



Parent/Student Handbook 2016-17

This handbook is designed to help Greater Grace Christian Academy students and parents familiarize themselves with school policies. Please read this handbook carefully and use it as a reference.

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Section One: General Information

SCHOOL ADMINISTRATION

Greater Grace World Outreach Board of Elders
Pastor Brian D. Lange, Superintendent
Pastor Barry Quirk, Principal
Mr. Nathan McFarland, Office Manager
Mrs. Paula J. Lange, Academic Advisor

LICENSE AND AFFILIATIONS

Greater Grace Christian Academy is

- an affiliate of Greater Grace World Outreach of Baltimore, Maryland.
- licensed by the State of Maryland and adheres to all local and state requirements.
- registered with the Nonpublic School Approval Branch of the Maryland State Department of Education as a bona fide church school.
- authorized by the U.S. Justice Department to accept and enroll F-1 non-immigrant students.
- a member of the Mid-Atlantic Christian School Association.

SCHOOL MISSION

The mission of Greater Grace Christian Academy is:

- To disciple Christian youth, by word and example, in the Spirit of God to love the Lord God with all their heart, soul, mind and strength.
- To minister to church-going parents by assisting them in fulfilling their God-given responsibility to train their children.
- To provide a Christ-centered, Bible-based learning environment and curriculum through which our students acquire the skills needed to succeed in life.

GENERAL STUDENT CODE OF CONDUCT

A GGCA student desires to love and honor our Lord and Savior Jesus Christ. First and foremost, GGCA is a CHRISTIAN school and as such believes that all members of our school community – staff members, students, and their parents – ought to live their daily lives by the biblical principles found in the Word of God. Romans 12: 2 says,

“And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.”

As Christians, we do not drink alcohol, abuse our bodies with drugs and tobacco, engage in promiscuous or immoral behavior, dress immodestly, curse and swear, treat others unkindly, or expose our souls to worldly influences as a lifestyle. **Regularly attending a local Bible-believing church and actively participating in a Christian youth group are two important aspects of a GGCA student’s lifestyle.**

A GGCA student is a Christian not only while on school property but also at school sporting events, on field trips, at work, at home, on-line, and wherever else he or she may go as a living testimony of Jesus Christ and of our school, during the school year and the summer months as well.

Honesty, kindness, honor, respect, responsibility, and a willingness to serve God and others from a humble heart of love are the characteristics that GGCA expects from each student. Students who do not abide by both the letter **and the spirit** of school rules are subject to dismissal.

GGCA STUDENT HONOR CODE

- We will honor the one and true God.
- We will honor those given responsibility over us.
- We will honor each other with honesty, dignity, and respect.
- We will be truthful in every situation.
- We will honor and respect the personal and private property of others.
- We will use appropriate language in all situations.

ADMISSIONS AND NON-DISCRIMINATORY POLICY

Greater Grace Christian Academy is a church-based private Christian school. Our primary mission is to serve the families of Greater Grace Church in Baltimore. Secondly we open our doors to the families of our neighboring churches who desire Christian education. *We do not accept student transfers for the senior year.*

GGCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to the student body. We do not discriminate based on race, color, national or ethnic origin in our admission policies, educational policies, scholarship or loan programs, or athletic or other extracurricular school activities.

TEACHER STUDENT INTERACTION

GGCA does not have a no-touch policy with regard to teacher-student interaction. In the course of a school day, there will times when there will be normal, human contact between teachers and students: A handshake, a pat on the back, a hand on the shoulder, leading a small child by the hand, a hug are part of everyday school life. We screen our staff before they are hired and train them not to engage in contact that may be construed as sensual or inappropriate. In the rare case that a student acts in a way that endangers him- or herself, others, or his or her environment GGCA reserves the right for a staff member to come into physical contact with the student in order to protect the student, others, or his or her environment.

PARENTAL SUPPORT

Parental involvement and support is vital for effective education. GGCA urges parents to stay in constant communication with their child's teachers. Parents are encouraged to visit the **JupiterGrades.com website** weekly or even daily to keep informed of grades and assignments.

GGCA expects parents will support the teachers and administration when dealing with their children and the school. **Questions or concerns should be addressed first to the teacher and then to the office.** We always welcome and consider your suggestions. At any time, you may call the school office to schedule an appointment with the Principal or any of the administrative staff. We truly want to communicate frankly and come to divine conclusions together through prayer, creativity, and especially God's guidance.

We strongly encourage parents to attend parent-teacher conferences, sporting events, and the following annual events: Back to School Night (August); Christmas Concert (December); Spring Concert (May); GGCA Night (June).

Section Two: School Uniforms

GGCA students should always be clean, neat, and modestly dressed. The administration makes the final determination as to whether a student's clothing, footwear, grooming, and accessories comply with dress code standards. Parents should contact the school office to discuss any dress code questions. If a student is dressed immodestly or is otherwise out of dress

code, the Principal may not allow him or her to attend class until the problem is corrected, and parents may be requested to bring in clothes or take the student home for the day.

***Parts of the dress code are subject to change during the school year. ***

DRESS CODE

Grooming and Hygiene

- Students' hair and highlights must be a natural hair color.
- Boys must have their hair cut above the eyebrows, above the collar, and above the ears – no Mohawks, fauxhawks, dreadlocks, or braids. GGCA does not allow facial hair, except sideburns that may not be longer than the bottom of the ear. Girls – no Mohawks, please.
- Girls may wear moderate, natural-looking make-up and have one-inch nails.
- Accessories should be modest. GGCA does not permit controversial writing on jewelry.
- Headbands are allowed as long as they are a modest pattern or solid (must be white, black, grey, or maroon). Bandannas and head scarves are not permitted.
- Solid color (white, black, grey or maroon) scarves are permitted.
- Students may wear one watch, one bracelet, one necklace. and one ring per hand. Students may not wear hats and sunglasses in the school building.
- Girls may wear two small earrings per ear, but boys may not wear earrings.
- Middle and high school students should use deodorant daily.
- Middle and high school boys must wear a brown or black leather belt.

Logos, Socks, and T-Shirts

- Logos are required on all uniform shirts, sweaters, and fleeces. Students must wear uniform shirts under their sweaters and fleeces. Logos are not required on other uniform items. (Please note: Maroon, Black, or Grey Lands End V-Neck sweaters with the logo's may be approved by the Principal).
- Students must wear matching socks or stockings. Socks, stockings, and leggings must be conservative; solid color (white, black, grey, or maroon only) or argyle pattern (white, black, grey, or maroon only). Sock may be ankle or knee length, but not over-the-knee. Girls may wear tights or leggings under their skirts. Girls must wear socks if their leggings or tights do not have stocking-type feet.
- Students may wear plain, **white** T-shirts under their uniform shirts. Students may not wear turtleneck shirts.

Sweaters and Fleeces

Sweaters: Grades K-12: Black, burgundy, or grey drifter sweaters and sweater vests from Lands' End; black or 'wine' cardigan or V-neck sweaters from Flynn & O'Hara. Logo Required.

Fleeces: Grades K-12: Black or maroon fleeces from Lands' End or Flynn & O'Hara.

Boys Uniforms

Pants: Grades K-5: Black chino or dress pants.

Grades 6-12: Black or khaki chinos or dress pants. Uniform pants are available from both Lands' End and Flynn & O'Hara, but parents may opt to purchase pants elsewhere. Black or brown leather belts are required .

Shirts: Grades K-5: White oxford shirts (short- or long-sleeved) or burgundy polo shirts (short- or long-sleeved.)

Grades 6-12: White or blue oxford shirts (short- or long-sleeved).

- All shirts are available from both Lands' End and Flynn & O'Hara.
- Oxford shirts must be tucked in.

Shoes: Grades K-12: Sturdy black, brown or tan shoes with closed in heels. Slip-on shoes and shoes with Velcro closures are encouraged for students who cannot tie their own shoes. Black, brown, or tan boat shoes are allowed.

Girls Uniforms

Skirts and Jumpers: Skirts and jumpers must be knee-length.

Grades K-5: Black A-line skirts or maroon plaid jumpers or pleated skirts from Flynn & O'Hara or from Lands' End.

Grades 6-12: Black, khaki, or burgundy/gray plaid pleated skirts from Lands' End or Flynn & O'Hara; black or khaki A-line skirts from Lands' End.

Shirts: Grades K-5: White oxford shirts (short- or long-sleeved) or burgundy polo shirts (short- or long-sleeved.)

Grades 6-12: White or blue oxford shirts (short- or long-sleeved).

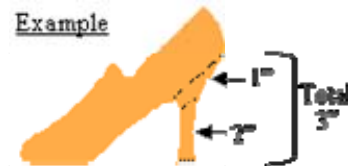
- All shirts are available from both Lands' End and Flynn & O'Hara.
- Oxford shirts must be tucked in.

Shoes: Grades K-5: Sturdy **black, brown or tan shoes** with closed-in toes and closed-in heels. Heels have a maximum height of 1 inch. Slip-on shoes and shoes with Velcro closures are encouraged for those who cannot tie their own shoes.

Grades 6-12: **Black, brown or tan shoes** with closed-in toes, closed-in or strapped-in heels that are 2 inches or less in height. The shoe must be 3 inches or less in height when sole and heel are combined. (See example.)

Black, brown, or tan boat shoes are allowed.

Black, brown or tan dress boots are allowed.



Gym Uniforms

Grades K-8: Maroon GGCA logo T-shirt, black sweatpants, and/or black gym shorts. Maroon GGCA logo sweatshirts are optional.

- All items are available from both Lands' End and Flynn & O'Hara.
- Grade K-5 students wear their gym uniforms to school on gym days.
- K-5 students need to have a pair of indoor, non-marking athletic shoes to keep in school.

Grades 9-12: Appropriately fitting black gym shorts and any GGCA, GGWO, or GGYM T-shirt.

- Grades 6-12 change into their gym clothes in the gymnasium locker rooms. They must bring indoor athletic shoes to gym classes.

Dress-Down Uniforms

For in-school dress-down days, students in grades 6-12 may wear a solid colored Lands' End polo shirt (logo required; color of the student's choice) with slacks, khakis, or blue jeans without rips, patches, writing, or designs on them. Athletic shoes allowed. Modesty is the watchword - nothing tight or baggy will be allowed.

Field Trip Uniforms

Notice of the appropriate dress code will be announced in advance of the field trip.

Section Three: Arrival, Dismissal, and Attendance

GENERAL INFORMATION

School Begins: School begins at 8:15 AM for all students in grades K – 11.
School begins at 9:45 AM for students in grade 12.

School Ends: Students are dismissed at 3:00 PM.

ARRIVAL TO SCHOOL

Students may not enter classrooms before 8:00 AM. Early arrivals go to the Family Center, which opens at 7:30. Students remain in the Family Center until their teachers come to escort them to their classrooms.

DEPARTURE FROM SCHOOL

Students must be picked up promptly by 3:00 p.m. Students who have contracted for aftercare will be escorted to the church nursery promptly at 3:10. Please make every effort to inform the school if you will be late for any reason. Students in grades K-10 who are not picked up by 3:10 will be escorted to the aftercare program and parents will be charged accordingly.

Upper school students (Grades 7-12) may leave campus of their own accord once school has been dismissed. Students will wait for their rides in the front of the school office and are expected to follow all behavior and dress code protocols required during the regular school day.

ATTENDANCE

The homeroom teacher takes attendance daily during the homeroom period. Students who arrive after 8:15 report to the office for a tardy slip. Middle and High school teachers will take attendance at the beginning of each class using the absentee list distributed by the office for comparison. Skipping class will result in a Discipline Referral.

All students are expected to be in school whenever school is in session and to be on time for all classes. **If a student is too ill to attend school, the parent must call to notify the school before 9 AM.** Please do not have the student call.

The Maryland *Compulsory School Attendance Laws* require all resident children between the ages of 5 and 16 to attend school unless excused with a lawful absence. (Current truancy laws impose criminal penalties on parents involving both fines and jail time!) The following are acceptable excuses for absence:

- Death in the immediate family
- Illness
- Suspension
- Court summons
- Hazardous weather conditions

Vacations that do not coordinate with the school calendar are strongly discouraged. **Please do not schedule vacations for the last two weeks of school when students are preparing for and taking final examinations.**

Teachers are not able to re-teach material that the student missed while absent. It is the responsibility of the student and the parent to get the missed classwork and homework from the teacher.

If absence for reasons other than those listed above is unavoidable, the parent or guardian should submit a written request for work **at least five days prior** to the intended date of absence. This will give the teacher time to gather work for the truant student. Please note that such absences are considered UNEXCUSED. As such, a student who has been absent because of a planned absence is expected to have all work completed **by the time he/she returns**. *Please note that it is the responsibility of the parent and the student, NOT THE TEACHER, to arrange for the completion of make-up work and testing for any planned absence.*

Chronic absenteeism may result in loss of credit or failure for that marking period. A student who misses 20% or more of a class may not receive credit for that class. Students who are absent ten or more days during one semester may not be allowed to re-enroll.

Decisions involving prolonged absenteeism associated with a documented medical condition will be determined on an individual basis.

A student whose absence is unexcused will be given a failing grade of zero for any assignment, project, test, etc. due that day. **Parental permission for a student to be absent does not necessarily constitute an excused absence.**

LATE ARRIVALS

Please see addendum at the end of the handbook – page 29.

EARLY DISMISSAL FROM SCHOOL

Early dismissals require advance notice from the parent or guardian giving a reason for dismissal, time of dismissal, and the time the student will return. Parents will need to sign out the student at the front desk in the main office.

Students who arrive after 11:00 a.m. or are dismissed before 11:40 a.m. will be considered absent for the day. Students must be present for at least half the school day to be considered present. Either half of the day must include 4th period for grades 6-12 and lunch/recess for grades K-5.

LEAVING SCHOOL PROPERTY

At no time may students leave school boundaries unless accompanied by a teacher, or without the express permission and supervision of a GGCA staff member. The boundary begins at the end of the Family Center, and extends to the gymnasium. These boundaries **MUST** be honored from 8:00 a.m. to 3:00 p.m. Without explicit permission or a formal early dismissal, students are not permitted to leave these school boundaries and may not go to the Cafe or MBC&S/GGWO church offices. ALL students are required to honor this policy.

SCHOOL CANCELLATIONS

GGCA will follow the snow day cancellation schedule for both Baltimore City and County Public Schools (NOT Hereford Zone), including late openings, but NOT including cancellation of Kindergarten.

Early closings due to snow and heat will **NOT** be followed by the school, but will be left to the discretion of safety concerns of parents who may have long distances to drive. School cancellations are routinely announced on TV channels 2, 11, 13, and 45 beginning as early as 6:30 AM on all the local radio stations. **If either BALTIMORE COUNTY or BALTIMORE CITY schools are closed, GGCA will close.** The ggca.org website will also post school closings.

Example: If Baltimore County schools are closed and Baltimore City schools have a 2-hour delay, GGCA follows the greater delay and in this example would close for the day.

VISITORS AND COMMUNICATION WITH STUDENTS

All visitors must report to the office to schedule a visit to a classroom for any reason. Parents are welcomed and encouraged to visit their child's classroom. However, to minimize classroom disruptions, parents are not allowed to go to the classrooms to deliver lunches, gym uniforms, homework, projects, instruments, and other such items. They can be left with the school secretary at the Reception Desk for delivery at an appropriate time. All visitors must receive a visitor's pass from the Main Office before entering the school and wear it throughout the duration of the school visit. We ask that visitors schedule their visits in advance. At no time should students who do not attend GGCA enter the school buildings unless pre-authorized by the Principal.

Please do not call or send text messages to your child's cell phone and expect them to respond. Students may bring cell phones to school, but they are to be turned off and kept out of sight during school hours. If you need to communicate with your child, please call the school secretary who will pass the message along at an appropriate time. We do our best to protect valuable instructional time.

Section Four: Student Health and Safety

STUDENT ILLNESS AND INJURY

In the course of the many hours a student spends at Greater Grace Christian Academy, illness or injury may occur. Greater Grace Christian Academy and Greater Grace World Outreach do not take financial responsibility for such health issues and strongly recommend that all families purchase and maintain a health insurance policy for their children enrolled at Greater Grace Christian Academy.

School Nurse

GGCA has on-call school nurses to triage emergencies, and act as a resource for public health information.

Parent Consideration

Students with fevers or contagious illnesses/conditions may not attend school. Parents must inform the school office regarding any infectious or contagious disease or head lice so that appropriate notification may be made to protect the student body.

In-school Illness

Students who do not feel well or suffer an accident will be sent to the school office for examination. The parents will be contacted promptly and an incident report will be filled out. Students who are ill or injured during school hours will need to be picked up by the parents as quickly as possible to ensure the well-being of their child. If the office is unable to reach the parents, we will contact whomever the parent has listed on the application for admission as the emergency contact. In cases of serious injury, 911 will be called.

Prescription Medications

The school will allow students access to their prescription medications only with written consent and directions from a medical doctor. Please pick up an authorization form in the Main Office. Prescription medicines must be in the original container with the exact dosage specified. Any changes or PRN orders must be in writing from the doctor. This policy is without exception and students are not allowed to carry medicines during school (except by special permission for inhalers.)

EMERGENCY PROCEDURES

The GGCA staff is trained in emergency procedures and encouraged to maintain up-to-date CPR licensure.

Crisis Communication

GGCA will monitor the news for threats and attacks. If we hear about a credible threat or attack, the crisis team will immediately convene to take action. You will be notified as soon as possible by all means available to us. Those means include a blast e-mail, voicemail to a selected group to be shared with others, and notification by security and other trained crisis workers using bullhorns or walking through the school. The school staff has been trained to quickly and calmly follow directions and the advice of the crisis team.

Evacuating GGCA

If the school must evacuate, students will be instructed to leave the campus and reassemble in a safe location. The faculty has been trained to follow the directions of the security staff and/or the Baltimore City Police and Fire Department personnel. **Note** It is absolutely imperative that you provide us with **3 valid emergency contacts** in the event that we cannot reach you and must remove your child from the premises. Otherwise, you will have no way of knowing where your child is located.

Shelter In

If we receive news that advises us to seek cover indoors, you will be advised by the methods outlined above. Faculty and students will be sent to designated areas by the incident commander.

Emergency Supplies

We have emergency supplies on hand and each classroom is equipped with all required materials.

Communication with Officials

The crisis management team will continuously monitor the situation and communicate with county and state officials to determine when the danger has passed.

Family Contact

Depending on the nature of the crisis, staff may not be able to answer incoming calls to the school. We will make every effort to establish contact with parents as soon as the situation becomes safe and stable.

Section Five: Lunch and Recess

LUNCH PROGRAM

Elementary School

The Elementary School will eat lunch in the Fellowship Hall. Students bring their own lunch. There are no microwaves and no hot water available to students to prevent burns and wasted time.

Middle School/High School

There is a microwave and hot water available to upper school students. Students must remain in the Fellowship Hall until dismissed. Students are expected to eat all food in the Fellowship Hall. Twenty minutes after the start of the lunch period, upper school students may go to recess in the Gym.

The middle and high school is off-limits during the entire lunch period; students may not be in the high school for any reason during lunchtime. When the bell rings to signal the end of recess, students may enter the high school by coming down the stairs from the Family Center. It is the student's responsibility to be on time for class, seated in the classroom, fully prepared to participate.

Section Six: Academics

ACADEMIC COMMUNICATION & PROBATION

Report cards are sent home electronically via email at the end of each quarter. The exception to this are those parents who have requested and paid for paper reports to be mailed. Progress reports are sent home via email midway through each quarter.

Parents of students in grades 3-12 are strongly encouraged to check grades weekly using the JupiterGrades.com website.

Parent-teacher conferences may be scheduled at any time throughout the year upon request. Parents are encouraged to communicate directly with the teacher via e-mail or phone regarding even the smallest of concerns.

Academic Probation

Any student in grades 6-12 who fails to achieve at least a 68 in any subject may be placed on academic probation. Academic probation is a formal acknowledgement of an unacceptable level of student achievement, and places the student under the oversight of the office of the Principal. The Principal or his designee will meet with the students and determine what kinds of interventions may be appropriate, and sports and other extracurricular activity privileges may be suspended.

Sports Eligibility and Extracurricular Activity Policy

In general, students must maintain a passing average in all subjects to participate in school-sponsored activities. The administration will review students' grades when progress reports are

sent home and when report cards are sent home. If students are failing a class, they are placed on academic probation and suspended from sports and other extracurricular activities. The rationale is that students who are failing or in danger of failing need time to better prepare and focus on schoolwork.

Academic probation lasts at least two weeks. During the course of those two weeks, students may not attend practices or any other activities related to their sport or extracurricular activity. At the end of the two-week probation, the school administration will determine if students are ready to return to their team or activity. If students are still failing, the probationary period may be extended.

In the event that a student is failing two or more subjects, he or she may be permanently removed from the team for the season. If a student is failing a subject for two quarters, he or she may be suspended from sports and other activities for the remainder of the school year.

Student Retention

- Retention of students in kindergarten will be at the discretion of the Principal and Vice-Principal in consultation with the teacher.
- Any student in grades 1 & 2 who receives an “N” in any 2 categories in the 3rd or 4th quarter may be retained.
- Any student in grades 3-12 who fails two subjects for the school year may be retained.
- Any student in grades 9-12 who fails a Bible, Math, English, History, or Science class for the year will be required to re-take the course under the supervision of the GGCA administration. When the course is completed, the student will be promoted to the subsequent grade level.

HIGH SCHOOL DIPLOMA REQUIREMENTS

GGCA Graduation Requirements

- 4 credits English
- 3 credits History
- 3 credits Math
- 3 credits Science
- Bible every year while attending GGCA
- 1 credit Computer
- 1 credit of Physical Education
- 2 credits Foreign Language
- MOS Certification in Word and Excel
- 15 hours of Senior Year Community Service
- ½ credit Apologetics
- ½ credit Speech & Debate
- ½ credit Composition

A 65% final grade is required to pass a subject. The final grade is calculated by averaging the semester grades.

Early Educational Dismissal

High school students who have an academic or vocational plan that requires an early dismissal may apply for an Early Educational Dismissal. The application process will require a parent conference and verification of enrollment at a college, university, job or apprentice program.

Early College Admission Program

It is possible for the very bright and highly motivated student to receive a diploma after his/her 11th grade year if the following course requirements have been met:

- 4 years of English
- 3 years of History
- 3 years of Math – Algebra 1 required
- 3 years of Science
- Bible every year while attending GGCA
- 1 year of Computer
- 1 year of Physical Education
- 2 years of a Foreign Language

In addition to completing the above course requirements with a minimum 2.5 GPA, the student must prove he/she has been admitted into an approved college or university PRIOR to finishing the 11th grade year. Please note that not all colleges or universities allow this early enrollment, and few students will qualify. A student who pursues early college admission will receive a High School diploma but will forfeit his/her senior year. This means he/she will be not included in senior activities and trips, but may be allowed to participate in the formal commencement ceremony.

TRANSCRIPT POLICY

- All graduates receive one unofficial transcript upon completion of twelfth grade.
- Prior to graduation, official transcripts will be sent to the college of the student’s choice at no charge.
- After graduation, official transcripts will be issued for a fee of \$10.00, providing that all GGCA financial obligations are met.
- When a student transfers out of GGCA, the school records will be forwarded to the receiving institution when a request from that school has been received. When all financial obligations are met, transcripts will be released.

GRADING

Grade Key: Grades K - 2

CD = Consistently Demonstrating S = Satisfactory
P = Progressing NA = Not Applicable
N = Needs Improvement

Grade Key: Grades 3 – 12

98 – 100.....A+	89 – 91..... B+	80 – 82..... C+
95 – 97A	86 – 88 B	77 – 79 C
92 – 94A-	83 – 85 B-	74 – 76 C-
71 – 73 D+	Below 65..... F	
68 – 70 D		
65 – 67 D-		

Honors

At the end of each quarter, the Principal’s List and Honor Roll are posted and students. Honors will be determined as follows:

- Principal’s list: 92% or above in every subject (All A’s and P’s)
- Honor roll: 83% or above in every subject (All A’s, B’s, and P’s)

HOMEWORK

Homework is assigned thoughtfully according to curriculum and valid teaching principles. For young elementary school students, we believe there are enough hours in the school day for our students to receive instruction and complete assignments. Parents are encouraged and welcomed to provide rich and varied enrichment activities for these younger students after school and during the breaks. In general, homework for students in kindergarten, first and second grades will be limited to 10-20 minutes. Additional work may be given for the following reasons:

- The student failed to complete his/her work during the day
- The student needs extra drill and practice
- The student has a test the following day, or has a special project or report to complete

As students progress in years, the homework load will increase proportionately. If you believe your child is over-burdened with work to complete at home, please do not hesitate to speak with his or her teachers. In support of our students who attend and participate in our Wednesday evening church service, only math homework is assigned on Wednesdays.

It is important that assignments are done completely and turned in on time. Some teachers may require that students bring to class and use a homework planner. Parents of students in grades 6-12 should check their child's assignments and grades on a regular basis online at the JupiterGrades.com website. If a student is absent on the due date, the homework is due the day he/she returns to school. **Upper school students turn in all their assignments during homeroom.**

MISSED TEST AND QUIZ POLICY

Student absences are either excused or unexcused. See the Absence Policy on page 9 for definitions.

Excused Absences

When a student is absent on the day of a test or quiz, he/she is expected to make it up the next school day during the study hall period. In general, if a student misses more than one day of school, he/she may be given an equal number of days to make up the quiz or test, but the student should expect to make up all quizzes and tests within 3 school days after returning. The teacher and student will need to work together to arrange the make-up time. If a student does not make up the test or quiz in the timely manner described above, the student may be assigned a zero grade, which will greatly hurt his or her average.

Unexcused Absences

A student who has been absent because of a planned or unexcused absence is expected to have all work completed when he/she returns. All tests and quizzes will be taken as scheduled or on the first day back during the study hall period. As stated, if a quiz or test is not taken, a zero grade will be given, and the student will not be allowed to make it up. Possible exceptions should be discussed with the teacher directly or with the office of the Principal.

Please note that it is the responsibility of the parent and the student, **NOT THE TEACHER**, to arrange for the completion of make-up work and testing for any planned absence.

In general, students are not allowed to make up tests during class time. The teacher should arrange with the student to test during study hall. Band students will require special consideration in scheduling missed tests, and may need to remain after school to test.

Testing a student after prolonged absence requires coordination and cooperation between teachers, students and parents. There may be a situation where a student has several tests and assignments to make up. This student will need to diligently communicate and work with teachers and administrative staff to successfully complete all make-up work in a timely manner.

Section Seven: Athletics

GENERAL INFORMATION

Extracurricular sports teams are available to students of GGCA. There is a fee associated with each sport.

Boys Sports

Fall

Varsity soccer
Middle school soccer (grades 5-8)

Winter

Varsity basketball
Middle school basketball (grades 5-8)

Spring

Varsity baseball
Middle school baseball (grades 5-8)

Girls Sports

Fall

Varsity volleyball
Middle school volleyball (grades 5-8)

Winter

Varsity basketball
Middle school basketball (grades 5-8)

Spring

Varsity soccer (grades 7-12)

* JV teams have been available when needed.

GGYA (Greater Grace Youth Athletics) sports are played on Saturdays for the younger grades and are open to anyone, whether in GGCA or not. (See GGYA section below)

ATHLETIC DEPARTMENT STAFF

Athletic Director:	Patrick Lynch	443-451-1339
Secretary:	Jen Lynch	410-485-0700

STUDENT ATHLETIC GUIDELINES

Philosophy

Athletics at Greater Grace Christian Academy is considered an integral part of the school's educational program, which provides experiences that will help students physically, mentally, emotionally, and spiritually. Students are urged to win and excel, but the principles of good sportsmanship and maintaining a godly testimony must prevail at all times. We believe that participation in athletics as a player and/or a fan is a vital part of a student's school experience. Such participation is a privilege that carries with it responsibilities to the school, the team, the student body, the athlete's family and church, as we represent the name of Christ.

GGYA: Greater Grace Youth Athletics

GGCA does not offer a sports program for elementary students. Many of our students, however, participate in GGYA. Greater Grace Church sponsors the GGYA program, so it does not fall under the guidance or supervision of the GGCA administration. The purpose of GGYA is to foster an interest in the sport and encourage kids to learn the fundamentals of the sport, as well as what it means to be a part of a team. In GGYA, all players are played a significant amount of the game if not equally. For the most part, it is a once a week commitment without significant practice time. For information, see Pat Lynch.

Fall: Soccer (K4 – 7th grades)

September – October

Winter: Basketball (K – 6th grades)

December – February

Spring: Baseball/Softball/T-Ball (K – 6th grades) April – June

Middle School: Grades 5-8

Middle School sports are more competitive. Students must try out for these teams. While all players may make the team, they are not guaranteed to receive the same amount of playing time. Coaches will instruct players in the fundamentals, and seek to give playing time to each child, but still play to win. Players will be expected to attend all scheduled practices and games.

Varsity

On the Varsity level, the commitment is more serious. Players are expected to attend all scheduled practices and games. The teams will always play to win, but never at the expense of being a godly testimony. Students must understand that although they are all expected to make the same commitment to practices and games, playing time is at the coach's discretion.

Attendance

Students who try out for a team are making a commitment to attend all practices and games, unless there is a medical reason. This is also a commitment made by the parents. Routine doctor appointments, dental appointments, vacations, etc. should be scheduled to avoid conflict with practices and games. Should an athlete miss a practice or game, it is their responsibility to communicate with the coach beforehand.

Students who are absent from school may not practice or play that day.

The Athletic Director and school administration together may waive this rule if a valid excuse is submitted in writing in advance.

Tardiness and Eligibility to Play

Students are expected to be on time for school. Any student who arrives at school later than 11:00 is not eligible to play that day.

Drugs, Alcohol, Tobacco

The Athletic Department strictly adheres to the school's guidelines regarding the use or possession of drugs or alcohol. It is strictly forbidden both on and off the school campus. Students who violate these school rules are subject to immediate dismissal from the sports team and may be subject to additional school penalties.

Guidelines for Athlete's Travel

Athletes must ride in the team bus or van to and from games. In the event that they are permitted to drive their own vehicle, all school and team rules are still in effect, including music selection. Only when there is no other option, will students ever ride with other students. The school will always provide transportation **back to the school** if games are away or off campus. Parents are responsible to pick up their own children from the gym or arrange transportation for them. Parents may also pick up their own children from the field.

Injuries

All injuries are to be reported to the head coach immediately. After an athlete has been injured, only a doctor, not a coach, will decide when the player may return to play or practice.

As a parent, you have several responsibilities. First, you must help to endorse the school's rules and regulations by checking on your child's grades, behavior, and attendance. Please do not assume the school will make exceptions to the rules.

Along with the students, parents are expected to represent our school in a positive, godly way. Rude, disrespectful behavior is not tolerated. As adults, we must set good examples for our children.

Parents have the responsibility to support your child's team and coaches. Negative comments about coaches or team members only undermine the athletic department.

Parents should understand that any child who goes out for a sports team makes a commitment to attend all scheduled practices and games. Coaches cannot do an effective job if their players miss practices or games.

Students should be picked up promptly after practices and games at the field/gym.

After away games, the students will be taken back to the gym. Approximate times are given on all schedules, but it is impossible to give exact times because of so many variables (game length, traffic, etc.). Please make the necessary arrangements to have your child picked up.

Students who do not turn in uniforms 30 days after the end of the season will be responsible to pay for them.

Parents are encouraged to attend games whenever possible to cheer on the players. Please leave the coaching to the coaches and the officiating to the officials. Let's keep a godly testimony for our school and church. For your convenience, schedules and directions to games are given out at the beginning of each season. (Schedules are always subject to changes). There is no charge for our home games, but other schools may charge.

Parents can help their children by the following:

- Be sure your child knows that, win or lose, you love and appreciate their efforts.
- Try your best to be completely honest about your child's ability.
- Be helpful, but do not over-coach your child.
- Don't try to relive your athletic life through your child in a way that creates pressure.
- Do not compete with the coach.
- Do not compare your child's skill with that of other members of the team.
- Take time to get to know and understand the coach. If you have a difference with the coach, talk to the coach first before you talk about it to your child.

ELIGIBILITY POLICIES

GGCA is a member of the Maryland Christian Athletic League and also participates in the Maryland Christian State Tournament. In addition to playing the MCAL teams, we schedule non-league games as well.

Only **enrolled** GGCA students shall be allowed to participate in the GGCA middle school and high school sports teams. This includes practices and games.

All students must remain in good academic and behavioral standing to remain eligible to play.

Section Eight: School Discipline

GENERAL INFORMATION

The Board of Elders of Greater Grace Church has established the following policies and procedures to regulate matters of student behavior that will apply to all students in Greater Grace Christian Academy. These policies and procedures are in effect while students are on school property or while they are participating in any school-sponsored event.

The school principal has the right and authority to discipline students including suspension and referral to the School Superintendent for further action.

Further, students may be disciplined, including suspension or expulsion, for behavior that has taken place *off school property and/or beyond the school day/school year*. If the behavior is determined by the Principal to impact the educational/spiritual environment of the school, the safety and/or welfare of other students and/or staff, and/or the maintenance of school order and discipline, the Principal may suspend the student for up to ten school days. If the nature and severity of the off-school property behavior warrants it, the Principal may refer the student to the School Superintendent with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the Principal, a long-term suspension/expulsion may be imposed.

DEFINITION OF TERMS

School-Sponsored Activities: All curricular and extracurricular activities that are part of the school's overall program. These activities include field trips; athletic, music, and theatrical events; club meetings; banquets; retreats; conferences; class trips; and all other activities for which the school provides supervision.

Suspension: A significant period of school time will be lost by the student. Depending on the length of the suspension, the student may or may not be permitted to make up work lost during the suspension period. While suspended, the student shall not be permitted to participate in any school activity on school property or any offsite, school-sponsored activities. A short-term suspension lasts no more than ten school days in length; a long-term suspension is greater than ten but less than forty-five school days in length. A student who receives a long-term suspension must enroll in an alternative education program or be expelled.

Expulsion: The student is excluded from school for at least the remainder of the school year. No alternative education services are provided. The student may be required to repeat the school year. High school students will not earn full credit for any subjects in which the student is enrolled at the time of expulsion. **The administration of GGCA reserves the right to expel a student for a single infraction or a pattern of lesser infractions.**

BEHAVIORS AND CONSEQUENCES

Absences: Leaving school grounds without permission, unexcused lateness to class or school, unexcused absences from class or school, persistent or excessive absences from school, and habitual truancy (unlawful absence for a number of days in excess of 20 percent of any marking period). This offense can result in short-term suspension.

Academic Dishonesty: Cheating or plagiarizing. Students will receive a failing grade for that assignment and/or short-term suspension or, possibly expulsion. (See ACADEMIC DISHONESTY POLICY below.)

Alcoholic Beverages and Drugs: Possession, use, distribution, or conspiracy to distribute alcoholic beverages or illegal drugs in any quantity is prohibited, as is possession, use, or distribution of controlled paraphernalia as outlined in the *Criminal Law Article of the Annotated Code of Maryland*. Students who violate the policy shall be suspended ten school days and referred to the Superintendent for further disciplinary action. This may include expulsion, depending upon the student's school record. (See DRUG TESTING POLICY below.)

Attack on Student: Hitting, kicking, or punching another student without warning or provocation. Level of discipline depends on level of injury. Bodily injury may result in short-term or long-term suspension, or expulsion.

Bomb Threat: Long-term suspension or expulsion.

Bullying, including Cyber-bullying, and Harassment: Intentional conduct (including verbal, written, or physical conduct) or electronic communication that is threatening or seriously

intimidating and substantially disrupts the orderly operation of the school results in counseling and perhaps short-term suspension. Serious bullying (repeatedly over time engaging in intentional negative behaviors that adversely affect another student's ability to participate in or benefit from a school's education or extra-curricular programs) results in suspension and possible expulsion. (See NO BULLYING POLICY below.)

Classroom Disruption: Talking out in class or talking out of turn; throwing objects; picking on, bothering, or teasing other students; and other behavior that distracts from student learning could result in a 1- or 2- day suspension for repeat offenders.

Defiance of Authority and/or Insubordination: (nonviolent/nonphysical) Failure to follow directions and/or failure to respond to school staff questions or requests could result in a 1- or 2-day suspension for repeat offenders. Refusal to do assigned work or to serve detention may result in short-term suspension

Disrespectful Behavior: Making inappropriate gestures, symbols, or comments or using profane or offensive language could result in a 1- or 2-day suspension for repeat offenders. Using verbal insults or putdowns or lying to, misleading, or giving false information to school staff could result in a 1- or 2-day suspension for repeat offenders.

Dress Code Violations: In-school discipline and counseling.

Extortion: Taking or attempting to take from another money or property by threat of force, express or implied can result in suspension or even expulsion for repeat offenders.

False Activation of a Fire Alarm: This results in suspension at minimum, possible expulsion, and referral to police authorities.

Fighting: Physical aggression with another students (shoving or pushing) may result in short-term suspension. Minor fighting (may include incidents resulting in minor injuries) may result in suspension and referral to the Superintendent.

Fire setting/Arson: Expulsion and referral to police authorities.

Gambling: (requiring the use of money or exchangeable goods) May result in a 1- or 2-day suspension.

Hallway Misbehavior: Running, making excessive noise, or loitering is dealt with by in-school discipline, counseling.

Inappropriate Physical Contact: Hugging, kissing, handholding, tickling, back rubbing, sitting on another's lap, riding on another's back – all these are considered inappropriate physical contact and could result in suspension and counseling or expulsion for repeat offenders.

Inciting or Participating in a Disturbance: Causing a large disruption to the atmosphere of order and discipline in the school outside of a general classroom disruption, such as a riot. Also, using a personal communication device to attract others to initiate a disturbance. This could result in anything from general school discipline to suspension or expulsion, depending on its severity.

Physical Contact with School Personnel: Unintentional contact with school personnel merits a warning. Attack against school personnel, physically attacking an employee or another adult, including striking a staff member who is intervening in a fight or other disruptive activity results at least in suspension and possibly expulsion and referral to police authorities.

Portable Electronic Devices Used at Unauthorized Times: Use of cell phones, PDAs, iPads, mp3 players, electronic game devices results in a warning on the first infraction, but then escalates to parent notification, confiscation, and then banning of the student's device.

Property Damage/Graffiti: Disciplinary responses depend upon the monetary level of the damage and could include expulsion and referral to police authorities.

Serious Bodily Injury: Causing substantial risk of death or causing permanent or serious disfigurement, loss of function of any part of the body or impairment of the function of any part of the body results in long-term suspension at minimum but also expulsion and referral to police authorities.

Sexual Assault or Offense: Forced sexual acts result in long-term suspension at minimum but can also result in expulsion and referral to police authorities.

Sexually-based Infraction: Sexual harassment, sexting, sexually suggestive language or behavior, indecent exposure, sexual activity or sexual misconduct results in results in suspension or expulsion.

Theft: Less than \$500 can result in suspension; greater than \$500 results in suspension or expulsion with referral to police authorities.

Trespassing: Being on school property without permission, including while on suspension or after being expelled results in suspension (if not already suspended or expelled) at least or expulsion (if already on suspension) or referral to police authorities (if already expelled).

Weapons, Firearms, and Explosives: Automatic long-term suspension or expulsion with referral to police authorities

ACADEMIC DISHONESTY POLICY

The Rule: *GGCA students will not cheat, plagiarize, or otherwise engage in academic dishonesty, but will do all academic work in honesty and integrity to the glory of God.*

Academic dishonesty falls under the categories of lying and stealing and as such violates the GGCA Student Honor Code as well as Word of God. There is never any excuse for academic dishonesty, especially if a student is making time to study, do homework, and be prepared for school. Academic dishonesty often results from poor study habits which include laziness and procrastination and from poor communication with the teacher when one is struggling in a class. Academic dishonesty takes on various forms: cheating, plagiarism, deception, aiding and abetting, and obtaining an unfair advantage.

- **Cheating** is the theft of information from another student with or without that other person's knowledge. Cheating also includes stealing answers from answer keys. Cheating also includes bringing information in written or digital form into the classroom during a quiz or test. Cheating is stealing.
- **Plagiarism** is the passing off another's ideas, images, language, or work as one's own. Plagiarism is copying another student's homework and handing it in as if it is your own work. Plagiarism is going to the Internet, cutting and pasting together a paper, and handing it in as your own work without properly citing your sources. Plagiarism is taking a writer's words, perhaps changing a few of them, and then passing them off as your own thoughts and words. Plagiarism is lying that the work you hand in is your own.
- **Deception** is providing false information to the instructor in order to gain academic advantage. It is saying you were sick and could not do your homework when you actually stayed up half the night watching movies or playing video games. It is changing the answer on your test and saying that the teacher marked it wrong and you should get the points. Deception is saying you handed in your work on-time when you actually did not in order to avoid getting points deducted for lateness. Deception is lying.
- **Aiding and Abetting** is providing material and information to another person with the knowledge that the person will use it to cheat, plagiarize, or deceive. It is when you give your homework to another student to copy. It is when you "help" someone on a quiz or test by signaling the correct answer or letting them look at and copy your answers. It is when you corroborate another student's lie and say that you saw them hand in their work when you know they actually did not. Aiding and abetting is dishonesty.
- **Obtaining an Unfair Advantage** is stealing, reproducing, and/or distributing materials or information in order to gain an unfair advantage over other students' work. It is when you tell the student who skipped school because he did not study for the test what the questions on the test are so that he has an unfair advantage on the test when he takes it the next day. It is when you sneak a copy of the quiz out of the room and show it to the

other section of the class who will take the quiz next period. Again, obtaining an unfair advantage is dishonest and involves lying and stealing.

The Consequence: A student who commits an act of academic dishonesty will receive no credit for his or her work. The student could be suspended or expelled.

DRUG TESTING POLICY

GGCA students commit to not using illegal drugs and/or alcohol. When GGCA reasonably suspects a student of drug or alcohol use, GGCA reserves the right to remove the student from school and deliver the students to an independent, professional third party to administer a drug and alcohol test after notifying the student's parents. By enrolling their child in GGCA, parents give permission to GGCA to take the above action at its discretion. The Administration will respond to a "positive" drug test with appropriate action, which may include expulsion. Parents who object to such testing have an option of immediately withdrawing their student from the school

NO BULLYING POLICY

It is the policy of the Greater Grace Christian Academy to maintain a safe environment that is free from bullying. Students and staff are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others at all times. We prohibit all forms of bullying. We define bullying as intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips.

The GGCA staff will receive annual training in bullying awareness and reporting procedures. Parents and students are asked to report concerns to the teacher or the principal immediately to prevent escalation.

1. BULLYING, HARASSMENT, AND INTIMIDATION is prohibited at GGCA.
2. REPRISAL OR RETALIATION AGAINST INDIVIDUALS WHO REPORT ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION is prohibited at GGCA.
3. Individuals WHO COMMIT ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION will be addressed by the school administration and may be referred to a professional counselor. Depending on the severity of the offense, individuals may be subjected to an acceleration of our discipline policy (see page 28) and/or immediate expulsion.
4. PERSONS FOUND TO HAVE MADE FALSE ACCUSATIONS will be subject to the same sanctions and/or penalties as those who commit acts of bullying, harassment and/or intimidation.
5. ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION are to be reported to the responsible adult in the case of supervised school activities. Cases of BULLYING, HARASSMENT, OR INTIMIDATION not occurring under adult supervision but falling into the category under the definition above will be reported to the school principal. The 'chain of command' for reporting is: responsible adult, school principal, school pastor
6. The School Administration will conduct PROMPT INVESTIGATION OF ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION by interviewing alleged participants, victims, and witnesses, and by consideration of relevant physical evidence.
7. VICTIMS OF BULLYING, HARASSMENT, OR INTIMIDATION will be protected FROM ADDITIONAL ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION by the suspension and/or expulsion of repeat offenders from GGCA.
8. SUPPORT SERVICES TO A STUDENT BULLY OR VICTIM AND ANY BYSTANDERS are provided by the trained counseling staff of GGWO.

Note: "BULLYING, HARASSMENT, AND INTIMIDATION" MEANS ANY INTENTIONAL WRITTEN, VERBAL, OR PHYSICAL ACT, INCLUDING AN ELECTRONIC COMMUNICATION, THAT:

1. PHYSICALLY HARMS AN INDIVIDUAL;
2. DAMAGES AN INDIVIDUAL'S PROPERTY;
3. SUBSTANTIALLY INTERFERES WITH AN INDIVIDUAL'S EDUCATION OR LEARNING ENVIRONMENT; OR
4. PLACES AN INDIVIDUAL IN REASONABLE FEAR OF HARM TO THE INDIVIDUAL'S PERSON OR PROPERTY; AND
 - a. OCCURS ON SCHOOL PROPERTY, AT A SCHOOL ACTIVITY OR EVENT, OR ON A SCHOOL BUS; OR
 - b. SUBSTANTIALLY DISRUPTS THE ORDERLY OPERATION OF A SCHOOL.

"ELECTRONIC COMMUNICATION" MEANS A COMMUNICATION TRANSMITTED BY MEANS OF AN ELECTRONIC DEVICE, INCLUDING A TELEPHONE, CELLULAR PHONE, COMPUTER, OR PAGER.

PORTABLE ELECTRONIC DEVICE POLICY

Cell phones, MP3 players, handheld video games, and any other personal electronic devices must be turned off and put away after 7:30 a.m. and remain off and out of sight until school ends at 3:00 p.m., or they will be confiscated and held at the office for safekeeping. Failure to honor this policy may result in a parent meeting and possible loss of the privilege of bringing such devices on school property.

Cell phones are capable of text messaging, accessing the Internet, taking digital photos, and playing digital music and electronic games. Cell phones can be a distraction, aid and abet cheating, and bring into the school undesirable visual and auditory influences that do not promote godliness or spiritual unity.

GGCA recognizes that parents may wish to have their children bring cell phones to school for communication after school or in emergency situations and we allow cell phones to be brought into school for those reasons.

Bringing a cell phone to school is both a privilege and a responsibility – it is not a right. Students may bring cell phones into the school, but must abide by the rules governing their use. Parents must realize that GGCA will not be held responsible for lost or stolen cell phones and that there is always the risk that a cell phone may be lost or stolen if a student is not responsible for its whereabouts.

The Rule: *Students must keep cell phones in a locked locker or on their person during school hours. The phone must be turned off during school hours. Cell phones are not allowed to be used as watches or calculators.*

The Consequences:

First Offense – The cell phone will be surrendered to the school office for safekeeping until the end of the school day. Parents will be called and notified. The student may retrieve his or her phone at the end of the school day.

Second Offense – The cell phone will be surrendered to the school office for safekeeping. Parents will be called and notified. The parent must come to the office to retrieve the cell phone.

Any subsequent offense – The cell phone will be surrendered to the school office for safekeeping and a Discipline Referral will be written. Parents will be called and notified that they must come in for a meeting with the school administration before the phone will be returned to the parents. Students may lose the privilege of bringing a cell phone to school or may have to surrender their phones to the office at the beginning of each day.

Students who refuse to surrender a cell phone to a school official or use a phone when privileges are revoked are subject to suspension or expulsion.

DISCIPLINE OVERVIEW

GGCA does not practice any form of corporal punishment or physical interventions of any kind. In general, teachers are able to handle most discipline problems with verbal *correction* and *instruction*, using classroom management techniques and implementing the strategies outlined below. The careful tracking of violations of behavioral policy will reveal chronic problems that can then be addressed by the administration. The overall strategy for these policies and procedures is to always maintain a positive learning environment in the classroom.

The Principal's office is responsible for the management of the Student Discipline System. The faculty receives training in the behavioral/ discipline system under the leadership of the Principal's office.

Parents and students should communicate quickly and clearly any questions or problems regarding the Student Discipline System. Our desire is to have behavioral standards that are clear, concise, consistent, and enforced.

SCHOOL DISCIPLINE SYSTEM

Minor Misbehavior

When minor misbehavior interrupts the rights of others to teach and learn or shows disrespect, verbal warnings will be given at the teacher's discretion. If the behavior does not stop, the student will be asked to leave the classroom and a Discipline Referral will be issued. The student will report to the School Office.

Serious Misbehavior

If a serious misbehavior happens—one that is very rude and/or may be dangerous – the student will be issued a Discipline Referral immediately and be sent to the School Office.

Lunch Detentions

Lunch period detentions are an immediate disciplinary action taken by teachers for the short list of specific infractions listed here: Chewing gum/eating in class; Misuse of personal space (failure to keep assigned space organized and free from clutter; ie. lockers); Late for Class; Uniform Code Violation; Unprepared for class (failure to possess the proper books, assignment, and materials required for instruction. Ten lunch detentions convert to one Discipline Referral. Three lunch detentions for the same offense in one quarter will convert to one Discipline Referral. This strategy is universally enforced in grades 6-12.

Lunch Detention Procedure

- Upper school teachers and front desk personnel, upon witnessing the violation, will issue and document the event immediately by completing a Lunch Detention form.
- One copy is given to the student; another copy is given to the administrators who will administer the detention.
- It is the student's responsibility to be aware of his/her own lunch detentions. The student must be aware of what lunch detentions he/she has served and what lunch detentions he/she has yet to serve. It is the student's responsibility to check the lunch detention list.
- Students report to the lunchroom and sit at the table designated for students serving lunch detention. When lunch ends, students remain behind to help the lunchroom

supervisor clean the tables. Students miss a part of their free time, but are able to leave to be in their next class on time.

Grades 1 – 5 Addendum

The teachers in grades 1-5 will designate a silent table for students who commit certain infractions, with no early dismissal to recess available to them. Although they will not be allowed to leave the table early, they will always get a full 20-minute recess.

Discipline Referrals

Students sent to the School Office on a Discipline Referral will need to meet with the reporting teacher later that day. At this time, any necessary apologies are made and any misunderstandings are cleared up. The goal is to resolve the problem and to take steps to prevent its occurrence in the future.

The following procedures are followed each time a Discipline Referral is issued. Please remember that ten lunch detentions are equivalent to a Discipline Referral.

1st Conversation between the School Office and the student with a phone call to the student's parents.

2nd Same as the first above.

3rd At this time, the Principal will review the behavioral problems and consider how they might be resolved. The Principal may seek the counsel of the student's teacher(s) and the School Pastor. If the offenses have been mean-spirited or egregious, the student may be placed on probation for 25 school days. Students and parents are notified of the outcome of the meeting.

4th The student is automatically placed on probation for the next 25 school days. If a student is involved in an infraction of a major rule, e.g. stealing, vandalism, physical or verbal abuse, leaving campus without permission, continued harassment, anything to do with illegal substances or weapons, etc., the student may be expelled or suspended and placed on probation for the following 25 school days.

Probation

A behavioral probation runs for 25 school days from the last offense. It is a time for the student to undertake serious changes in behavior with the help of parents, faculty and the school administration. If the student successfully completes the probationary period, she/he will be returned to regular status. Probations should be a clear message that without a change in behavior, the student will be asked to leave GGCA.

If there is misbehavior during the probationary period, the parents will be asked to conference with GGCA at each infraction. Because a student will have shown lack of responsibility by continuing to misbehave, each additional Discipline Referral will result in the following consequences:

5th Referral: The student will serve a one day in-school suspension.

6th Referral: The student will serve a three day off-campus suspension.

7th Referral: The student may be asked to leave GGCA.

Section Nine: Miscellaneous Policies

STUDENT AND LOCKER SEARCHES

GGCA reserves the right to search students or lockers if student is suspected of possessing stolen property or illegal substances such as cigarettes, chewing tobacco, marijuana, illegal drugs, alcohol, or weapons of any kind. Proper authorities will be notified of any illegal activity.

VALUABLES

GGCA advises students to leave valuables of any kind at home. GGCA is not responsible for lost valuables or money that is brought to school. GGCA is not responsible for clothing that may be torn as a result of recess play. Students with lockers are expected to keep valuables locked in their lockers.

BOOK REPLACEMENT

GGCA textbooks are the property of GGCA; workbooks need not be returned. Students borrow the textbooks for the year and they must be returned in good condition at year's end. **Parents are responsible to pay for any textbooks that have been lost, damaged, or misplaced for a period of two weeks.** Parents will be billed directly through the business office. Occasionally, students will need to purchase paperbacks, which they will keep at the end of the school year.

GRIEVANCE POLICY

Any student or parent who feels they have been unfairly or unjustly treated has the option of pursuing the issue through a formal grievance process.

1. **Request a meeting with the teacher.** If satisfaction is not achieved then...
2. Request a meeting with the Principal and all parties involved. If satisfaction is not achieved then...
3. Request a meeting with the Superintendent and all parties involved. If satisfaction is not achieved, then...
4. Request a meeting with the Board of Elders.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

I. Purpose of Telecommunications

Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. For students, telecommunications use in Greater Grace Christian Academy is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. **NO PERSONAL USE OF ANY KIND IS PERMITTED.** Learning how to use this wealth of information and how to communicate electronically are information literacy skills that support student achievement and success in the 21st century.

II. Available Information

- Government publications and databases
- Museums and Multimedia Collections
- Maps and other geographic resources
- Encyclopedias and dictionaries
- Magazines and newspapers
- Library catalogs and community directories

III. Telecommunications Safety

Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software which attempts to block access to objectionable material will be accessible on computer networks used by students as required by The Children's Internet Protection Act.

IV. Terms and Conditions

- ✓ Use telecommunications for educational purposes only.
- ✓ Communicate with others in a courteous and respectful manner.
- ✓ Maintain the privacy of personal name, address, phone number, password(s), and respect the same privacy of others.
- ✓ Use only telecommunication accounts and passwords provided by the school.
- ✓ Report any incident of harassment to the supervising employee.
- ✓ Comply with copyright laws and intellectual property rights of others.
- ✓ Report any violations of this Telecommunications Acceptable Use policy to the supervising employee.

Students shall not:

- ❖ Knowingly enter unauthorized computer networks or software to tamper or destroy data.
- ❖ Bypass the school system's filtering server.
- ❖ Access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
- ❖ Install personal software on computers.
- ❖ Use telecommunications for commercial, purchasing, or illegal purposes.
- ❖ Use telecommunications in any other manner that would violate GGCA policies.

Disclaimer

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied; GGCA will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Penalties

Violations of the Telecommunications Acceptable Use Policy may be violation of law, civil regulations or other GGCA disciplinary policies. Suspension of telecommunications privileges, school disciplinary action, and/ or legal action may result from infringement of this policy.

Addendum: Lateness/Tardiness to School Policy

Middle and High School Tardiness/Lateness to School Policy:

Students who arrive late to school prevent the efficient start-up of the school day and disrupt the entire class. For this reason we would ask parents to please plan for traffic, rain delays and other unforeseen delays to prevent late arrivals. Since tardiness is a hindrance to school activity, tardy students will receive an afterschool detention. Any disputes about an instance of tardiness will be resolved by the administration. Please, note: in the event tardiness is the result of a doctor's appointment, students must present a note from the doctor's office.

Any students arriving after 8:14 a.m. will report with their parent/guardian to the reception office, where parents/guardians will sign the students in (please park in the parking lot, not in the drop off/pick up zone in front of the school).

Sixth through twelfth grade students will receive a tardy slip, report to class, and serve an after school detention the next school day. Students will be sent to class when it will not cause a disruption. Students must make up any missed classwork resulting from tardiness and place it in the homework bin during homeroom the next school day.

Students who drive themselves or take other forms of transportation will receive a detention and the parents/guardians will be notified.

3 unexcused tardies in a quarter result in an office referral. (Refer to Discipline Policy for further information)

Please, note: students who arrive to school later than 11:00 a.m. are not eligible to participate in extracurricular activities that day.

Elementary School Tardiness/Lateness to School Policy:

Students who arrive late to school prevent the efficient start-up of the school day and disrupt the entire class. For this reason we would ask parents to please plan for traffic, rain delays and other unforeseen delays to prevent late arrivals. Since tardiness is a hinderance to school activity, tardy students will receive an afterschool detention. Any disputes about an instance of tardiness will be resolved by the administration. Please, note: in the event tardiness is the result of a doctor's appointment, students must present a note from the doctor's office.

Any students arriving after 8:14 a.m. will report with their parent/guardian to the reception office, where parents/guardians will sign the students in (please park in the parking lot, not in the drop off/pick up zone in front of the school).

Elementary students who are tardy will receive a lunch detention to be served the same day as the tardiness.

3 unexcused tardies in a quarter result in an office referral. (Refer to Discipline Policy for further information)