



# **PARENT & STUDENT HANDBOOK 2026 – 2027 EDITION**

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

1087 Kellogg St., Green Bay, WI 54303 • telephone: 920.785.1276

email: [info@gracechristianacademy.school](mailto:info@gracechristianacademy.school) • [www.gracechristianacademy.school](http://www.gracechristianacademy.school)

## **Welcome to Grace Christian Academy!**

Welcome to Green Bay's own non-denominational, Christ-centered, Bible-based, Christian discipleship academy serving Northeast Wisconsin families! Our God-given purpose is to help families raise up children to be disciples of Jesus Christ, teaching students to live a life of dependence on God in obedience to His Word.

Indeed, this has been the founding theme of Grace Christian Academy (GCA): following God's leading, in dependence on His provisions. Following God's lead to start GCA, He has provided ample building space and gifted educators on staff. He has also directed us to partner with a high-quality, interactive virtual Christian academy, called FreedomProject Academy, allowing us to offer grades 6 through 12 in addition to a traditional Pre-K-5<sup>th</sup> grade program.

We are overflowing with excitement and wonder as we see the Lord bringing together uniquely qualified professional teachers and staff that share the vision of leaving a legacy of walking with Christ. Committed to a Biblical worldview, the gospel, loving children, and helping them find their full purpose and destiny in Christ, GCA staff strives to instill a growing love of God. This is accomplished through modeling Christian love, using a biblically-integrated curriculum, teaching to varied learning types, fostering a teachable heart that loves learning, and discovering God's creation and order.

Academically, we present a rigorous Christian education that is independent from and free of government funding and agendas. We are very intentional with putting our faith into action with hands-on applications and service in our communities. In addition, our heart for discipleship has led us to group students in small classes, thereby maximizing students' opportunities for academic and spiritual growth, fostering discipleship in these critical years of formation.

Relationally, we consider ourselves partners with parents, churches, and our community in the task and opportunity of making Christian disciples of the next generation.

Again, we welcome you to join the Grace Christian Academy family as we embark on a Christ centered educational journey toward a future of leaving a legacy of walking with Christ! We look forward to walking with you, glorifying God all along the way!

Sincerely,

The Grace Christian Academy Board of Directors

## **GCA's Vision**

The vision of Grace Christian Academy is to produce students who leave a legacy of walking with Christ to future generations. Having been grounded in the love, truth, and grace of God within a Biblical worldview, they walk in obedience to the Word of God and His Holy Spirit.

## **GCA's Mission**

Grace Christian Academy is a non-denominational Christian school that exists to disciple students toward leaving a legacy of walking with Christ, producing wisdom, stature, and favor with God and man (Luke 2:52).

## GCA's Statement of Faith

The following primary elements of the Christian faith will be unapologetically taught as truth and incorporated in all programs and activities. Questions and teachings about secondary and sectarian beliefs will be directed to parents.

### We Believe...

1. The Bible alone to be the only inerrant, authoritative Word of God. (2 Timothy 3:16)
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matt. 28:19; I Pet. 1:1-2; I John 5:1-12)
3. In the eternal importance of the work of all three persons of the Trinity in our daily lives. (Col. 1:9-14)
4. In the deity of our Lord & Savior Jesus Christ (Col. 2:9), His virgin birth (Luke 1:26-35), His sinless life (I Pet. 2:22), His miracles (Matthew, Mark, Luke, and John), His atoning death through His shed blood on the cross (I Jn. 2:2), His bodily resurrection (Acts 3:15), His ascension to the right hand of the Father (Mark 16:19; Acts 1:9), and His personal return in power and glory (Acts 1:11).
5. Salvation is for those separated from God through their sin, requiring belief in Jesus Christ as Lord and Savior and repentance with the help of the Holy Spirit. (Romans 6:23; Romans 10:9-10; John 16:8)
6. Salvation is by grace alone through faith. (Ephesians 2:8-9)
7. While one is not saved by works, faith without works is dead. (James 2:17)
8. In the resurrection of both the saved and the lost, the one to eternal life and the other to eternal punishment. (Revelation 20:11-15; Matthew 25:46)
9. The present ministry of the Holy Spirit, by whose indwelling the believing Christian is enabled to live a godly life and have a strong witness for the saving work of Christ. (Galatians 5:15-20)
10. The unity of the Spirit where every believer is given gifts to operate as one body of our Lord Jesus Christ. (Ephesians 4:11-16)
11. Marriage is between one man and one woman. (1 Corinthians 7:1-2; Matthew 19:4-5; Ephesians 5:31)
12. God created humans male and female, which defines a person's gender for the extent of his or her life. (Genesis 1:27)

**IMPORTANT NOTE: Parents agree by signing the enrollment contract to support the school's presentation of these tenants as truth.**

## Objectives

In light of Grace Christian Academy's mission, the following objectives are laid forth:

*Growth in Wisdom, Academically, Grace Christian Academy seeks*

To instill a Biblical worldview with a reverence for God as the Creator and sovereign ruler of

the universe.

To nurture a positive attitude toward learning, realizing that work is performed unto God and not unto man. (Colossians 3:23)

To ensure mastery of the basics in all academic areas.

To encourage full academic potential.

To develop higher level critical thinking skills.

To develop and foster creativity and skills of expression.

To encourage among both students and teachers a lifelong love of learning.

To develop the ability to apply academic knowledge and skills to affect the world for Christ.

*Growth in Stature, Physically and Emotionally, Grace Christian Academy seeks*

To model and develop Christian character traits.

To promote good physical fitness & health habits with respect for the body as a temple of God.

To teach that God created each person uniquely and specifically for His honor and glory. To teach and promote good health, hygiene, nutrition, physical fitness habits, and a respect for the body as the temple of God.

To encourage an enjoyment of physical activity and develop age-appropriate physical skills. To develop skills to handle change and adversity. (James 1:2-4)

*Growth in Favor with God, Spiritually, Grace Christian Academy seeks*

To lead students to a personal relationship with Jesus Christ.

To help students identify and embrace God's plan, purpose, and will for their lives. (Ephesians 2:10)

To help students understand the Holy Spirit's role in a believer's life and better follow His leading toward God's will.

To help students better understand and embrace the essential doctrines of the Christian Faith.

To guide and encourage students in knowing and desiring God's will for their lives. To model Christ's love through servanthood to the local community and beyond. (Philippians 2:1-5)

To train students in sharing the gospel of Jesus Christ while developing a heart for the lost in all nations. (Matthew 28:18-20)

To train students to develop devotional times so that they grow in the Word of God through daily prayer and daily Bible study.

To train students to use God's Word to evaluate all ideas and conduct in order to make wise decisions based on His absolute truth and thereby reflect the character of Christ. (2 Timothy 3:16)

*Growth in Favor with Man, Socially, Grace Christian Academy seeks*

To teach students the value of honesty and speaking truthfully in all matters.

To model and encourage loving conflict resolution as found in Matthew 18:15-17.

To establish an atmosphere of mutual respect, care, love, and understanding in interpersonal relationships with believers and non-believers while not compromising God's absolute truth.

To be fishers of men by winning our fellow man over with godly character, love, and truth. (Matthew 22:39; Ephesians 4:15; John 8:32)

## **Core Values**

**Truth-** The Holy Bible is the inerrant, revealed Word of God and is taught as truth. Biblical truth is the foundation and guide for life and the learning experience. Biblically-integrated studies

and a Biblical worldview are essential elements of Grace Christian Academy. (John 17:17)

**Grace-** Jesus Christ came demonstrating and delivering the grace (unmerited and generous acts and gifts) of God. We glorify God by receiving this grace, living in it, and showing it to others in what we do and how we do it. (Ephesians 4:7; 2 Corinthians 12:9)

**Discipleship-** Jesus' Great Commission is to make disciples of all peoples. We believe this is a distinctive of why Grace Christian Academy exists. All staff, programs, materials and activity support this commission. (Matthew 28:18-20)

**Potential-** All are made by God, in the image of God, and therefore inherently valuable. Furthermore, God's purpose is Christ-likeness in His people. As such, learning aims to engage students toward their full potential in Christ by seeking Him with all their hearts. (Jeremiah 29:11-14)

**Christian Personnel-** The board, administration, faculty, and staff of GCA are committed followers of Christ, known by their fruits, guided by the Word of God and the Spirit of Christ. (Ephesians 4:1-3)

**Operations-** The school's day-to-day operational practices are to be a consistent model of integrity, effectiveness, and accountability in an environment of joyful dependency on God's leading and provision. (Psalm 118:24)

## **GCA's Educational Philosophy**

1. The Bible clearly instructs parents, not the church or the state, to "bring up a child in the discipline and instruction of the Lord." Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment, while not usurping the parents' role in child rearing. (Ephesians 6:4)
2. God's character and attributes are revealed not only in His Word but also in every facet of His creation. Therefore, we interrelate subjects in ways that show how this is true. (Romans 1:20)
3. Since God wants us to love him with all our heart, soul, mind, and strength, we challenge students to be open to how God reveals Himself in His creation and to pursue knowledge of Him with a strong desire to learn. (Matthew 22:37)
4. All students have varying learning styles that God has ordained and designed in them. Therefore, we will teach in ways to create multiple learning opportunities. (John 15:16)
5. We believe all students have the ability to learn. (Proverbs 1:2-7)
6. Students should work to their best ability as if working for the Lord (Colossians 3:23-24) and should be praised for doing so, rather than being compared to the achievement of others. It is our desire that the same is true in your relationship with your child and his/her learning.
7. We believe students should understand the different ways to learn and to respect the fact that since others may learn differently, they must participate joyfully in all ways of learning during class time.
8. Instructional time should give opportunity for students to experience innovative ideas within their varying learning styles.
9. Staff should view students as the Lord does, with a special heart for the young and their simplicity of faith and innocence. Therefore, we strive to accurately teach them the Word of God and how to apply it to their daily lives. (Mark 10:13-16)

## Curriculum Goals & Design

At GCA we present a Biblical Christian world-view throughout all of our curriculum and therefore do not attempt to follow Common Core Curriculum content. In addition, Grace Christian Academy also draws from the Classical Education framework in its overarching curriculum design.

Fundamentally, Classical Education takes a student through three stages of thinking and learning that ancient learners understood: grammar (building a strong basis of the fundamental facts, information and syntax), logic (building logical and critical thinking skills), and rhetoric (argumentation, support and refutation of valid arguments). Interestingly, these three stages fit well into the stages of child development and therefore, serve a child's educational growth process in an excellent way. Furthermore, we believe these stages mimic what we as Christian parents desire our children to grow from and into, that is to build a strong knowledge of the Bible and other academic subjects at a young age, then to be able to reason and evaluate one's faith for understanding to promote a desire to know Christ as one's personal Savior, and finally be able to argue and support valid arguments surrounding one's faith. GCA incorporates aspects of this philosophy into its curriculum structure as well as other methods such as song to promote memory work in the younger years, critical thinking in the middle school years, and defending the arguments that undergird that validity of our faith in Christ during the high school years. In terms of teaching methodology, we encourage our teachers to apply the more robust aspects of its pedagogy. However, we encourage our staff to promote creativity and teaching to multiple learning styles in their methods that go beyond only the Classical framework. In terms of curriculum content, this plays out in ways such as teaching the history of human existence from the beginning of time through Adam and Eve and the spread of humanity around the world rather than just an American centric model of history. This supports weaving in the understanding and passion for missions around the world at a young age. All in all, we seek to utilize what Classical Education does best in supporting a strong Christian education by utilizing its best methods, its treatment of human thought development and inclusion of classical subject content, but supplementing it with additional modern and beneficial teaching methods.

Overall, the Bible will not only be taught directly, it will also be woven through language arts, mathematics, social studies, science, health/physical education, art/music, and other classes and student groups. Students will discover that God created learning so that we can fulfill our created role and that He created learning so that we may know more about His glory in all of creation. For example, the Lord created language so that we can express ourselves in prayer and worship and to be able to read, understand, and apply His Word to our lives. Fundamentally, mathematics and science help us to understand His created order and the awesome uniqueness of His creation. Social Studies develops an understanding of the role of society for us as individuals and our responsibility to it as a part of the Great Commission as well as an appreciation, awareness, and love for all people. In elective courses, GCA will teach and encourage the student's expression through music, visual art, culinary sciences, role play, hands-on learning, and movement. In addition, students will begin to understand the different situations of Christians living around the world to help students gain a Christ-centered perspective of the world, that there will be people of every tribe, tongue and nation represented in heaven.

Overall, our goal is to help students develop a worldview where God is at the center and all things serve His will. This includes an academic understanding of our world so that we can put that knowledge to use to further His Kingdom to bring others to a saving knowledge of Jesus Christ.

# **ADMISSIONS**

## **Racial Nondiscrimination Policy**

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## **Requirements of Enrollment**

Toilet trained and...

3 or 4 years old by September 1, 2025 for PreK (contingent upon enrollment numbers) 5 years old by September 1, 2025 for 5K

6 years old by September 1, 2025 for 1st grade

All students are given placement tests to determine where they fit into GCA's curriculum. Students are placed in courses based on their readiness. If their readiness is below grade level, GCA works to develop a curriculum plan that will help them move toward grade level. If it is above, consideration and effort will be given to allow for more advanced placement as scheduling allows.

## **Admission Steps**

1. Pray for the Lord's guidance in this decision for your family.
2. Contact the administrator via email at [info@gracechristianacademy.school](mailto:info@gracechristianacademy.school) or by phone at 920.785.1276 to express interest, read the Parent-Student Handbook, also on GCA's website ([www.gracechristianacademy.school](http://www.gracechristianacademy.school)), set up a tour and time to meet, and/or attend an Open House or Shadow Day.
3. Complete the enrollment application forms found on the homepage of GCA's website ([www.gracechristianacademy.school](http://www.gracechristianacademy.school)) or print and send the completed enrollment application forms to Grace Christian Academy, 1087 Kellogg St, Green Bay, WI 54303, along with the non-refundable \$25 application fee. Please make checks payable to: Grace Christian Academy.
4. Upon receipt of enrollment application forms and application fee, a family interview with the school administrators and the school board will be scheduled to hear your heart in how the Lord is providing and affirming a plan of discipleship and education for your children through GCA. In addition, this is an opportunity for the school board to answer any questions you may have about GCA and to clarify the school's mission and expectations.
5. After the interview, the board will prayerfully review your child's enrollment application forms and recommendation from the head administrator/principal. In addition, the board will also review completion of academic placement tests and verification that the school's resources can adequately meet your child(ren)'s needs.
6. You will be given notice of the board's recommendation to enroll your child(ren). Upon

acceptance, an enrollment fee is due for each child to secure each child's place in the class for the upcoming school year.

## **Tuition/Fee Information**

- All application fees of \$25 are non-refundable. Returning students do not need to pay the application fee.
- Enrollment fees are due upon acceptance of the enrollment application forms by the school board and are non-refundable unless GCA is unable to provide class space or offerings for your child. Payment of enrollment fees constitutes the final agreement of the accepted application.

Accepted enrollment with a signed contract is a legally binding contract by you to pay the full tuition amount so GCA can keep its staff compensation commitments. Withdrawal from GCA or expulsion from GCA does not remove or change the obligation to pay the full tuition amount. Records will not be released for accounts not paid in full.

In the event of a full class, your child may be placed on the school's waiting list even though all other admission requirements have been fulfilled. You will be notified of your numbered position on this list. You may withdraw from the waiting list at any time.

- The first tuition payment is due by August 1st. For current tuition amounts and fees, please contact the GCA administration.

Tuition may be paid in full or by a selected payment plan. Payment plans include two equal installments, four equal installments, or monthly in 10 equal installments all beginning on August 1st. Your preferred payment frequency will be selected in your enrollment application.

Payments not received by the 5th of the month will be charged a \$25 late payment fee. Parents are responsible for contacting the school if special arrangements must be made. No contact will be considered failure to pay. Payments and/or their late fees not received by the end of the month due will be considered delinquent. Two delinquent payments in a school year or any delinquent payments or fees 60 days past due could result in your child's dismissal from the school. Grades and school records will be withheld on all delinquent accounts, whether for tuition or fees.

Late enrollment is a special circumstance that will be communicated directly from the administrative staff.

## **Family Fundraiser Commitment (FFC)**

Acts 4:32 says: "All the believers were united in heart and mind. And they felt that what they owned was not their own, so they shared everything they had." In an effort to balance the budget by covering the complete cost of the financial needs to educate each student at GCA, we are asking all families at Grace Christian Academy to help fundraise the remainder of the educational cost equally divided amongst the families: a total of \$2500 per family to balance the budget. Raising these funds is necessary to meet our yearly operational costs. We believe it is important to build a strong financial base as we continue toward moving into GCA's future. By fundraising the remainder educational costs equally, we are relying on God to provide for us. In addition, this helps to connect us with more like-minded believers who share in our heart for Christian education. Thus, all families at Grace Christian Academy commit to raising \$2500 per family by numerous means (e.g. scrip, support letters, selling items, etc.) from June 1st to May 31st during the school year enrolled. This \$2500 goes beyond tuition and is a pledge to come



together as a school family to meet the financial needs for the year. All school board members and enrolled families pledge to do their part in the body to help make this happen.

## **Tuition Assistance**

GCA currently has a scholarship fund that all families can apply for. Applications can be found on our website and must be submitted by designated due dates. Scholarships will be granted based on availability of resources, financial hardships, and/or family needs. GCA awards students of any race, color, ethnicity, or country of national origin.

We encourage families to consider other sources of income to fund their child's education, for example, relatives, such as grandparents, uncles, and aunts with an interest in their younger generation's education.

## **GCA Outreach Events 2025-2026**

GCA outreach events are annual school wide events that intertwine board members, staff, and families to put our faith into action for the Gospel, foster connections in the community, grow fellowship among the GCA body, and provide funds for the school. We encourage the GCA body to come together in work and fellowship of planning and/or volunteering for the events. In general, preparations for each GCA outreach event begin about 6 weeks or more before the event. If you would like to be involved, please contact the administrator or event coordinator for that event. The blessings from these events go far beyond the financial outpouring; however, the financial blessings do provide a substantial part of the school's funds to cover overhead expenses so please be in prayer that the Lord would use these events to bless the school financially and impact the community in ways that further Christ's Kingdom. *Note: GCA outreach events may or may not tie into ways to meet a families fundraising commitment for the school year.*

## **Student-Teacher Ratio**

Pre-K, Kindergarten 10:1  
1st - 12th Levels 12:1

## **Combined Grades**

Depending on circumstances, two or more levels may be combined. Student-teacher ratios will not exceed 12:1 for combined grades in core subject areas.

## **Lunch & Snacks & Special Treats**

Lunch service is not provided by GCA. Parents must provide a sack lunch, which is a great opportunity to teach healthy eating patterns. In addition, the lunch period is "closed", meaning that students may not leave campus with others for lunch at their own free will. Students should bring their own utensils and not expect to use utensils from the school. If students do have to use school issued silverware, they will be expected to wash and dry the silverware after their meal. Do not send knives or any dangerous kitchen utensils. Food that needs a sharp knife needs to be pre-cut at home.

Because students who maintain a healthy, stable metabolism function the best throughout the day, fruit, vegetables, and healthy proteins and grains are an expected part of student lunches & snacks. These are important for a healthy diet as well as a productive school day. On the other hand, less healthy or very sweet lunches & snacks with high concentrations of sugars are common contributors

to hyperactivity, obesity, inflammation, and mood swings. As a result, sugary, sweet snacks or other junk food type items should be kept to a minimum (we suggest only one per day if any). For K-5th grade, a healthy mid-morning snack is needed. *\*Healthy snacks include: fruit, raisins, crackers, vegetables, yogurt, etc.*

For special treats brought into school (i.e. birthdays, movie day, etc.), your child may bring in a special treat to share with his/her class during a time that is permitted by the classroom teacher. Please be aware that we have many students with allergies. You may check with your child's teacher for a complete list, but one does not have to make an allergy friendly treat. If you are parents of students with allergies, you may bring in treats for your child to keep with the classroom teacher if you would like your child to have an allergy friendly treat for special events throughout the year. The school will not be providing allergy friendly options.

As a policy, lunch supervisors who notice an unhealthy pattern (more unhealthy items/lack of healthy items/no lunch or snack brought to school) in a student's lunch will notify the administrator, who will notify the parents of the student's eating patterns. Parents will be contacted with the expectation that they will help their child pack a healthy, well-balanced lunch/snack for the future. This expectation will be treated the same for all students.

## **Transportation & Pick-up/Drop-off Policies**

### **Transportation Responsibility and Authorization**

- **Daily Transport:** Transportation to and from school must be provided daily for all students by a family member or designated friend. Students who walk or bike must have written permission on file with the administration.
- **Authorized Pick-up:** To safely manage the pick-up of your child(ren), you are required to list every individual who has permission to do so directly on the application form. Should these permissions need to change—either by adding or removing an authorized individual—you must notify us by sending an email with the details of the change to [attendance@gracechristianacademy.school](mailto:attendance@gracechristianacademy.school).  
If you have a specific pickup schedule that needs to be followed please email [attendance@gracechristianacademy.school](mailto:attendance@gracechristianacademy.school).
- **Change in Pick-up:** For a student to leave with anyone not listed on the authorization form, the administration must be notified before 8:00 AM that morning via email at [attendance@gracechristianacademy.school](mailto:attendance@gracechristianacademy.school).

### **Arrival (Drop-off) Procedure**

- **Drop-off Time and Location:** Drop-off occurs in the back private parking lot promptly between 8:00 AM and 8:08 AM.
- **Late Arrival:** All school doors lock at 8:08 AM. Students arriving after this time must enter through the front office (door #1) and may receive a tardy, unless extenuating circumstances are approved.

### **Departure (Pick-up) Procedure**

- **Pick-up Time and Location:** Pick-up begins promptly after school ends at 3:15 PM in the back private parking lot.
- **Vehicle Identification:** To ensure a smooth dismissal, please display your school-issued name sign on your dashboard during pickup. These signs are provided in your welcome packet; if you require additional copies, please contact the school office.
- **Dismissal Process:** Students will be released directly to the vehicles positioned at the

front of the pick-up line. If you need to have conversations with staff members, please pull around to come through Door #1.

- Late Pick-up: If the person picking up the student will be late, the school office must be contacted as soon as possible.

Teachers are assigned supervision duty in the back private parking lot during both drop-off and pick-up. Students must refrain from running or playing in the parking lot during arrival and dismissal times.

## **Chapel**

Grace Christian Academy students start every day with corporate prayer, worship, and devotional time. Parents and family members are welcome and encouraged to attend as we see the value of joining together in the teaching of God's Word and corporate worship. (Hebrews 10:23-25)

School will begin with prayer, the Pledge of Allegiance and the Christian Pledge, a memory verse, followed by worship, and a lesson. Both pledges are optional to recite. However, students are encouraged to learn them by heart. The weekly opportunity to recite the Pledge of Allegiance to the United States of America is required by State law for private schools. All students are expected to be respectful during these times.

### *Pledge of Allegiance to the United States of America*

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

### *Pledge of Allegiance to the Lord*

I pledge allegiance to the Cross of my Lord Jesus Christ, One Savior, King Eternal, with mercy and grace for all. Praise the Lord. Amen!

## **School Schedule**

The specific schedule will be announced via email before the start of the school year. In general, the school day begins at 8:10 am and ends at 3:15 pm.

## **School Calendar for the 2026-2027 School Year**

The updated school calendar will be available before the new academic year begins. Please contact the school office to request a copy or go to our website at [www.gracechristianacademy.school](http://www.gracechristianacademy.school) to look at the school calendar.

## **Attendance & Absences/Tardies**

School attendance by minors is the legal responsibility of their parents under Wisconsin school compulsory laws. Quality education requires regular student attendance as well. However, we recognize that situations arise in which missing school is unavoidable.

For planned absences, please let the school administrator and teacher(s) know as soon as possible so that any assignments may be pre-arranged with you.

For unforeseeable absences (i.e. illness), you must contact the school office before 8 AM if your child will be absent from school that day at the [attendance@gracechristianacademy.school](mailto:attendance@gracechristianacademy.school) email. Please make sure to leave your child's first and last name, dates/times of the absence, along with the reason for the absence. Texting/calling GCA administrators or school staff is not an option for this

procedure.

If a student has more than 5 excused absences or 3 tardies (coming to school) in a trimester, parents will be contacted by the administrator to develop a more rigid plan, with fair consequences, that will develop better habits and routines for the student to get to school and be on time.

## **School Delays/Closings**

GCA will have an announcement on radio or television with regards to school closings, delays or early dismissals due to inclement weather. You will also be notified directly via text/email. In the event that school closes during the day due to unforeseen circumstances (e.g. early release due to weather, sickness, etc.), you will also be notified directly via text/email. For most inclement weather days with no school, students will be expected to have a "virtual" school day at home. Teachers will assign what needs to be completed for any "virtual" school days. *Note: If too many days of school and "virtual" school days are missed during the school year (greater than 3), then extra school days may be added to the end of the school year to make up the time lost.*

## **Emergency Contact & Health Information**

Initially provided on your child's enrollment application, please inform the school of any changes to this information upon receiving emergency and health forms prior to the first day of school.

## **Illness/Injury**

Should a student become sick or injured while at school, the parent will be called to come to school to get the student. Please keep "Student Emergency" form information current so that parents or other designated adults can be easily contacted should a need arise.

First aid given at school is for temporary care only. No matter how minor the injury may be, parents should check the injury at home.

Please notify the staff of any injury that would hinder the usual activity of the student while in school, especially participation in physical education or recess. The parent should provide written permission from a doctor if the injury requires him or her to be restricted from participation in normal school activities for more than one day.

## **Illness/Conditions Not Permitted at School**

We believe that parents are the first line of defense when it comes to the illness of their child(ren) and potentially spreading the illness to others. Please be very considerate of the health of the other students and staff as you make the decision of whether or not to send your child to school in the event of illness. The student himself and the rest of the students and staff are benefitted by an ill student staying home to rest and recuperate. Students are expected to remain at home or will be sent home when they exhibit the following physical conditions:

- Any communicable disease, such as chickenpox, pink eye, strep throat, flu, head lice, or ringworm, should be treated or in remission before returning to school. (This list is not exhaustive, but these are the more common diseases that require medical treatment).
- Fever: A child's body temperature must be below 100° for 24 hours without help from a fever reducing medication before returning to school.
- Pink Eye: A student may return to school when the redness/pinkness of the eye disappears or upon a doctor's written consent.

The student should remain at home or will be sent home if conditions such as a significant runny nose, cough, sore throat, consistent sneezing, significant stomach ache, vomiting, earache, or headache are evident. Please consider your child's ability to control symptoms by covering their cough or remembering to use hand sanitizer after blowing their nose. This will also be considered when a decision is made to contact a parent to arrange pick-up of an ill student. Hand sanitizer and tissues are available in every classroom and other places throughout the school.

Thank you for your understanding and concern for the health of all the students and staff of GCA!

## **Medication**

It is best to have medications and treatments administered at home. **NO MEDICATION, including aspirin or cough drops, is to be kept in a student's possession** (only exception: asthma inhalers). Any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper written consent and instructions. A school *Medication Request* form with instructions for administering medication must be completed, signed by the parent, and submitted to the school administrator in order to grant permission to give a student medications. All such medications must be in the original prescription bottle, properly labeled with the student's name, dosage, and time.

## **Birthday Invite Policy**

Birthday invites (along with other special event invites) for parties/events happening off school grounds need to be distributed outside of school. Handing invites out during school hours or at official GCA events when other parents/students are gathered is not allowed.

## **Visitor Policy**

Parents are welcome to visit GCA throughout the day, whether to volunteer or visit. If volunteering, please make arrangements with the teacher before your visit and fill out a volunteer application (See Volunteering section). Student visitors are limited to prospective students and GCA graduates. Student visitors are not allowed on the school campus during regular school hours unless approved in advance by the administration. All parents and visitors must sign in at the GCA receptionist counter upon arrival and wear a visitor's lanyard provided by the front office throughout their stay. Visits should not disrupt instruction, testing, or other activities. Guests are asked to please adhere to the GCA dress code. Birthday invites (along with other special event invites) for parties need to be distributed outside of school hours.

## **Volunteering**

GCA staff and leadership appreciate and encourage volunteering. However, to ensure the safety of our students, regular volunteers interacting with students need to complete a volunteer application. Volunteers are subject to background checks.

## **Parent-Teacher Communication**

Email is the best way to communicate with your child's teacher. If it would be better to make a call, it is helpful to leave a message that includes your question/concern and the best phone number and time to be reached. For any other correspondence, please direct your calls to the

main office at 920.785.1276 or the head administrator/principal.

## **Dress Code Policy**

### **Purpose and Philosophy of the Dress Code**

The GCA dress code is intended to protect the hearts, minds, and eyes of students and staff. When discussing modest clothing, the question to ask is: "What am I trying to accomplish by what I wear?" Modesty is ultimately a reflection of the heart; our outer appearance should reflect our inner reality and desire to honor Jesus Christ. Immodesty can stem from self-obsession, a desire to be noticed, lack of consideration for others, and/or lack of self-control and self-esteem.

Furthermore, as Christians, we are under the watchful eye of our unbelieving neighbors and should be set apart, not out of self-righteousness, but out of love for others and Christ. 1 Peter 2:12 states, "Be careful to live properly among your unbelieving neighbors. Then even if they accuse you of doing wrong, they will see your honorable behavior, and they will give honor to God when he judges the world."

It is expected that all students follow these standards during the school day and at all school-related events. The administration reserves the right to make final decisions regarding dress code and to grant special privileges when appropriate.

### **Desired Outcome of the Dress Code**

GCA maintains a dress code for the following reasons:

- To focus on learning
- To encourage virtues like humility, simplicity, and respect for others
- To discourage vices like pride, materialism, and sensuality
- To remind students of the seriousness of scholarly work and begin the process of honoring professional work attire guidelines
- To help create a sense of community and unity on campus
- To develop a modest way of life
- Commitment to Compliance

Students and parents are urged to follow the dress code carefully so staff can focus on teaching instead of citing violations. Parental support is critical for training children to submit to authority. If the dress code creates a financial or excessive burden, families should contact the administrator for assistance options. Ultimately, the dress code is a means to honor God by encouraging Christian virtues and is not meant to be a source of contention.

### **General Requirements for Attire**

General requirements inform every other section.

- Dress code requirements are to be adhered to during the school day and at all school related events.
- Students must be clean, neatly dressed, and maintain healthy hygiene (see Hygiene section).
- Attire must be in good condition—free of stains, rips, holes, or excessive fraying.
- Attire with words, text, symbols, characters (e.g., TV, movie, or show figures), and prominent logos is not permitted. Small, discreet or subtle brand logos and generic imagery/patterns are permitted.
- Items must comply with the dress code outright; temporary covering (e.g., tape) is not an acceptable solution.
- Undergarments and midriffs must never be visible. Clothing must provide coverage when lifting, sitting, and bending.
- Necklines must be at or above the collarbone.
- Attire should not accentuate or draw attention to body features. Form-fitting clothing is not

- permitted.
- Visible tattoos (temporary or permanent) and drawing on skin (including hands) or clothes are prohibited.
- Shorts are not allowed November through March.

## **Elementary (Grades PreK–5)**

All elementary apparel is subject to the “General Requirements for Attire” section above.

### **Shirts and Tops**

- Boys need to wear sleeved shirts.
- Girls may wear sleeveless tops that have a wide strap fully covering the shoulder and an armhole cut modestly to prevent gapping or visible undergarments (no spaghetti straps, halters, or racerbacks that expose the shoulder area).
- GCA school apparel may be worn at any time.

### **Bottoms (Pants/Shorts/Skirts/Dresses)**

- Boys and girls may wear jeans, khaki, dress, cargo, or athletic pants.
- Shorts must be Bermuda length or longer.
- Knee-length dresses and skirts are permitted provided they are worn over mid-thigh length under-layers, such as leggings or bicycle shorts.
- Leggings may also be worn under dress tunics that meet or extend below the fingertips.

Note: For gym days, students must wear dress code approved attire that promotes physical movement; they will not change into different clothes before gym class. The specific days your student has gym will be communicated at the beginning of the year.

### **Dress Code Violation Procedures**

1st Violation: Parents will be contacted and students will need to change into their extra clothes or wear school-supplied clothing.

2nd Violation: Parents will be contacted and must bring a change of clothes.

3rd Violation: Student will be sent home and/or suspended.

## **Upper Level & LMA (Grades 6–12)**

The required standard for all students in Grades 6–12 is semi-casual attire. This standard necessitates a balanced look that is both professional and comfortable. Semi-casual attire pairs polished items with comfortable, less formal pieces, aiming for an elevated everyday look. This ensures students appear neat, well-groomed, and put together in an academic environment. When in doubt regarding an item of clothing, students must choose the more polished option.

All upper level apparel is subject to the “General Requirements for Attire” section above.

### **Shirts and Tops**

- Permitted: Dress shirts, button-downs, blouses, polos, knit sweaters, professional cardigans, blazers, or dress tunics that meet or extend below the fingertips
- Prohibited: Sweatshirts, hoodies, and T-shirts (except for approved Casual Friday apparel)
- Crewneck Sweatshirts: Crewneck sweatshirts are allowed over a collared shirt.
- Boys: Shirts must be short-sleeved or longer.
- Girls: Sleeveless tops are allowed but must have a wide strap fully covering the shoulder and an armhole cut modestly to prevent gapping or visible undergarments (no spaghetti straps, halters, or racerbacks that expose the shoulder area).
- Logo Mandate: The official GCA logo must be embroidered on the left chest of the outermost garment.
- Apparel Acquisition: Approved apparel will be available for purchase. All self-supplied

apparel intended for embroidery requires prior administration approval.

### **Bottoms (Pants/Shorts/Skirts/Dresses)**

- Jeans, khakis, chinos and trousers are permitted.
- Dress, khaki, or chino shorts are permitted and must be Bermuda length or longer.
- Knee-length dresses and skirts are permitted provided they are worn over mid-thigh length under-layers, such as leggings or bicycle shorts.
- Leggings may also be worn under dress tunics that meet or extend below the fingertips.

### **Special Provisions**

- Casual Friday: Any GCA apparel is permitted.
- Physical Education (PE): Upper level students must change into athletic shoes, athletic pants or knee-length athletic shorts, and school-issued shirts for PE class. School-issued tops must be laundered at home weekly. GCA will collect all school-issued items at the end of the year.

### **Dress Code Violation Procedures**

GCA students are expected to follow the dress code. Students who violate the dress code will be required to wear school-supplied overclothing at the sole discretion of the administrator for the remainder of the school day.

1st Violation: Student will receive a verbal warning from teacher and/or administrator.

2nd Violation: Parents will be contacted.

3rd Violation: Student will be sent home and/or suspended.

## **Hygiene**

Good hygiene and grooming are essential components of growth in stature and responsible living at GCA. These standards are taught school-wide to promote student health, present a good witness, and prepare students for future professional expectations.

Parents of students showing signs of puberty are expected to adjust their child's routine to meet changing needs, such as ensuring more frequent bathing, face washing, and deodorant use.

### **All Students**

- Hair must be neatly styled and clean. Extreme hairstyles, unnatural colors, or distracting styles (e.g., afros, mohawks, long spikes) are not permitted.
- Unnatural hair extensions (including colored extensions, tinsel, etc.) are not allowed.
- Neither fake nails nor extreme nail designs are allowed.
- Good oral hygiene, regular bathing, and daily use of deodorant (upper levels especially) are expected.
- Students must be free of any heavy (strong) scents and perfumes.

### **Boys**

- Hair must be neatly trimmed and clean; it may not extend below the eyebrows, earlobes, or collar.
- Facial hair (mustaches, beards, goatees, etc.) is not permitted. Boys must remain clean-shaven.

### **Head Lice Protocol**

Head lice is highly contagious and common among school children. Head lice cause intense scalp itching, and nits (small, white eggs attached to hair) are the visible sign of infestation. Families must inspect children periodically; if lice or nits are found, the student must be treated immediately and thoroughly to prevent spreading, consulting a professional if in doubt. Students may return only after successful treatment and the manual removal of ALL nits.

### **Hygiene Violations Protocol**



For minor hygiene issues that need improving, the student will be asked to show improvement by the next day.

If the hygiene situation is significant, parents will be contacted to pick up the student so the issue can be addressed, and the student may then return to school.

After an incident, parents are expected to ensure the student's hygiene is appropriate for school life until the student shows personal responsibility.

If hygiene problems continue after parents have been contacted, consequences may be applied at the discretion of the administrator.

### **Accessories**

- Accessories are subject to the "General Requirements for Attire" section above.
- Girls may have one ear piercing per ear.
- Sunglasses, hats, coats, jackets, and hoods are considered outerwear and may not be worn indoors except before or after outdoor activities.
- All students may wear one piece of modest-sized jewelry per type (necklace, bracelet, ring). Jewelry should not be excessive or attention-drawing.
- Girls may wear makeup only if applied with neutral tones, is hardly noticeable, and contains no sparkles.

### **Footwear**

- Footwear is subject to the "General Requirements for Attire" section above.
- Closed-toe, closed-heel shoes must be worn during the school day and at all school events.
- Light-up shoes and roller shoes are not permitted.
- Note: For concerts, open-toed dress shoes are allowed.

### **Student Dating**

To maintain the focus on academics and spiritual growth at Grace Christian Academy, avoid controversies of what is appropriate or inappropriate, and to make sure there is no confusion amongst our younger students, no students are allowed to participate in dating relationship interactions during school hours while students at Grace Christian Academy (e.g. personal displays of affection like holding hands, kissing, correspondence over electronics, etc.). In addition, while we believe every family has personal convictions and beliefs when it comes to their son or daughter dating, and while we do not prohibit dating relationship interactions among students outside of school hours, we do recommend that students refrain from dating relationships while they attend the Academy. We believe this promotes the sanctity of the male-female relationship for marriage because as a general rule high school students are not ready to enter into a marriage relationship. While we understand that parents can differ on their opinions about teen dating/ courting and students likely have their own opinions too, we choose to err on the stricter side for the reasons listed above as well as to keep our focus on the Lord, protect our student body from harm through gossip or rumors, protect unity among our families and students, to avoid any appearance of evil for our students, and to focus on the mission of Grace Christian Academy. Enrollment at Grace Christian Academy assumes an agreement to follow this policy with the understanding that disobeying this policy is subject to administrative disciplinary actions.

### **Student Lockers/Desks**

Student lockers/desks will be issued to students by staff. Students must take care of lockers and desk areas, which includes keeping them organized, clean, and closed when not in use. Also,

clothing (Phy. Ed. clothes, winter clothes, etc.) must be hung up nicely and neatly in lockers and/or on coat racks at all times. Lockers/desk areas are also the property of the academy. Lockers and desk areas are open to inspection at any time for tidiness checks as well as search and seizure. Please note the policies regarding lockers in the "Search and Seizure" section of this handbook.

## **ACADEMICS**

### **Grading Policy**

Pre-K and up to 5th grade will use the following grading assessment:

E = Exceeds Expectations (Student is truly learning beyond what is expected.)

M = Meets Expectations (Student has satisfactorily met learning goals.)

G = Growing (Student shows improvement through continued growth, but student is not meeting curriculum goals at present.)

I = Insufficient Growth (Student is not progressing at a rate that will allow them to meet goals in time.)

N = Not Growing (Student is not meeting curriculum goals and no improvement has been shown.)

U = Unable to Observe

6th grade through 12th grade will use the following grading assessment:

100-93 A

92-90 A

89-87 B+

86-83 B

82-80 B

79-77 C+

76-73 C

72-70 C

69-67 D+

66-65 D

64-0 F

Assignment/Homework policies are determined by individual teachers with the overseeing of administration. In general, incomplete assignments must be completed in order for the student to receive a final grade. In addition, incomplete assignments need to be completed within a reasonable timeframe or consequences will be administered to the student. Incomplete assignments and/or unwillingness to do one's work are subject to discretionary disciplinary action, including but not limited to notifying parents, meeting with parents, suspension, and expulsion.

## Parent-Teacher Conferences

Parent-teacher conferences will be held three times a year with different formats for each one (scheduled, individual appointment, open house). You will be notified in advance of the date and time. Please communicate early if you need to modify the time or date of the scheduled conference.

## Parent Involvement

These are ways that you should be involved in your child's education.

1. Pray for your child, GCA, and you as parents/guardians. There are several ways to be involved with prayer groups at the school. Talk to the administrator for ways in which you can be plugged in with staff, other families, and students when it comes to prayer. Your example sends a powerful message to your child(ren) and other students at the school (James 5:16).
2. Establish responsible guidelines in your home for balancing homework and free time (i.e. video games, TV, internet, etc.) so that homework is encouraged to be done on time and to the best of the student's ability.
3. Review and discuss work sent home with your child. Come alongside them and help them whenever you are able.
4. Read papers sent home by teachers and administrators as well as emails and newsletters.
5. Communicate with your child's teacher early about any concerns you may have.
6. Request feedback from the teacher on impressions of your child's progress.
7. These are ways that you are encouraged to be involved in your child's school day:
  - Attend daily chapel at the school when able. Daily chapel runs 8:10-8:30 every day. Your involvement and example send a powerful message!
  - Contact your child's teacher about visiting their class for both student presentations throughout the year or just helping out in the classroom with special activities/projects/celebrations.. (See Volunteering section)
  - Share your vocation, hobbies, and family happenings (e.g. testimony, pets, etc.) with a class.
  - Accompany a class on a field trip.

## Missed Assignments

If it is expected that the student will be missing more than one day of school, please notify the child's teacher and administration so that missing assignments can be put together and picked up.

It is the responsibility of the family to help their child with missed assignments in a timely manner so that the child can successfully continue his or her academic growth. Unfortunately, the teacher cannot be held responsible for the missed work of students.

## Homework Policy

First, students should expect that ALL homework assignments MUST be completed, whether on time or late. In general, students should expect some homework with the intention that it is meaningful for their growth. Parents should help children develop responsibility and provide accountability support at home. In addition, GCA staff stay in close communication with each other. In that, late homework consequences are invoked across the board. For example, if a student has a missing assignment in Health class and Social Studies, a pattern is being developed and a parent may be contacted by both teachers regarding homework completion for both classes so that a unified action plan can be formed. Students should expect discipline for late homework and expect to have to finish it within a strict timeframe. Disciplinary actions could include but are not limited to losing recess, appropriate school service, calls home, and parent-student-teacher meetings. In extreme cases of rebellious defiance that can impact the student and school environment, students can be suspended or expelled from GCA.

ONLINE COURSES: It should be noted that for students in online courses through Freedom Project Academy or others, late homework is not tolerated and is automatically a zero. Therefore, it is extremely important that parents support their children by creating successful homework study habits and environments at home and setting up a home schedule that is conducive for successful homework completion early on. Students that fail online courses will have to repeat the course or take a corresponding placement test to meet the prerequisite requirements for future classes that are needed for a high school diploma.

## **DISCIPLINE**

GCA is committed to the biblical philosophy and principles of Christian education, which can include discipline. Student conduct which works against GCA's philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We expect that our students respond with positive attitudes and appropriate conduct.

Hebrews 12:11 suggests that discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family and to respond to God with respect and obedience on the basis of their former training by their parents. GCA's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

The Bible clearly indicates that the parents are responsible for the discipline, that is, training or instruction of their children. Grace Christian Academy exists to assist parents in their God-given responsibilities. Therefore, GCA seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, GCA has attempted to align itself as closely as possible with the Bible's instructions to parents in order to provide the utmost consistency for the child between training to be taught at home and training received at GCA. In the same spirit, GCA likewise assumes parents will direct and discipline their children according to

biblical principles as well as support the biblical training and discipline provided at GCA.

God-given responsibilities in the discipline process exist not only for parents and teachers, they exist likewise for the students. Students are to respond to GCA faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward GCA authority which manifests itself in improper behavior or violated standards will result in disciplinary action. GCA expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness. Attendance at Grace Christian Academy is a privilege and not a right. However, it is our heart's desire to partner with families in the nurturing of the student(s). At times, as situations require more drastic action, the Academy reserves the right and at its sole discretion can dismiss a student from attendance at GCA. In addition, the Academy reserves the right to deny re-admission to any student whose actions demonstrate that it is not in the school's best interest to allow re-admission. The best interest of the student, the student body, and the staff must all be taken into consideration in matters of a more serious nature.

### **Biblical Exhortation for Godly Behavior**

1. Use your time wisely: "Teach us to number our days, that we may gain a heart of wisdom." (Psalm 90:12)
2. Be considerate of others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Ephesians 4:29, 32)
3. Do not be misled. Bad company corrupts good moral character. (I Corinthians 15:33)
4. These people honor me with their lips. But their hearts are far from me. (Mark 7:6)
5. Discipline yourself for the purpose of godliness. (I Tim. 4:7-12)
6. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. (Hebrews 12:11)

### **Student Expectations**

1. No talking in class without being recognized; that is, students should raise their hands unless instructed by the teacher that it is ok to speak freely.
2. Students must have permission to leave their seats.
3. Students must keep their hands, feet, and other things to themselves.
4. Students must be kind in what they say to others and to their teachers.
5. Students must accept and obey any instruction or discipline from all teachers and staff.
6. Students shall respect the authority of all adults and the rights and property of others.
7. All student organizations that meet in the school must have an authorized sponsor with them.
8. Movement in the hallways, whether between classes or during classes, must be done quietly and in an orderly fashion.
9. Any student leaving a room during class/recess/lunch time must have permission from their teacher.
10. Students may not make disrespectful noises or disruptions during school at any time.

In addition, **certain student behavior cannot be tolerated** and will result in action by the teacher and/or the administration. The following serve as examples but are not limited to include:

1. Use of physical force or verbal intimidation toward staff, administration, or students;
2. Leaving school property without permission;
3. Defacing any property of the school or another student (damage caused by the student will be

- paid for by the student or parent);
4. Bringing to school any article that distracts another (i.e. cell phones, cameras, games, iPods, fidget devices, etc.);
  5. Being disrespectful toward fellow students, teachers or staff in attitude, words, or actions;
  6. Noisy, distracting interruptions such as emotional outbursts, bodily noises, and any other annoying sounds;
  7. Using profanity or vulgarity;
  8. Lying, cheating, or stealing;
  9. Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.;
  10. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of GCA;
  11. Obscene body language;
  12. Chewing gum/eating candy at school (at times this can be regulated by teacher discretion);
  13. Food or drinks, other than water (at times this can be regulated by teacher discretion);
  14. Possession of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography on the student, in their locker, in their backpack, or in their cars;
  15. Blatant disrespect or defiance;
  16. Misbehavior during transportation to or from school activities;
  17. Entering the building before 7:15 AM, except with permission and supervision by a teacher;
  18. Attendance at school functions on days of suspension. For continued suspensions, permission to attend activities or hold positions can be revoked for the remainder of the school year at the discretion of the administrator;
  19. Student use or entrance into staff offices, work areas not intended for student use, all parking lots & roadways during school hours, and construction areas. (Some activities may be allowed for specific purposes with special permission and staff supervision.)

## **Method of Discipline**

Students deserve to be treated fairly and reasonably. Discipline will be based on evaluation of the circumstances for each case. It is our belief that discipline must address attitudes of the heart, teach submission to authority without challenge, without excuse or delay, and lead students toward Christ-like behavior. Factors that will be considered are the seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude. Parents are asked and encouraged to foster the responsibility of their children and respect of those in authority by supporting the disciplinary actions taken by GCA staff.

## **General Parent Expectations**

1. Parents are expected to dress modestly and appropriately at all on- campus and school related events and field trips.
2. Parents are expected to be respectful of school staff and students and display Christ-like behavior through edifying speech.
3. Parents are asked to trust the judgment of GCA staff. However, we understand there may be times when a disagreement over the way a GCA policy was enforced or student behavior disciplined. In this event, all situations related to student discipline and any school-related concerns must be voiced only to those concerned following the Matthew 18 principle.
4. Finally, parents are responsible to know and adhere to all school policies.

## Misunderstandings/Conflict Resolution

The faculty and staff of GCA are committed to resolving conflicts according to the principle of Matthew 18, the principle of giving good reports. Often problems are due to miscommunication. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17, and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent or student **MUST** first go to the teacher or individual directly involved with the situation. If the problem is not resolved at that level, then the school principal may meet with the parent and teacher or individual. And finally if this does not resolve the situation, the matter may be brought before the school board.

## Bullying & Harassment

GCA strives to provide a safe, secure, and respectful learning environment for everyone in the school buildings, on school grounds, and at school-sponsored activities. Therefore, bullying and harassing behavior will not be tolerated in any GCA buildings, property, and educational environments so that there is no disruption to the learning environment and learning process. Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a *pattern* of repeated targeted behaviors directed at them by others. Harassment is unwanted physical contact, gestures, or verbal exchanges, whether sexual or otherwise.

Harassment, sexual or otherwise, is prohibited. Individuals who, upon investigation are determined to have engaged in harassment under the provision of this policy, may be subject to disciplinary action. An individual responsible for harassing behavior, whether bullying or otherwise, is subject to discretionary disciplinary action by GCA administration, including but not limited to notifying parents, meeting with administration, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities as needed. Disciplinary action will be taken based on the results of the investigation of the report. Students are also intended to be protected from any bullying or harassment by GCA staff in this policy.

Students who are victims of bullying or harassment will be protected and staff will strive to take action to protect the students. As a result, a student found bullying or harassing another will be disciplined by staff and/or escorted by staff to the school administrator. Incidents and/or reports of bullying will be reported to the school administrator to protect the safety of victims. An incident report will be filled out by any staff who observed the behavior or the student reporting the behavior or both as applicable.

GCA desires that students act in a loving manner toward students and staff and vice versa as Paul describes in Galatians 5:22-23 as love, joy, peace, patience, kindness, goodness, gentleness, long suffering, and self-control. We seek to implement a clear framework for dealing with bullying and harassment incidents in order to protect the students and help the instigator learn how to relate in a way that is loving and respectful to others. The Bible directs us in this way: *"My command is this: Love each other as I have loved you."* John 15:12

GCA recognizes that not all behaviors should be considered bullying, harassment, or willful violation of this policy. However, those that are found to be so after investigation, will be subject to disciplinary action.

The following may be forms of bullying and harassment:

- Physical aggression-including hitting, punching, kicking, etc.
- Teasing or verbal abuse-including putdowns, insults, name calling, or racial/sexual remarks

- Intentional exclusion from activities or friendship groups
- Setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip, sexual remarks, or slandering
- Inappropriate and unwanted physical touch or words spoken, whether sexual or not

**In order to best serve the victim, GCA has set forth the following guidelines for its students, staff, and parents:**

1. Students should ask the offending student to stop. Students should take appropriate steps to discourage or prevent bullying. Students should be willing to resolve bullying situations, employing forgiveness and changes in behavior.
2. Students are expected to make incidents known as they happen, that is to share it and ask for permission to share it with staff so that they feel safe. When necessary, they should complete an incident report form after it happens. Completing an incident report is sometimes necessary to deal with the problem correctly and quickly for the student's safety. In some cases, facts from bystanders may need to be gathered.
3. If a student prefers to have a parent report the situation, this is understandable. Students are strongly encouraged to share incidents with their parents. However, students who wait to inform staff/administration can slow the process of effective resolution to the problem. However, GCA does understand a child's need for protection and help from his parents to address these issues which are often emotionally difficult. Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first. Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters. Parents not satisfied with the action may refer to administrators if the need arises.
4. All staff will have access to the information recorded on all incidents so that they may be aware of any issues between students.
5. Staff and administration view bullying allegations as a serious matter not to be taken lightly. Thus, staff and administration will work diligently to address the situation in a timely manner with the intent to maximize the safety of the victim.
6. Parent(s) of victims and instigators may be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
7. Parents are asked to help the school in addressing the source of the problem at home. It will take a team effort to help the instigator learn to understand and respect the value of others in God's eyes. It will also take the family to help encourage the victim to maintain the knowledge of his worth in God's eyes and the help of the Lord to protect both their heart, mind, and body.

Truly, the heart of GCA and its staff is to provide a safe and loving environment for students to learn and grow closer to the Lord. GCA seeks to not only teach what God's Word teaches us about the value of each individual, but also to help students put such behavior and thinking into practice.



## Electronic Communications & Technology Policy

Time will be spent to help students become comfortable technology users for learning and for use in real-life situations. For example, students will use online programs to facilitate learning and to meet the different learning styles of students. They will also use technology to publish their own writing and express their learning in various ways, such as graphing, to express collected data, etc. All students and parents must abide by our technology policy and agree to the responsibilities set forth regarding the use of technology at GCA.

The Electronic Communications Policy at GCA is intended to provide employees and students with guidance concerning use of the school's electronic communication systems so that the professional and personal use of technology represents the godly character and reputation of GCA and its staff. This type of electronic usage includes, but is not limited to its computer systems, access to the Internet, email, and telephone/wireless systems. This policy applies whether those systems are accessed from GCA's premises or from off site. This policy also places restrictions on the use by students of certain electronic devices that they may own (i.e. cellphones, iPads, watches, etc). In addition, GCA is not liable in any way for personal devices brought or sent to school with a student. Administration reserves the right to restrict possession or usage as needed to protect the learning environment at GCA. Students and parents are asked to adhere to the following during school hours (8:10-3:15):

- Elementary (4K-5): All personal electronic devices should be left at home. If a student must have an electronic device at school for any purpose on any given day, then written permission and reason from the parents must be submitted to administration for approval.
- Upper Level (6-12): All personal electronic devices can be brought to school but must be turned off during school hours and kept in school bags/backpacks/lockers. There will be certain times of the school day that students will be allowed to use their devices (e.g. lunch break, school assignments), but only under allowance and supervision of teachers and/or school administration.

If abuse of school electronic communication systems and/or personal electronic devices is observed, then devices will be confiscated and returned to parents at the end of the school day. If abuse continues, then further disciplinary actions will be handled by the administrator and/or school board as deemed necessary.

GCA provides internet access and e-mail to its older students for educational purposes. Computers and other related equipment and devices, like all other office equipment that is provided by the school, are the property of GCA. Thus, students are only allowed to use school technology during school hours unless GCA staff have given direct permission to use the technology and are supervising the use outside of school hours. In addition, students should not consider any of their e-mail, internet usage, or telephone calls made on the school's equipment or systems to be private or confidential. All such usage may be monitored or inspected at any time by GCA.

In addition to student expectations regarding electronic communication and equipment, students are also expected to make a good faith effort to manage their technology by way of faith. We do utilize some content filters and strive to protect minor children from inappropriate material that may be found while using the network. However, even with those safeguards in place, GCA staff cannot 100% guarantee that everything will be filtered. Safe internet usage will be taught and is a skill and responsibility that students are expected to utilize as they use the Internet in a God honoring way for its intended academic purposes. Safe utilization of the internet for homework and take-home projects is the responsibility of the parents.

The use of online chat rooms, blogs, forums, social media, and other tools will be under teacher

supervised settings and used for valid instructional purposes within the educational settings.

Finally, severe violation of students will be reported by the supervising staff member to the administrator by filling out an *Incident Report Form*. Any student responsible for a breach in GCA electronic communications policy is subject to disciplinary action.

## Unacceptable Use of Technology

It is impossible to completely define unacceptable use of technology. However, for the purpose of illustration, some examples are:

- Sending or displaying offensive messages or pictures;
- Using offensive or obscene language;
- Damaging equipment or networks;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work, or files;
- Unauthorized access such as hacking;
- Intentionally wasting resources;
- Circumventing the content filter by any means;
- Regularly employing the technology for commercial or political purposes; and
- Any form of harassment using electronic devices, commonly known as "cyberbullying" by students, staff, or third parties is prohibited and will not be tolerated in the school. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form on or off site which disrupts or prevents a safe and positive educational and working environment for an individual or group of students may also be considered cyberbullying and, therefore, under the disciplinary rule of GCA. Finally, *Unacceptable use of technology may also be unlawful and subject to prosecution based on its severity and legal implications.*

Again, the heart of GCA is to use technology as a tool for learning, expression of learning, and communication. Thank you for respecting others and abiding by GCA's expectations in this area.

## Academic Integrity

Grace Christian Academy strives to teach students the importance of personal and academic integrity: "He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity." Proverbs 2:7 Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God of academic integrity and will not be tolerated. Cheating is defined as obtaining, attempting to obtain, aiding another to obtain credit for work, or any improvement of evaluation of performance by any dishonest or deceptive means. Examples of cheating or academic dishonesty include but are not limited to:

- Copying another student's homework, quiz, test or other paper without express permission from the teacher;
- Using or allowing another student to misrepresent or fabricate work as one's own, unless part of a group project when work is shared;
- Use of AI technology to generate work that is not one's own;
- Unauthorized possession, distribution or use of test or quiz materials in advance, using or

displaying notes, "cheat sheets," or any other information devices inappropriate to the prescribed test conditions;

- Seeking to deceitfully obtain, collaborate, or secure answers during a test or quiz from any outside source, whether through visual, auditory, written, electronic, or verbal means; and
- Plagiarism in any form. Plagiarism carries severe academic consequences that can result in the failure of a course.

In general, discipline issues of academic integrity remain at the discretion of the teacher and administration. Parents concerned that their child may be cheating should contact the student's teacher or school administration promptly.

## **Drugs and Alcohol**

Grace Christian Academy will not tolerate the buying, selling, possession, or any transfer of drugs and/or alcohol. Issues related to drug use, possession, and/or transfer will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at GCA. Although consumption is an expulsion offense, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the respective administrator and school board. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse to submit to the test, or refuse to submit the test results to GCA, then the student's privilege to attend the Academy will be revoked.

## **Guns and Weapons**

Grace Christian Academy does not allow guns, ammunition, knives, weapons, or their facsimile (fake representations of weapons) on campus. Firearms and dangerous weapons are prohibited on all property of GCA. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons exempt from this prohibition. Weapons will be confiscated immediately and the student carrying the weapon should be escorted by a staff member to the office. A student carrying a weapon is subject to discretionary disciplinary action, including but not limited to notifying parents, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities. Violation of this policy may result in the immediate dismissal of the participating student or students with the exception of a facsimile, which may result in suspension or dismissal at the discretion of the administration.

## **Search and Seizure**

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers/ areas, or student automobiles and may seize illegal, unauthorized, or contraband materials discovered in the search. GCA reserves the right to invite the Green Bay Police Department, another police department if needed, and/or appropriate narcotics search group to visit at any time during the school year to search for drugs. Any weapons, alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. The following policies apply:

1. **Personal Searches:** A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/ her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked. Please understand that GCA views unwillingness to bear testimony to one's own innocence not only as insubordinate behavior but also cause for staff and administration to have a concern of trust and safety of other students.
2. **Student Locker/Area Searches:** Student lockers/areas or any other storage spaces are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities without notice, without student consent, without parental consent, and without a search warrant.
3. **Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **Dismissals**

Grace Christian Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective administration. Any pupil who persistently neglects work, who fails to meet academic standards, who exercises poor citizenship, who continues to be uncooperative, or whose parents fail to cooperate, may be dismissed from the school. Dismissal will be administered by the respective administrator with the advice and approval of the school board. Appeal of a dismissal may be made in writing to the administrator within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend GCA is not permitted to attend school related events.

## **School Board Leadership**

*Mr. Brad Jarosinski - President*

Brad Jarosinski and his family has been a part of the Grace Christian Academy family since 2014. They started with their oldest (Caitlyn) in 1st Grade, and then Trevor, Ryker and Tyler followed in the years after. Brad served as the School Board Vice President between 2015 and 2018, and now serves as a Board Member since Fall 2023. Their whole family is very involved and invested in the mission Christ has put them on with GCA along with being active members of Jacob's Well Church in Howard. Brad's wife, Beth, serves as the school's Office Assistant and Fundraising/Outreach Coordinator at GCA as well..

*Mrs. Ashley Bisterfeldt - Treasurer*

Ashley Bisterfeldt is a parent at Grace Christian Academy and is the Elementary Principal. She was a public school educator for 16 years before deciding to be a stay at home mom. She has a Bachelor's in Elementary/Middle Education and a Master's Degree in Education with a Reading Specialist Licensure from the University of Wisconsin Eau Claire. In addition, she obtained her Education Specialist Degree from George Washington University while living in Virginia for four years during her career in education. Ashley is married to her husband Ben and they live on a farm in Seymour, WI, with their two children Greyson and Harper, both of which attend GCA.

*Mrs. Leanne Wied - Secretary and Vice President*

Leanne Wied is a parent at Grace Christian Academy. She has been a stay at home mom since her son was born in 2018. She has a bachelors degree in church ministry with an emphasis in office administration. She currently is assisting with the marketing and outreach events at GCA while she stays home with her youngest child. Leanne is married to her husband, Justin Wied, and has two children, Liam and Ellie.

## **School Information**

Grace Christian Academy is located at 1087 Kellogg St., Green Bay, WI 54303. Currently, the main offices are open from 8 am to 3:30 pm but are open by appointment between school sessions. Appointments can be made by contacting us at 920-785-1276 or by contacting the school administrator personally. Please leave a detailed message regarding your questions and when it is best to reach you. Your call will be returned as soon as possible. During school hours, the easiest method of communication directly to the head administrator is via email at [info@gracechristianacademy.school](mailto:info@gracechristianacademy.school). General office questions can be directed to our office staff at 920-785-1276. We look forward to hearing from you!

## **In Closing**

We, as the leadership of Grace Christian Academy, look forward to hearing from you as you share your interest in the ministry of GCA. There are many ways to partner with us that not only include enrollment, but also volunteering, financial support, prayer partnership, student sponsorship, and sharing the mission and vision of GCA with others. Please make a point to contact us to get together to discuss how you could be a part of what God is doing in our area! We'd love to share all of what God has done so far to make Grace Christian Academy a reality and how He has enabled us to equip students to leave a legacy of walking with Christ! Thank you for taking time to read about us! Continue to look for updates about school events at [www.gracechristianacademy.school](http://www.gracechristianacademy.school)

Serving you for God's Glory,  
The Grace Christian Academy School Board