



# Parent/Student Handbook

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

**SECTION ONE: General Information ..... 5**

School Administration..... 5

License and Affiliations ..... 5

School Mission ..... 5

GGCA Student Honor Code..... 5

General Student Code of Conduct ..... 6

Admissions and Non-Discriminatory Policy ..... 6

Parental Support ..... 6

Lower School Uniforms..... 7

Upper School Uniforms..... 9

Dress-Down Days Uniform Policies..... 11

**SECTION TWO: Arrival / Dismissal / Attendance ..... 13**

General Information ..... 13

Arrival to School..... 13

Departure from School ..... 13

Daily Attendance Procedures ..... 13

Late Arrivals ..... 14

Early Dismissal from School ..... 14

Leaving School Property ..... 14

School Cancellations ..... 15

Visitors ..... 15

Attendance Requirements..... 15

**SECTION THREE: Student Health and Safety ..... 17**

Student Illness and Injury ..... 17

Emergency Procedures ..... 18

**SECTION FOUR: Lunch and Recess ..... 19**

Elementary Lunch Program ..... 19

Middle and High School Lunch Program..... 19

Outside Picnic Tables ..... 19

Family Center ..... 19

**SECTION FIVE: Academics ..... 20**

Academic Communication and Probation ..... 20

Academic Probation..... 20

Sports Eligibility and Extra-Curricular Activity Policy..... 20

Student Retention..... 21

High School Diploma Requirements ..... 21

Early Educational Dismissal..... 21

Early College Admission Program ..... 22

Transcript Policy..... 22

Grading..... 22

Homework..... 23

Missed Test and Quiz Policy..... 24

**SECTION SIX: Athletics..... 25**

General Information ..... 25

Athletic Department Staff..... 25

Student Athletic Guidelines ..... 25

Philosophy..... 25

CYA: Christian Youth Association..... 26

Policies ..... 26

Middle School ..... 26

Varsity ..... 26

Attendance..... 26

Tardiness and Eligibility to Play..... 26

Drugs, Alcohol, and Tobacco..... 27

Guidelines for Athletes’ Travel ..... 27

Injuries ..... 27

Parental Responsibilities..... 27

Eligibility Policies..... 28

**SECTION SEVEN: School Discipline..... 29**

General Information ..... 29

Student Behavior Expectations..... 29

Discipline Overview..... 30

School Discipline System..... 30

Minor Misbehavior ..... 30

Serious Misbehavior ..... 30

Tardiness ..... 30

Discipline Referrals ..... 30

Probation ..... 31

Expulsion ..... 31

Lunch Detention..... 31

Lunch Detention Procedure..... 32

Lunch Detention Room Rules ..... 32

Grades 1- 6 Addendum ..... 32

**SECTION EIGHT: Miscellaneous Policies ..... 33**

Student and Locker Searches..... 33

Valuables..... 33

Book Replacement ..... 33

Electronics, Toys, and Cell Phones..... 33

Academic Dishonesty..... 34

Grievance Policy..... 35

Telecommunications Acceptable Use Policy ..... 36

# Section One

## General Information

### SCHOOL ADMINISTRATION

Pastor Steve Scibelli, School Elder  
Pastor Brian D. Lange, School Pastor  
Mr. Daniel B. Dunbar, Principal  
Mrs. Paula J. Lange, Vice Principal  
Mr. Nathan McFarland, Office Manager

### LICENSE AND AFFILIATIONS

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

### 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.

## GENERAL STUDENT CODE OF CONDUCT

Students who do not abide by both the letter ***and the spirit*** of school rules are subject to dismissal. Any of the following constitutes inappropriate GGCA student behavior. This list includes but is not limited to the following:

- Open defiance of authority
- Willful disobedience or disrespect
- Racial prejudice
- Destruction of school property
- Cheating
- Stealing
- Skipping class and/or leaving school boundaries
- Inappropriate physical contact
- Using inappropriate language: verbal or written swearing or vulgarity
- Causing a disturbance in classrooms or hallways
- Using or displaying inappropriate items at school such as: cell phones, portable music/entertainment devices, laser pointers, or any others items as defined by the school administration
- Wearing clothes other than the school uniform
- Being late to class
- Failure to turn in homework
- Eating or drinking in non-designated areas

## 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. Secondarily we open our doors to the families of our neighboring churches who desire Christian education.**

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 on the basis of race, color, national or ethnic origin in our admission policies, educational policies, scholarship or loan programs, or athletic or other extracurricular school activities.

## PARENTAL SUPPORT

Parental involvement and support is vital for effective education. Parents are urged to stay in constant communication with their child's teachers. Parents are encouraged to visit the **SnapGrades website** ([www.snapgrades.com](http://www.snapgrades.com)) weekly or even daily to keep informed of grades and assignments.

Parents are expected to 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.** Your suggestions are always welcomed and considered. 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 (September)
- Christmas Concert (December)
- Spring Concert (May)
- GGCA Night (June)

## UNIFORMS

### **GGCA LOWER SCHOOL UNIFORMS (Grades K-5)**

Students must wear the school uniform during the entire school day (7:30 – 3:15) while on campus. Elementary school students out of uniform will remain in the office until the office contacts their parents.

#### **The uniform must be:**

- **In good condition: not faded, no stains, rips, or ragged hems.**
- **The appropriate size and worn in the proper manner.**
- **Neat, clean, and ironed.**

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

#### **Uniform: Girls**

**Skirts and Jumpers:** Skirts and jumpers must be knee-length. Black A-line skirts from Land's End or Flynn & O'Hara or maroon plaid jumpers or pleated skirts from Flynn & O'Hara are allowed. Logos are not required. Pants, skorts, and skooters are not allowed.

**Uniform Shirts:** Girls may wear white three-quarter length, short-sleeved, or long-sleeved oxford shirts or Peter Pan collar shirts. They may also wear burgundy long- or short-sleeved polo shirts. All shirts are available from both Land's End and Flynn & O'Hara. Logos are required on all uniform shirts. Shirts must be tucked in when indoors and only plain, short-sleeved white T-shirts are to be worn underneath the uniform shirts. A student wearing a T-shirt that is not white or that has writing or graphics on it will be out of dress code and will be asked to remove it. Turtleneck shirts are not allowed.

**Shoes:** Girls may wear sturdy black or dark brown shoes with closed-in toes and closed-in heels. Heels have a maximum height of 1 inch. Slip-on shoes and Velcro shoes are encouraged for those who cannot tie their own shoes.

**Uniform Sweaters, Sweatshirts, and Fleece:** Sweaters, sweatshirts, and fleeces must be worn with a uniform shirt underneath. Black or burgundy Land's End "Drifter" sweaters and sweater vests and black or wine-colored V-necked sweaters and cardigans from Flynn & O'Hara are acceptable. Black or maroon fleeces from Land's End or Flynn & O'Hara may be worn in the classroom. Students in grades K-5 may also wear **maroon** GGCA gym sweatshirts from Land's End or Flynn & O'Hara in the classroom. Logos are required on sweaters, sweatshirts, and fleeces.

**Socks:** Girls may wear solid color (black, gray, maroon, or white) ankle- or knee-length socks, **opaque** knee-length hosiery, or tights. Black leggings may be worn under uniform skirts in cool weather.

**Jewelry:** Girls may wear one watch, one bracelet, one ring, one necklace and no more than two dime-size earrings per ear. Chokers are not allowed.

**Grooming:** Moderate, natural-looking make-up is allowed, but not encouraged. Girls are not allowed to dye or highlight their hair unnatural hair colors.

## Uniform: Boys

**Uniform Pants:** Black chino or dress pants are acceptable. Boys must wear a black or brown leather belt with pants. Uniform pants are available from both Land's End and Flynn & O'Hara, but parents may opt to purchase pants elsewhere.

**Uniform Shirts:** Boys may wear white short- or long-sleeved oxford shirts or they may wear burgundy short- or long-sleeved polo shirts. All shirts are available from both Land's End and Flynn & O'Hara. Logos are required on all uniform shirts. Shirts must be tucked in when indoors and only plain, short-sleeved white T-shirts are to be worn underneath the uniform shirts. A student wearing a T-shirt that is not white or that has writing or graphics on it will be out of dress code and will be asked to remove it. Turtleneck shirts are not allowed.

**Uniform Sweaters, Sweatshirts, and Fleece:** Sweaters, sweatshirts, and fleeces must be worn with a uniform shirt underneath. Black or burgundy Land's End "Drifter" sweaters and sweater vests and black or wine-colored V-necked sweaters and cardigans from Flynn & O'Hara are acceptable. Black or maroon fleeces from Land's End or Flynn & O'Hara may be worn in the classroom. Students in grades K-5 may also wear **maroon** GGCA gym sweatshirts from Land's End or Flynn & O'Hara in the classroom. Logos are required on sweaters, sweatshirts, and fleeces.

**Shoes:** Boys may wear sturdy black or dark brown shoes. Shoes must have closed-in heels. Slip-on shoes and Velcro shoes are encouraged for those who cannot tie their own shoes.

**Socks:** Boys must wear solid color (black, gray, white, or maroon) socks.

**Jewelry:** The only jewelry boys may wear are one watch, one bracelet, and one ring.

**Grooming:** Hair must be cut above the eyebrows, above the collar, and above the ears. Boys may not dye or highlight their hair to unnatural hair colors. No Mohawks, fauxhawks, dreadlocks, or braids.

## Gym Uniforms

The gym uniform consists of a **maroon** GGCA logo T-shirt, a **maroon** GGCA logo sweatshirt (optional), **black** sweatpants and/or black gym shorts. All items are available from both Land's End and Flynn & O'Hara. Students need to have a pair of indoor, non-marking athletic shoes to keep in school.

Grades K-5 will wear their gym clothes to school on gym class days. Students may wear athletic shoes to school, but they must change into their indoor athletic shoes at the gymnasium. Some gym classes meet outside, so students may need/want to have the sweatshirt and sweatpants in addition to the T-shirt, black shorts, and athletic shoes. Velcro athletic shoes are encouraged for those who cannot tie their own shoes.

## UPPER SCHOOL UNIFORMS (Grades 7-12)

Students must wear the school uniform during the entire school day (7:30 – 3:15) while on campus. Any Middle or High School student not in uniform will be issued a lunch detention and be required to change clothes in compliance with the dress code. Excessive non-compliance with the dress code will result in a Discipline Referral.

**The uniform must be:**

- **In good condition: not faded, no stains, rips, or ragged hems.**
- **The appropriate size and worn in the proper manner.**
- **Neat, clean and ironed.**

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

## Uniform: Girls

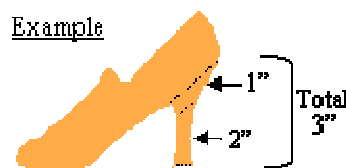
**Uniform Skirts:** Skirts must be mid-knee length. Black, khaki, and burgundy/gray plaid pleated skirts from Land's End or Flynn & O'Hara are allowed. Black or khaki A-line skirts

from Land's End are also allowed. Logos are not required. Girls may not wear pants, but they may wear black leggings under their skirts in cool weather.

**Uniform Shirts:** Shirts must be tucked in at all times when indoors and only plain, short-sleeved white T-shirts are to be worn underneath the uniform shirts. A student wearing a T-shirt that is not white or that has writing or graphics on it will be out of dress code and will be asked to remove it. Turtleneck shirts are not allowed. Appropriate undergarments are required. Girls may wear white three-quarter length or long-sleeved oxford shirts or Peter Pan blouses. A girl may have the top two buttons on her shirt unbuttoned unless it is deemed too revealing by a faculty or administration member, in which case she will be asked to button up and do so cheerfully. Logos are required on uniform shirts.

**Shoes:** Girls may wear black or brown 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 or brown leather boat shoes are allowed.



**Uniform Sweaters and Fleeces:** Students must wear the uniform shirt underneath their sweaters and fleeces. Any style of the burgundy Land's End "Drifter" sweater, cardigan, or sweater vest may be worn as well as the black or wine Flynn & O'Hara V-neck sweater or cardigan. Only the black or burgundy uniform fleece jackets or vest from Land's End and Flynn & O'Hara may be worn in the classroom. Logos are required on sweaters and fleeces.

**Socks:** Girls may wear solid color (black, maroon, gray, or white) knee-high socks, tights, or opaque knee-high hosiery. Natural color hosiery is also allowed, but ankle socks are forbidden.

**Accessories:** Girls may wear one watch, one bracelet, one necklace, and one ring per hand. Hats and sunglasses are not allowed in the school building. Two dime-sized earrings per ear are allowed, but any other body piercing is prohibited.

**Grooming and Hygiene:** Girls may wear moderate, natural-looking make-up and have one-inch nails. Girls may not dye or highlight their hair with unnatural hair colors. Deodorant must be used daily. Tattoos, body art, and writing on oneself are not permitted.

## Uniform: Boys

**Uniform Pants:** Traditional black or khaki chinos and dress pants are allowed, and boys must wear black or brown leather belts with their pants. Uniform pants are available from both Land's End and Flynn & O'Hara, but parents may opt to purchase pants elsewhere.

**Uniform Shirts:** Boys may wear white short- or long-sleeved oxford shirts or they may wear burgundy short- or long-sleeved polo shirts. All shirts are available from both Land's End and Flynn & O'Hara. Boys may have the top button on their shirts unbuttoned. Logos are required on all uniform shirts. Shirts must be tucked in when indoors and only plain, short-sleeved white T-shirts are to be worn underneath the uniform shirts. A student wearing a T-shirt that is not white or that has writing or graphics on it will be out of dress code and will be asked to remove it. Turtleneck shirts are not allowed.

**Uniform Sweaters and Fleeces:** Students must wear the uniform shirt underneath their sweaters and fleeces. Any style of the burgundy Land's End "Drifter" sweater, cardigan, or sweater vest may be worn as well as the black or wine Flynn & O'Hara V-neck sweater or cardigan. Only the black or burgundy uniform fleece jackets or vest from Land's End and Flynn & O'Hara may be worn in the classroom. Logos are required on sweaters and fleeces.

**Shoes:** Boys may wear black or dark brown shoes. They may not wear shoes without closed-in heels. Black or brown leather boat shoes are allowed

**Socks:** Boys must wear solid color (black, navy, brown, gray, or white) socks.

**Accessories:** The only jewelry boys may wear are one watch, one bracelet, and one ring per hand. Boys may not wear earrings, hats or sunglasses. Body piercing is prohibited.

**Grooming and Hygiene:** Boys' hair must be cut above the eyebrows, above the collar, and above the ears. No Mohawks, fauxhawks, dreadlocks, or braids. Boys may not have facial hair or sideburns longer than the bottom of the ear. Boys are to be clean shaven and may not dye or highlight their hair to unnatural colors. Boys are to wear deodorant daily. Tattoos, body art, and writing on oneself are prohibited.

## Gym Uniforms

Students in grades 6-12 must wear appropriately fitting black gym shorts that are not too tight, too loose, too short, or too long and/or black sweatpants. They may wear any GGCA, GGWO, or GGYM T-shirt. Students will change into their gym clothes in the gymnasium locker rooms. They must bring indoor athletic shoes to gym classes.

## In-School Dress-Down Days Uniform Policy

For in-school dress-down days, students may wear a plain polo shirt with long pants – not shorts, leggings, jeggings, or Capris pants. Slacks, khakis, and blue jeans are acceptable if they are not ripped or patched and have no writing or designs on them. Athletic shoes are allowed. Remember, modesty is the watchword - nothing tight or baggy will be allowed.

## **Modified Dress-Down Days Uniform Policy for Field Trips**

For field trips, like a visit to a museum or to a concert, students may be allowed to wear the school uniform shirt along with slacks, khakis, or blue jeans that are not ripped or patched and have no writing or designs on them.

For field trips involving physical activity, like the Special Olympics, students may be allowed to wear knee-length shorts, tee shirts, and athletic shoes.

**Notice of the appropriate dress code is usually announced in advance of the field trip.**

# Section Two

## Arrival, Dismissal, and Attendance

### GENERAL INFORMATION

<b>School Begins:</b>	<b>School begins at 8:15 AM for all students.</b>
<b>School Ends:</b>	<b>Students are dismissed at 3:00 PM.</b>
<b>12<sup>th</sup> Grade:</b>	<b>School begins at 10:00 AM.</b>

### 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. Students who have not been picked up by 3:10 will be escorted to the church nursery and parents will be charged accordingly.

### DAILY ATTENDANCE PROCEDURES

The homeroom teacher takes attendance daily during the homeroom period. Students who arrive after 8:15 report to the office for a late slip. All late arrivals are subject to lunch detention.

The school will make every attempt to contact parents/guardians of students to verify all absences. Please note that a written note from parents/guardians may be required upon returning to school.

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.

## LATE ARRIVALS

Students who arrive late to school prevent the efficient start-up of the school day for the entire class. Parents are expected to plan for traffic and rain delays to prevent late arrivals.

What we consider as unexcused:

- Overslept
- Student running late
- Parents running late
- Someone else made them late
- Bus or ride was running late
- Missed bus or ride
- Traffic that was not confirmed by administration

Any reason for lateness that is considered questionable or any disputes will be resolved by the Principal's office before it is marked "excused."

### Late arrival discipline policy

Parents will be called after the 5<sup>th</sup> tardy per quarter.

## 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 4<sup>th</sup> period for grades 7-12 and lunch/recess for grades K-6.

## 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 high school building, formerly Newberry's, 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 and up until 7:30 AM and 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 in the Main Office 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 are allowed to bring cell phones to school, but they are to be turned off and kept out of sight during school hours (See Section 8: Electronics, Toys, and Cell Phones). If you need to communicate with your child, please call the Main Office and relay the message to the school secretary who will pass the message along at an appropriate time. We do our best to protect valuable instructional time!

## ATTENDANCE REQUIREMENTS

### Absence Policy

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

It is the parent's responsibility to be sure that his/her child is in school daily. Students are expected to be in school except for one of the reasons stated above. 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, a written request from the parent or guardian should be submitted at least three 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 **when 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.*

**NOTE:**

- If a student misses more than 10 days of school in one semester, he/she may not be eligible for re-enrollment the following year.
- If a student misses 20% or more of any class he/she will receive no credit for the class and must re-take the course through an approved, accredited institution.

# Section Three

## 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 may not attend school. Parents must inform the school office regarding any infectious or contagious disease 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 to all computers; voicemail to a selected group to be shared with others; 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 Four

## Lunch and Recess

### LUNCH PROGRAM

#### Elementary School

The Elementary School will eat lunch in the Fellowship Hall. Students may bring their own lunch or purchase lunch in the restaurant. There are no microwaves and no hot water available to students. Students will be dismissed to and picked up from recess by their teacher.

#### Middle School/High School

When the bell rings to dismiss, all\* students will proceed to the Fellowship Hall. 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. Once dismissed, they may proceed to recess in the Family Center.

\*Students who are required to serve a lunch detention must report to the designated room immediately. After serving detention, they are released to the Fellowship Hall. Students who fail to serve their lunch detention will be issued an additional lunch detention. The student will also be required to make up the lunch detention he/she failed to serve. Note – ten lunch detentions convert to one Discipline Referral (see page 28).

#### Family Center

After dismissal from lunch, students may occupy the Family Center recreation area. They will be supervised by the gym staff. No food or drink is allowed in this room during the recess time.

The gate by the high school office will be closed during the entire lunch period and students may not be in the high school for any reason during this 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 Five

## Academics

### ACADEMIC COMMUNICATION & PROBATION

Report cards will be sent home electronically via email at the end of each quarter. The exception to this will be grades K, 1, and 2, as well as those parents who have requested and paid for paper reports to be mailed. As parents of students in grades 3-12 can monitor progress regularly by visiting the SnapGrades website ([www.snapgrades.com](http://www.snapgrades.com)), we will mail mid-quarter progress reports home **for grades 1 and 2 only**. *We no longer issue progress reports for grades 3-12 unless a written request is on file.*

Middle and High School parents are strongly encouraged to check grades weekly using the SnapGrades website ([www.snapgrades.com](http://www.snapgrades.com)).

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

#### **Academic Probation**

Any student in grades 7-12 who fails to achieve at least a 74 in any subject will 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 Vice-Principal. The Vice-Principal will meet with the students and determine what kinds of interventions may be appropriate, and sport and other extra-curricular activity privileges may be suspended.

#### **Sports Eligibility and Extra-Curricular Activity Policy**

In general, students need to maintain at least a 74 in all subjects to participate in school sponsored after-school activities. The rationale is that these students may require the after-school time to better prepare and focus on school-work.

Students who fail to meet this standard will be placed on academic probation and their eligibility to participate in sports and/or other after-school activities will be determined on a week-by-week basis. A determination of their eligibility will be made by noon each Monday. Disqualification is weekly and defined as NO PARTICIPATION IN TEAM ACTIVITIES, including practices, games, and other team related activities. The week is defined as Monday-Sunday, inclusive.

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.

### **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 a “4” 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
- MOST Certification
- 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**

Seniors are dismissed early Monday-Thursday, and occasionally on Fridays: see published high school schedule for precise dismissal times. They are expected to be enrolled in college-level courses and/or engaged in a job or apprentice program. Lower classmen 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 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 11<sup>th</sup> 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 11<sup>th</sup> 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, which is mailed out upon completion.
- 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**

#### **Numerical Evaluations**

- 1 = Excellent
- 2 = Good; meeting expectations
- 3 = Satisfactory progress; some inconsistency
- 4 = Not meeting grade level expectations

**Letter Grades**

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

**Grading - Elementary School**

- First and second grades do not use percentage grades
- Kindergarten students will receive 4 written reports during the year

**Honors**

At the end of each quarter, the Principal's List and Honor Roll are posted and students in grades 3-12 are presented with award certificates to honor their academic performance. Honors will be determined as follows:

- Principal's list: 92% or above in every subject
- Honor roll: 83% or above in every subject

## 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 only 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 SnapGrades website ([www.snapgrades.net](http://www.snapgrades.net)). 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 POICY

Student absences are either excused or unexcused. See the Absence Policy on page 13 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 vice-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 Six

## 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.

**CYA** (Christian Youth Athletics) sports are played on Saturdays for the younger grades and are open to anyone, whether in GGCA or not. (See CYA 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.

**CYA: Christian Youth Association**

GGCA does not offer a sports program for elementary students. Many of our students, however, participate in CYA. CYA is not a GGCA sponsored program and does not fall under the guidance or supervision of the GGCA administration. The purpose of CYA 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 CYA, 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.

<b>Fall:</b> Soccer (K4 – 7 <sup>th</sup> grades)	September – October
<b>Winter:</b> Basketball (K – 6 <sup>th</sup> grades)	December – February
<b>Spring:</b> Baseball/Softball/T-Ball (K4 – 6 <sup>th</sup> 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's 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 with regard to drinking, drugs, or smoking, are subject to immediate dismissal from the sports team, in addition to any school penalty.

### **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 if and when the player may return to play or practice.

## **PARENTAL RESPONSIBILITIES**

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, you 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.

You 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. Some sports (e.g. wrestling) are independent school teams.

- 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 Seven

## School Discipline

### GENERAL INFORMATION

GGCA does not practice any form of corporal punishment or physical interventions of any kind. 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.

### STUDENT BEHAVIOR EXPECTATIONS

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, and wherever else he or she may go as a living testimony of Jesus Christ and of our school.

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. Please refer to pages 5 and 6 for the **GGCA Honor Code** and **General Code of Student Conduct**.

## DISCIPLINE OVERVIEW

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 where he or she may be asked to fill out a restitution sheet before being sent back to class.

### Serious Misbehavior

If a serious misbehavior happens—one that is very rude, may be dangerous, or violates the Student Behavior Expectations (see above) – the student will be issued a Discipline Referral immediately and be sent to the School Office.

### Tardiness

If a student is late to school three times, is late to class once, is in violation of the school dress code, or is unprepared for class, he/she will be given a lunch detention. Ten lunch detentions convert to one Discipline Referral.

### 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.

What happens when Discipline Referrals accumulate? The following details the procedure each time a Discipline Referral is issued. Please remember that ten lunch detentions are equivalent to a Discipline Referral.

- 1<sup>st</sup>** Conversation between the School Office and the student with a phone call to the student's parents.
- 2<sup>nd</sup>** Same as the first above.
- 3<sup>rd</sup>** 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 30 school days. Students and parents are notified of the outcome of the meeting.
- 4<sup>th</sup>** The student is automatically placed on probation for the next 30 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 30 school days.

### **Probation**

A behavioral probation runs for 30 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:

- 1<sup>st</sup> Referral:** The student will serve a one day in-school suspension.
- 2<sup>nd</sup> Referral:** The student will serve a three day off-campus suspension.
- 3<sup>rd</sup> Referral:** The student may be asked to leave GGCA.

### **Expulsion**

The administration of GGCA reserves the right to expel a student for a single violation of the Student Behavior Expectations or a pattern of lesser infractions.

### **Lunch Detention**

This strategy will be modified for use in K-6 at the teachers' discretion. (see Elementary Addendum below) It will be universally enforced in grades 7-12. Lunch period detentions are an immediate disciplinary action to be taken by teachers for the short list of specific infractions listed below.

- Late for Class
- Uniform Code Violation

- Unprepared for Class: This is defined as failure to possess the proper books and material required for daily instruction.

**Lunch Detention Procedure**

- Upper school teachers and front desk personnel, upon witnessing the violation, will issue and document the event immediately by completing a triplicate Lunch Detention form.
- One copy is given to the student; the other two copies are 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 must report promptly to the designated room on the day of the detention. Lateness will result in an additional detention. The student will spend part of the lunch period (10 minutes) in detention, after which they will proceed to the Fellowship Hall to eat.

**Lunch Detention Room Rules**

- Students are not allowed to communicate with other students in any way.
- Students are not allowed to study, read, or write.
- Students are not allowed to go to the restroom.
- Students are not allowed to sleep or eat.
- Any infraction of the detention room rules will result in an additional detention at the discretion of the monitor.

**Grades 1 – 6 Addendum**

The teachers in grades 1-6 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.

# Section Eight

## 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.

### 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.

### ELECTRONICS, TOYS, AND CELL PHONES

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. Guitars and other musical instruments should remain in cases and out of sight during school hours except for when band class, instrumental lessons, or chapel meetings necessitate that the instruments should be used. Failure to honor this policy may result in a parent meeting and possible loss of the privilege of bringing such devices and instruments 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.

**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. If a student is discovered using a cell phone during school hours or if the phone rings during school hours, there will be consequences. Cell phones are not allowed to be used as watches or calculators.

**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.**

## ACADEMIC DISHONESTY

**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 and cutting and pasting together a paper and handing it in as your own work without properly citing your sources. 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. Depending upon the severity of the incident and the number of discipline referrals the student has already accumulated, the student will receive, at minimum, another discipline referral from the Principal's office and could be suspended or expelled.

## 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 School Pastor and all parties involved. If satisfaction is not achieved, then...

4. Request a meeting with the School Elder.

## TELECOMMUNICATIONS ACCEPTABLE USE POLICY FOR STUDENTS

### 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 which support student achievement and success in the 21<sup>st</sup> 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.