 5; Colossians 1:6, 16; Ephesians 1:21; 6:12; I Timothy 2:26; Hebrews 1:13, 14; Revelation 12:12; 22:8, 9*).
- (2) We believe, according to the Scriptures, that the angel Lucifer was created perfect, a person of great beauty and brightness, and exalted in positional honor. As a result of pride in his own superiority, he sought to direct to himself worship due to God alone. We also believe that in consequence of his sin, he was degraded in person, position, and power, becoming Satan, or the Devil, the opponent of God and the enemy of man. He is the author of sin, the great tempter of man, and the accuser of the brethren. In God's final judgment, Satan shall suffer final defeat at the hands of God's own Son and be eternally punished in the Lake of Fire (*Job 1:6, 7; Isaiah 14:12-17; Matthew 4:2-11; 25:41; Revelation 20:10*).

(L) Creation

We accept and believe the Genesis account that God created the universe in six literal 24-hour periods. We also believe that man was created instantaneously and directly by God and not by any means of evolution. (*Genesis 1, 2; Exodus 20:11; Colossians 1:16, 17*).

(M) Sanctification

We believe that sanctification is both an act and a process by which believers are set apart unto God and made partakers of His holiness. We also believe that it is positional, practical, and instantaneous in that it is begun in regeneration. It is progressive in that it is carried on in believers by the presence and power of the Holy Spirit, as the believer uses the appointed means of self-examination, self-denial, watchfulness, prayer, and especially the Word of God (*Proverbs 4:18; I Corinthians 1:2, 3:1-3; I Corinthians 1:30; II Corinthians 7:1; Philippians 1:6; I Thessalonians 4:3; 5:23; I Peter 1:15, 16*).

(N) Authority

We believe that our eternal God is Sovereign over all of His Creation. We believe that God has established, for the welfare of mankind, three governing institutions: the family, human

government, and the local New Testament Church. We believe that God has ordained each institution with delegated authority to perform specific responsibilities as set forth in the Holy Bible, the written Word of God. These institutions are to complement each other so that no institution has the power to infringe upon the responsibilities of the other. We believe that all individuals serving as agents of these institutions are ultimately accountable to God as His ministers for good. We believe that every soul is to be subject unto these governing powers, recognizing the divine origin of their authority. Each soul should be obedient to every ordinance of man for conscience sake, except in such cases where abuse of these delegated powers violates or seeks to make void the Word of God (*Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; I Peter 2:13-17*).

(O) Missions

We believe that God has given the local New Testament Church a Great Commission to proclaim the Gospel to all nations. As ambassadors of Christ we must use all available Scriptural means to evangelize the lost, both in Jerusalem (home), Judea (state), Samaria (nation), and the uttermost part of the earth (world) (*Matthew 28:19, 20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; II Corinthians 5:20*).

(P) Giving

- (1) Recognizing that everything belongs to God, we believe that every Christian is a steward of God's wealth entrusted to him, and is obligated to support his local Church financially. Whereas the tithe belongs to God, we believe that the tithe is to be administered exclusively by the Church (*Genesis 14:20; Proverbs 3:9, 10; Malachi 3:7-12; John 3:17; Acts 4:34-37; I Corinthians 16:2; II Corinthians 9:6, 7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17, 18*).
- (2) Although we believe that God has established the tithe as the basis for giving, we further believe that Scripture encourages every Christian to give other offerings sacrificially and cheerfully to the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of his tithe or offering once the gift has been made. (*Genesis 14:20; Proverbs 3:9, 10; Malachi 3:7-12; Acts 4:34-37; I Corinthians 16:2; II Corinthians 9:6, 7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17, 18; John 3:17*).

(Q) Marriage and Human Sexuality

- (1) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, transsexuality, transvestism, pedophilia, polygamy, bigamy, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (*Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4*).
- (2) We believe that the term "marriage" has only one legitimate meaning, and that is marriage, sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility owned, leased, or rented by this church will be only those ceremonies

sanctioned by God, joining one man with one woman as their gender was determined at birth. Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern (*Genesis 1:27; Genesis 2:24; Proverbs 18:22 and 19:14; Malachi 2:14; Mark 10:6-9; Romans 7:2; I Corinthians 7:1a; Ephesians 5:22-23*).

(R) Family Relationships

- (1) We believe that men and women are spiritually equal in positions before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church (*Galatians 3:28; Colossians 3:18; I Timothy 2:8-15; 4:4-5, 12*).
- (2) We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction (*Genesis. 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalms 127:3-5; Proverbs 19:18, 22:15; 23:13-14; Mark 10:6-12; I Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; Hebrews 13:4; I Peter 3:1-7*).

(S) Abortion

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortion of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable (*Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1,5; Jeremiah 1:5; 20:15-18; Luke 1:44*).

(T) Love

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions (*Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10; 13:8-10; 17-21; Philippians 2:2-4; II Timothy 2:24-26; Titus 3:2; I John 3:17-18*).

(U) Lawsuits Between Believers

We believe that Christians are prohibited from bringing civil law suits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe,

however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (*I Corinthians 6:1-8; Ephesians 4:31-32*).

(V) Divorce and Remarriage

We believe that God disapproves of and forbids divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon (*Malachi 2:14-17; Matthew 5:31-32; Matthew 19:3-12; Mark 10:1-12; Luke 16:18; Romans 7:1-3; I Corinthians 7:10-11, 39; I Timothy 3:2;12; Titus 1:6*).

(W) Euthanasia

We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift from God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment (*Exodus 20:13, 23:7; Matthew 5:21; Acts 17:28*).

(X) Protection of Children

We believe that children are a heritage from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child (*Psalms 127:3-5; Matthew 18:6; Matthew 19:14; Mark 10:14*).

(Y) Priesthood of the Believer

We believe that every believer is a priest of God and may enter into His presence in prayer directly through our Great High Priest, Jesus Christ. No other mediator is needed between God and His people (*I Timothy 2:5; I Peter 2:9; Hebrews 4:14-16*).

(Z) Individual Soul Liberty

We believe that every person, whether saved or unsaved, has the liberty to choose what he believes about God. Baptists have always been opposed to religious persecution. This liberty, however, does not exempt one from responsibility to the Word of God or from accountability to God Himself. (*Romans 14:5, 12; II Corinthians 4:2; Titus 1:9*).

EXTENT OF THIS STATEMENT OF FAITH

This **Statement of Faith** does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing **Statement of Faith** accurately represents the teaching of the Bible, and therefore, is binding upon all members.

XVII. Required Forms

Enrollment Application
Minor Medical Release
Parent's Pledge
Pastor's Reference
PE Permission and Waiver
Permission for Medical Treatment
Permission to Ride
Re-enrollment
School Supply List
Standard of Conduct
Sports Registration and Medical Release
Student Record Release

For Office Use:

GRACE CHRISTIAN ACADEMY

3200 Firewheel Drive
Flower Mound, TX 75028
Phone 972-539-7284

For Office Use:
Registration fee paid:
Interviewed:
Pastor's Reference:
Accepted:
Transcript requested:

Enrollment Application

Date of application _____ Home Phone _____

Name _____
Last First Middle

Address _____
Street City State Zip

Date of Birth _____ Sex _____ Present Age _____ Social Security # _____
Month/Day/Year

Place of Birth _____ Race _____
City County State

Present Grade (or grade just completed) _____ Applying for grade _____

School last or presently attending _____

Mailing address of school _____
Street City State Zip

Is applicant a church member? Yes _____ No _____ Church Attendance: Child-Father-Mother

Are parents church members? Yes _____ No _____

- Faithful to all weekly services
- Faithful to Sunday mornings
- Sporadically attend Sunday mornings
- Seldom attends

Name of church _____

Name of pastor _____ Church phone _____

Applicant's doctor for emergency use _____ Phone _____

Has applicant ever been expelled, suspended, dismissed, or otherwise severely disciplined in any other school?

Yes _____ No _____ If yes, please explain _____

Does applicant have any physical, mental, or emotional problems of which the teacher should be aware?

Yes _____ No _____ If yes, please explain _____

In case of an emergency in which you cannot be reached, who should be contacted?

Name _____ Phone _____

Address _____ Relationship? _____

Please complete next page

GRACE CHRISTIAN ACADEMY

Student Information, page 2

Parents or guardians with whom child resides:

Father's name _____ Mother's name _____

Occupation _____ Occupation _____

Employer _____ Employer _____

Business phone _____ Business phone _____

Social Security # _____ Social Security # _____

Marital Status:

Married ___ Widower ___ Separated ___ Divorced ___ Remarried ___

Marital Status:

Married ___ Widow ___ Separated ___ Divorced ___ Remarried ___

If child is residing with other than natural parents, please describe the relationship. _____

If child is not residing with natural parents, please give name, address, and phone of natural parents.

Are there any unusual factors in the child's life such as adoption, serious illness, trauma in the home, or other circumstances about which the child's teacher should know to better help the child? _____

How did you learn of GCA and who referred you? _____

List the names and ages of all children in the family in age order. _____

In submitting this application I hereby acknowledge the following:

1. My child may go on school field trips and other scheduled, supervised school related activities.
2. The administration has full responsibility for placement of the student in the proper grade level and curriculum.
3. My child will be expected to abide by Christian standards of conduct and appearance as described in the GCA Student Guidelines without recourse.
4. The school reserves the right to discipline or dismiss any student who does not abide by the standards of conduct outlined in the Student Guidelines
5. We believe that Christians are **PROHIBITED** from bringing civil lawsuits against other Christians or the church to resolve personal disputes.

Date Signature of father or legal guardian

Date Signature of mother or legal guardian



GRACE CHRISTIAN ACADEMY
3200 Firewheel Drive, Flower Mound, TX 75028
972-539-7284 www.gcapatriots.org
*Accredited by the National Association of Private Schools
A ministry of Grace Baptist Church*

MINOR MEDICAL RELEASE FORM INFORMATION

As a parent, we've all had to fill out forms relating to our child for school, daycare, sports, camp or whatever their latest endeavor happens to be. The most common form provided by parents with minor children, aside from an immunization record, is a medical release form. A medical release form enables emergency medical personnel to administer emergency health care to your child. Every organization from little league to high school will require a minor child to have a medical release form.

A medical release form is kept on hand by the requesting organization to be provided to emergency medical personnel in the event of an injury or accident. A medical release form will include your child's basic information such as name, address, custodial information, emergency contact names and numbers, and in most cases, a brief medical history and any applicable allergies or conditions. This basic information is followed by one section, which must be completed and signed.

The first section is completed to authorize the organization to call emergency medical personnel if necessary and also authorizes the emergency medical personnel to administer treatment to your child.

There will be a place for you to name your preferred physician, but you will also be authorizing any physician or hospital to treat your child if none of your preferred contacts are available. Without this section completed, emergency medical care will not be given to your child unless there is a life-threatening occurrence.

If you refuse authorization of emergency medical treatment, you **MUST** outline a plan that you are requesting the organization to follow in the event of injury, illness, or other emergency. It is important that you have a thorough plan and one that will work for your family before refusing authorization. However, in a life-threatening emergency, your refusal to authorize emergency personnel to administer treatment may be overruled by medical personnel.

Please complete next page

PARENT'S PLEDGE

1. I realize that attending Grace Christian Academy is a privilege and not a right.
2. I recognize that Grace Christian Academy has a qualified staff and I have confidence in their ability to educate my child.
3. I agree to accept all regulations of the school in the applicant's behalf.
4. I give permission for my child to take part in all Academy activities, including sports and Academy-sponsored trips away from the Academy premises, and absolve the Academy from liability to me or my child because of any injury to my child at the Academy or during any Academy activity.
5. I pledge to pay my financial obligations to the Grace Christian Academy on the date due.
6. I understand that if my child should be withdrawn by the parent or administration, the current month's charges will continue through the end of the week that he/she is withdrawn.
7. I understand that Grace Christian Academy reserves the right to expel any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
8. I agree to uphold and support the high academic standards of Grace Christian Academy by providing a place at home for my child to study and to give my child encouragement in the completion of homework and assignments.
9. I understand that the standards of Grace Christian Academy do not tolerate profanity; obscenity in word or action; the possession or use of drugs, alcohol, or tobacco at home or anywhere in the community; or disrespect to the personnel of the school.
10. I understand that the Academy expects regular weekly church attendance on the part of all students and I agree to comply with this.
11. I understand the Academy's dress code as stated in the Grace Christian Academy Handbook and will observe my children carefully in this matter.
12. I will undertake volunteer duties and responsibilities for Grace Christian Academy as opportunities arise and as God provides time and strength.
13. I realize that from time to time children take issue with actions that they do not agree with and are prone to criticize statements out of context. Such actions being normal for children, I pledge that should such occur, I will support the Academy personnel and not accept the criticism. If I have a question concerning an incident, I will call the Academy for full details and then take corrective action with my child. If I am still unable to resolve my concerns, I will then quietly withdraw my child and I will not spread criticism.
14. I will make it a policy never to criticize the Academy or disagree with Academy policies in front of my children.
15. I will seek the advancement of Grace Baptist Church and Grace Christian Academy in all areas: spiritually, academically, and physically.
16. I have read the G.C.A. Handbook.
17. I have read the Statement of Faith and objectives and **subscribe** to them.
18. I agree and consent that my child's photograph may be used for promotional, publicity, or website purposes.
19. **I have read the terms stated above and agree thereto.**

Signed _____ Signed _____
Father Date Mother Date

Grace Baptist Church and Grace Christian Academy enroll students regardless of race and color, as long as they are in agreement with the school's Statement of Faith, its philosophy and objectives, and can meet the entrance requirements and then maintain established levels of spiritual and academic growth.

Students are accepted on a probationary period of six weeks and shall be placed initially at the discretion of the principal/teacher pending our observation and assessment.

Grace Baptist Church and Grace Christian Academy believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes.



GRACE CHRISTIAN ACADEMY
3200 Firewheel Drive, Flower Mound, TX 75028
972-539-7284 www.gcapatriots.org
Accredited by the National Association of Private Schools
A ministry of Grace Baptist Church

Pastor's Reference

This form is to be completed by the pastor of families applying to GCA and must be submitted before the applicant can be accepted.

Student's name: _____ Date: _____

Pastor: The above named student and family have applied for admission to Grace Christian Academy. **This form will be treated confidentially**, and should be sent directly by you to the school. The family's acceptance at GCA cannot be finalized until this form is in hand. Please understand that GCA is an integrated auxiliary of the Grace Baptist Church and we value your pastoral opinion of the family and student's likelihood of benefiting from the Christian school experience. **Our school philosophy is that we can reinforce Christianity in the home but we cannot impose it on those who don't truly desire it.** Please help us to evaluate the above named student and their family. Thank you.

1. Are these people members of the church you pastor? _____
2. How long have you known the family? _____
3. How regularly do they attend services?
 - A. _____ Faithful to all weekly services
 - B. _____ Faithful Sunday mornings
 - C. _____ Sporadically attend Sunday mornings
 - D. _____ Seldom attend
4. Has this family sought your counsel about sending their child to Christian School? _____
5. If you had a Christian school in your ministry, would you have this child in your school? _____

On a scale of 1-5 (5 being greatest) please indicate:

6. Has this family been responsive to your ministry? 1 2 3 4 5
7. Do you anticipate the family will be responsive to an intensively Biblical Christian school environment?
1 2 3 4 5
8. Do you perceive this family to be financially responsible? 1 2 3 4 5
9. Do the parents participate in responsibilities of church leadership, such as Sunday School and other positions? 1 2 3 4 5
10. Do you perceive this family to be prone to work out difficulties Biblically, Matthew 18 style? 1 2 3 4 5
11. Do you have the kind of relationship with this family that allows you to be their spiritual advisor and would that relationship be available to help in special needs with the above named student should they arise? 1 2 3 4 5

Signed _____ Phone _____

Church _____ Phone _____

**GRACE CHRISTIAN ACADEMY
PHYSICAL EDUCATION PERMISSION
AND WAIVER FORM**

I would like to give my child _____ permission to
(student name)
participate in the Physical Education classes of Grace Christian Academy. I
understand that my child will be expected to perform exercises and activities
conducive to gaining and maintaining good physical health. I will not hold
Grace Christian Academy (its faculty and staff) responsible for any injury
incurred during the class.

Parent Name (Please Print and Sign) _____

Physical Education Teacher (Please Print) _____

Headmaster (Please Print and Sign) _____

THIS IS A LEGAL DOCUMENT

GRACE CHRISTIAN ACADEMY

Permission for Medical Treatment

I hereby give permission for the staff of Grace Christian Academy to obtain medical treatment for my child _____ age _____

They may be given Acetaminophen or Ibuprofen, if needed. Yes _____ No _____

They may be given Tums or Pepto, if needed. Yes _____ No _____

Is he or she presently on any medication? _____ (If YES please specify)

Are there any physical problems or any special instructions, please comment.

Parents' Signature: _____

Date: _____

Date: _____

GRACE CHRISTIAN ACADEMY

Permission to Ride

My child, _____, has my permission to ride with the following people:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

I understand that the person(s) listed above will be the driver(s).

Father's Signature _____ Date: _____

Mother's Signature _____ Date: _____

My child, _____, who **will be the driver**, has my permission to give the following students a ride:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Father's Signature _____ Date: _____

Mother's Signature _____ Date: _____

GRACE CHRISTIAN ACADEMY
3200 Firewheel Drive, Flower Mound, TX 75028
972-539-7284 www.gcapatriots.org
Accredited by the National Association of Private Schools
A ministry of Grace Baptist Church

Re-Enrollment Form

- Yes, our child / children will return to GCA for the 2017 – 2018 academic year.
- No, our child / children will not return to GCA for the 2017 – 2018 academic year.
- Yes, we qualify for Active Grace Baptist Church member discount by attending Sunday School and all of the regularly scheduled weekly services, unless providentially hindered, and by supporting the church with my weekly tithes and offerings; as stated in the Student Handbook.**

Non Refundable Re-enrollment Fee: \$100 for first student; \$50 for each additional student

Name: _____ Age: _____ Grade: _____

Father's Name: _____ Mother's Name: _____

Address: _____

Home Phone: _____

Father's Cell: _____ Mother's Cell: _____

Father's Email: _____ Mother's Email: _____

Father's Work Phone: _____ Mother's Work Phone: _____

We understand in order to guarantee a place for our children, this form must be completely filled out and returned to the Academy office with the re-enrollment fees by Wednesday, May 17.

Parent's Signature:

Father: _____

Date: _____

Mother: _____

Date: _____

GRACE CHRISTIAN ACADEMY

Sports Registration and Medical Release Form

Player's name (last, first) _____ Birth Date ____/____/____

Sport (s) _____ Gender: Male Female

Address _____ City _____ Zip _____

Player Email address _____

Player's Cell Phone _____

Do you have your parent's permission to receive texts and or emails that pertain to GCA Athletics? Y N

Consent to Play: I/we the parents of the above named student for a position on Grace Christian Academy (GCA) sports team, hereby give my/our approval to participate in any and all GCA activities including transportation to and from activities. I/we know that participation in GCA athletics may result in serious injuries and protective equipment does not prevent all injuries to players, and do hereby waive, release, absolve, indemnify and agree to hold harmless the organizers, sponsors, teacher, participants, board members, coaches, and persons transporting my/our child to and from activities for any claim arising out of injury to my/our child whether the result of negligence or for any other cause, except to the extent and in the amount covered by accident or liability insurance.

Consent for Medical Treatment: In case of emergency, if the family physician cannot be reached I hereby authorize

_____ (player) _____ (date of birth) to be treated by another qualified, licensed physician who is available.

Doctor's name _____

Hospital preference _____

Policy number _____

Doctor's phone _____

Medical Insurance Plan _____

Identification number _____

Emergency information:

Father's name _____

Father's Work phone _____

Mother's name _____

Mother's Work phone _____

Father's cell phone _____

Father's Email _____

Home phone _____

Mother's Cell phone _____

Mother's Email _____

Father's signature _____

Date signed ____/____/____

Mother's Signature _____

Date signed ____/____/____

THIS IS A LEGAL DOCUMENT
Grace Christian Academy, 3200 Firewheel Dr., Flower Mound, Texas



GRACE CHRISTIAN ACADEMY
 3200 Firewheel Drive, Flower Mound, TX 75028
 972-539-7284 www.gcapatriots.org
Accredited by the National Association of Private Schools
A ministry of Grace Baptist Church

Student Record Release

Dear Counselor:

My children have been withdrawn from your school. Please release their academic and health records to the receiving school named below.

Student's Name	Age	Grade Level at Time of Withdrawal

Releasing School:

 School

 Address

 City State Zip

Receiving School:

Grace Christian Academy
 3200 Firewheel Drive
 Flower Mound, TX 75028

 Date

 Signature of parent or guardian

 Signature of receiving registrar