

Grace Academy Parent and Student Handbook 2016-2017



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APPENDIX B

WELCOME TO NEW PARENTS

We would like to welcome you to Grace Academy. You have chosen a school that is based on Biblical principles and traditional teaching methods. Our teachers and staff members are dedicated Christians. We offer a well-balanced program for students in K3 through twelfth grade. We occupy a beautiful facility on a thirty-five acre campus.

Mission

The mission of Grace Academy is to enhance the God-given potential in each student through quality Christian education so they may be servants of Jesus Christ in the world.

Handbook Purpose

The purpose of the Handbook is to acquaint parents and students with the rules, regulations, policies and procedures of Grace Academy. There is a purpose for each rule; we believe the rules are fair and our discipline is just.

The Parent/Student Handbook is updated annually. It is the responsibility of the parent and the student to read and understand updates, as there may be changes made year-to-year.

School History

Grace Academy was founded by Mrs. Mary Michael, a schoolteacher, who recognized the growing need for Christian education in America. Mrs. Michael began holding classes for five students on November 28, 1976. Shortly after, Mrs. Michael moved the school and students into the old Downsville school building in December of 1976.

Growing to about 45 students in just five years, Grace Academy moved to the Hagerstown Bible Church from 1981-1983. Outgrowing the church, Grace Academy moved once again to a building on Locust Street in Hagerstown, where the school continued to grow. In 1986, Grace Academy began to compete in athletics with just a softball team for high school girls and a junior high soccer team for grades seven and eight.

In 2001, Grace Academy transitioned to a brand new building planted on a beautiful 33-acre plot located on Cearfoss Pike, where the school currently thrives. The new facility includes 25 classrooms; a science lab; a computer lab; a gymnasium; a playground; and three outdoor athletic fields. Over time, the philosophies and distinctive features of Grace Academy were developed, always reaching toward the vision of excellence in Christian education.

PHILOSOPHY

The purpose of Grace Academy is to help Christian families in the local communities raise their children “in the nurture and admonition of the Lord” (Ephesians 6:4b). This is accomplished by doing the following:

- Guiding young Christians in their spiritual growth by providing Bible classes and chapels, and by training the students in Biblical character traits, especially obedience, respect, and responsibility.
- Providing an excellent academic program to prepare young people for college, career, or ministry after school.
- Providing extracurricular activities and sports programs, which assist in the social and physical training of our students.
- Our vision is for our students to model the all-around development of Jesus Christ mentioned in Luke 2:52: “And Jesus increased in wisdom and stature, and in favor with God and man.”

STATEMENT OF FAITH

We believe:

- That the Bible is the complete, inerrant, inspired Word of God.
- That God exists in an eternal co-equal trinity of Father, Son, and Holy Spirit.
- That Jesus Christ is the Son of God who was born of a virgin, lived a sinless, perfect life, died as a substitute to pay for the sins of the whole world, bodily arose from the grave on the third day, ascended into heaven, and makes intercession for believers today.
- That people are sinful, separated from God, and must trust in Jesus to have paid for their sins to receive the gift of eternal life and be forever secure in their relationship with God.
- That the Holy Spirit regenerates a believer and enables him to live the Christian life.
- Believers should live holy lives in service to God out of gratitude for what God has done for them.
- That the Church, the Body of Christ, is made up of all true believers from all backgrounds, races, and languages.
- Believers should look for the Lord Jesus Christ to return to earth to resurrect the saints, judge the world, and reign on the earth.
- That the Devil is a real person who encourages rebellion to God.
- That all who reject God will be confined to an eternal place of fire and torment, and all who trust in God will live with Him and enjoy Him forever.
- That the sign gifts such as tongues and miracles ceased to be necessary at the completion of Scripture.

ADMISSIONS

Policy

Grace Academy admits students on the basis of compatibility with the school's stated purpose and mission along with consideration of whether the students will fit into the existing program. Students are accepted regardless of race, ethnic background, gender, or national origin. Students enrolling in K3 must be three years old by **September 1** of current year and "potty" trained; K4 must be four years old by **September 1** of current year, and in Kindergarten, students must be five years old by **September 1** of current year.

Grace Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Students with an outstanding debt at another Christian school will not be accepted. In all cases, the Principal and Headmaster has the final decision regarding the admission of any student(s).

Procedure

Families who wish to enroll a student(s) need to contact the office and complete the following:

1. Submit a completed application (online or hardcopy), two confidential student references (one of which is encouraged to be from your pastor), and the non-refundable \$50 application fee
2. Schedule and attend an interview
3. Arrange for testing if necessary
4. Submit a registration fee upon notification of acceptance

FINANCIAL POLICIES

Policy

Grace Academy's tuition costs are very reasonable for a private school for the quality of education our students receive. The school endeavors to keep costs low, making it possible for a wide range of families to afford a Christian education.

Operating expenses are covered only in part by tuition fees. The remaining expenses are funded through fundraising and the gifts of churches, families, and individuals interested in supporting Christian education.

Current information regarding tuition, fees, and other costs are available in the office as well as on our website. All financial obligations must be met before report cards or records will be released.

Tuition

Payment Options

Tuition payments are processed online through the FACTS Tuition Management process. Several options are available in spreading the cost over the course of a school year. Discounts may apply and tuition assistance is available to families who qualify.

Multi-Child Discounts

It is Grace Academy's position to support a Biblical view of marriage. Eligibility for the second or subsequent child discount from the same family is based on three guidelines:

1. Family eligibility shall be determined in a manner consistent with a traditional, Biblical interpretation of marriage and family.
2. The child resides more than 50% with the eligible family.
3. The eligible family is responsible for the majority of care for the child to qualify for the discount.

Final authority regarding determination of eligibility rests with the Principal and Headmaster.

Withdrawal Fee

If a student withdraws from the school during the school year, the tuition charges apply only to the actual number of days the student was enrolled at Grace Academy, plus a \$500 withdrawal fee. In the event of unexpected circumstances (i.e. death in the family, medical diagnosis), the withdrawal fee will be excused.

Excessive Absences

Students who miss more than twenty consecutive school days due to health reasons will be charged 50 percent of the normal tuition rate for the days missed, as long as they are still enrolled at Grace Academy. Students who miss more than **twelve** days throughout the school year will be subjected to an academic evaluation by the Principal and could risk the possibility of being retained in the current grade or the possible loss of credits.

MEDICAL POLICIES

Immunizations

Grace Academy requires all students to be in compliance with the immunization regulations of the State of Maryland for school age children. **All Health Forms must be on file in the school office before a student can begin to attend classes or the Aftercare program.** Forms are available in the school office and the Grace Academy website and must be complete with signatures from your student's health care provider.

Health Screenings

The Washington County Board of Health will conduct vision and hearing screenings at Grace Academy during the spring semester. These screenings meet the county and state requirements.

Medication

Prescription and non-prescription medications may be administered at school, if necessary, but it is preferable that only medications that are absolutely necessary be administered at school. In order to make this service available to students and maintain compliance with the laws of the State of Maryland, staff members complete a Medication Assistant Training Program.

In order for any medication of any kind to be administered during school hours, a completed Maryland State School Medication Authorization form must be on file in the school office (no exceptions). These forms and guidelines, which detail the state requirements for administering medication, are available in the school office as well as on the Grace Academy website.

First Aid

In the event of injuries, all faculty members and aides have been instructed to bring or send (as the situation dictates) the student to the office, so that first aid may be administered. School staff is able to care for minor injuries, which can be treated with soap and water, bandages, ice packs, etc. If the injury requires more extensive treatment, parents will be contacted in order to seek additional medical attention for their student. In the event of an emergency situation, emergency procedures will be followed per instructions under emergency medical treatment.

Emergency Medical Treatment

A completed Student Emergency Information/Medical Treatment Authorization form must be on file in the school office before a student can begin to attend classes. This form allows Grace Academy to seek emergency medical treatment for your student in the event of a serious injury or accident. Parents will be contacted as soon as possible in the event of any serious incident.

Illness

Students who have a contagious illness should not attend school. The student should be symptom-free for at least 24 hours before returning to school. A student may also return to school if a physician's note states that he is able to resume classes. Symptoms that may prevent a student from attending school include, but are not limited to, fever (100 degrees or more), vomiting and diarrhea. If a student develops any of these symptoms, parents will be notified to pick up their student from school.

In the event of an outbreak of a communicable disease, such as the flu, head lice, pink eye, or chicken pox, parents will be notified. If a communicable disease affects a significant percentage

of the student body, the school may be closed for a number of days. A school closure would allow time for applicable hygienic precautions to be instituted for the physical building.

ATTENDANCE POLICIES

Policy

Students should be in school and on time every day. A normal school day begins at 8:20 AM and ends at 3:15 PM for elementary students, 3:13 PM for middle and high school students.

Attendance is also required for school programs, such as musicals or evening Christian Soldiers Club presentations. This is part of the student's music and Bible curriculum. Unexcused absences will result in a grade reduction.

Students who miss more than **twelve** school days during the academic year may not be passed to the next grade or high school credits may be denied, unless the student meets the following conditions:

- The majority of the absences were due to a significant health problem. The nature of the illness and the necessity of absences must be documented by a physician.
- Parents present documentation which shows that measures were taken to cover the majority of the missed material and receive approval from the student's teacher or principal.

Tardiness

Tardiness is defined as a student arriving late to school between one to 90 minutes after the bell rings at 8:20 a.m.

Students who arrive after the 8:20 a.m. bell must report to the office to receive a tardy slip signed by one of the secretaries. In order to be admitted to class, the signed tardy slip must be given to the teacher. All unexcused tardiness after 9 a.m. will be made up in After School Detention.

Heavy traffic is not an excused tardy, with the exception of a vehicular accident causing heavier-than-normal traffic. Tardiness will be determined on the cause of the delay, such as weather delays and medical appointments. As much as possible, parents should schedule medical appointments during non-school hours. A parent note with his/her signature is required in order to excuse any tardiness. The Principal has final authority in judging whether tardiness is excused or unexcused.

Absence

If a student misses more than 90 minutes, but fewer than 180 minutes of the school day, it will be counted as a half-day absence. If a student misses 180 minutes or more, it will be considered a full-day absence.

In order to excuse an absence, a parental/guardian note must be sent to the school upon the student's return. The note should include the student's name, the grade, the date(s) of the days involved, the reason for the absence, and a parental/guardian signature. Students must turn in notes to their homeroom teacher.

Make-up time for homework and test(s) will be equal to the number of days of excused absence. It is the **student's responsibility** to make arrangements for covering and completing the missed classroom work with the appropriate teacher(s) in the time allotted. In the case of a family trip, class work can be made up either before the trip or after school hours upon the student's return with the teacher's approval.

A student returning to school without a parental note will be issued an unexcused absence. In order for a student to be eligible to participate in any extracurricular activity, the student must be in attendance for 4 ½ hours of the date in question. International students will not be excused from class prior to the completion of all regularly scheduled exams.

Pre-Arranged Absence

Classroom work for all pre-arranged absences must be requested at least one week in advance. Any family who does not give one week's notice will not be honored with family days.

Secondary students may not request family days the last two weeks of the semester, with the exception of medical emergencies, a death in the family or other extreme situations. All family days must receive Principal approval.

Early Dismissal

Grace Academy will honor legitimate requests for early dismissal for medical appointments, family emergencies, and school related activities. Students must have written permission from a parent to leave school early. If the student is to be picked up by anyone besides a parent, the note must specify who will be picking up the student. Grace Academy may require identification from anyone picking up a child. Early dismissal requests for all students are to be turned in to the office at least two hours in advance. Students may not leave from Christian Soldiers Club until dismissed by their teacher. All students must be signed out from the office before leaving the building.

For your convenience in scheduling routine appointments, the following is a list of dates when Grace Academy will be closed for students for all or part of the day:

- September 5
- October 10
- October 20 (noon dismissal)
- October 21
- November 11
- November 23 (noon dismissal)
- November 24 - 28
- December 20 (noon dismissal)
- December 21 - January 3
- January 16
- February 20
- March 6 - 10
- March 17 (noon dismissal)
- April 13 (noon dismissal)

- April 14 - 17
- May 26 (noon dismissal)

ACADEMICS

Curriculum

Grace Academy currently uses curriculum from Christian and other recognized publishers to meet national standards. Grace Academy is now a partner through BlendedSchools.net which provides national standards curriculum in classes Kindergarden through Grade 12, including Advanced Placement (AP) courses for High School students.

Bible Version

The KJV, NKJV, NASB, NIV or ESV of the Bible will be primary translations used in the classroom as well as for memory work for Christian Soldiers Club. Students in grades 6-12 are required to bring their own Bibles to school.

Records

Parents and legal guardians have the right to review their children's school records in the presence of the Principal or other staff person designated by the Principal to review the files. Generally, copies of records are not made unless needed by another educational institution or as may be required by law.

The school will make copies of records for a student transferring to another school or applying to a college. Grace Academy will send records directly to the requesting school upon receipt of an official records request. No records will be sent to another school if the financial account is not current.

Eligible students, those eighteen years of age or older, may have access to review their own files with the Principal or other staff person designated by the Principal.

Files are the property of Grace Academy and will be retained by the school.

Grading Scale

Elementary (K3 - Grade 5)

K3 and K4

K3 and K4 students will be given a Progress Report by their teacher in January and June.

Kindergarten through Grade 2

Students in kindergarten through second grade receive numbers of a general grade on the following scale:

- 4 – Proficient
- 3 – Developing
- 2 – Beginning
- 1 – Needs Help
- NA – Not assessed at this time

Grades 3 through Grade 5

Students in third through fifth grade are eligible for the school honor roll and will receive numerical grades for academic classes as follows:

- A – 90-100 Excellence
- B – 80-89 Above Average
- C – 70-79 Average
- D – 60-69 Poor
- F – 0-59 Failing

Specials

In non-academic classes such as physical education, music, art, penmanship, phonics, and also for a student's behavior grade, they will receive a 4, 3, 2, 1, NA. (See above)

Distinguished Honor Roll

All grades 90 or above

Honor Roll

All grades 80 or above

Behavior, citizenship marks, and subheadings on the report card have no bearing on Honor Roll criteria.

Secondary (Grade 6 - Grade 12)

Students on the secondary level will be graded on the following scale:

AP/Essence Scale

- A – 90-100 (4.0)
- B – 80-89 (3.0)
- C – 70-79 (2.0)
- D – 60-69 (1.0)
- F – 0-59* (Failing)

Regular Classes

- A – 90-100 (4.5)
- B – 80-89 (3.5)
- C – 70-79 (2.5)
- D – 60-69 (1.5)

Honors Classes

- A – 90-100 (5.0)
- B – 80-89 (4.0)
- C – 70-79 (3.0)
- D – 60-69 (2.0)

*No high school credit will be earned for grades of 59 or below.

Distinguished Honor Roll

All grades 90 or above

Honor Roll

All grades 80 or above

Students in grades nine through 12 will be given a yearly grade point average (GPA) based on a four-point scale.

Transfer of High School Credits

High School credits can be accepted from other sources in the following instances:

Public and Private Schools – Transfer students must go through the admissions policy outlined in the admissions section of the handbook. For high school transfer students, credits are accepted from all public schools and diploma-granting private schools.

Summer School – Summer school credits will be accepted for students in grades nine through twelve if a passing grade was obtained, the course was taught by a qualified teacher, and the course work was completed prior to the beginning of the new school year. **The Principal must approve all summer course work.**

Home School – Credits from home-schooled students may be accepted. The records must indicate that standard time requirements for credit have been met, a recognized Christian school or home school curriculum was used, and the student is able to demonstrate proficiency by scoring at grade level on achievement tests.

Graduation Requirements

Students must spend at least their senior year at Grace to be eligible for a diploma. In some instances, transfers from another Christian school outside Washington County, Maryland, will be eligible for a diploma with less than a full year at Grace Academy; this is upon the recommendation of the previous school and from references provided by the student's family.

Graduating students from Grace Academy must receive a minimum of 31 credits (30 for those graduating by 2016) in the required core subjects and 75 hours of community service. A detailed listing of subjects is recorded in the curriculum guide.

Dress Code

Updated June 2016

(Effective through December 31, 2017)

At Grace Academy, we believe all of our students should “dress for success.” The information below details appropriate dress for all enrolled students. Uniforms are available from approved vendors and must be worn according to code. Administration reserves the right to interpret and enforce the school dress code.

Acceptable uniform apparel and appearance:

- All uniform apparel must be appropriate and orderly
- Light blue, burgandy, crimson, navy blue and grey polo shirts with the Grace Academy shield/logo embroidered on the left chest area
- White Oxford shirts with the Grace Academy shield/logo embroidered on the left chest area
- Pants, skirts and shorts must be navy or khaki color (no athletic shorts). Shorts and skirts must be knee-length. Shorts are appropriate to wear during the first and fourth quarters of the academic year.
- Cardigan sweaters, sweater vests or sweaters may be worn over a Grace Academy uniform polo or Oxford shirt and may be crimson, navy, grey or white in color
- Closed-toe and closed-heel shoes
- Any color socks are acceptable
- No excessive body piercings or visible tattoos
- Hairstyles must have a natural and orderly in look
- On game days, student athletes may wear school sports jerseys with uniform pants. No warm up or athletic pants.

Dress Down Days (DDD) - the second and fourth Friday of each month

- Grace Academy shirts (uniform, sports, clubs or spiritwear) or school colored shirts
- Jeans with an appropriate fit and no holes or tears or appropriate athletic pants
- Shorts must be knee-length
- Closed-toe and closed-heel shoes

Christian Soldiers Club (CSC) - Grades K3 - 5

- Boys
 - White, Oxford, button-down shirt with navy tie
 - Navy uniform pants
 - Dark dress shoes (no sneakers or boots)
- Girls
 - White, Peter Pan or Oxford, button-down shirt
 - Navy skirt or jumper (purchased from an approved vendor)
 - Dark dress shoes (no sneakers or boots)
 - White or blue socks or tights

Approved vendors

School colors and logos are approved with the vendors listed below. We encourage families to purchase uniforms online. Vendors have special sales and discounts throughout the year.

- Grace Academy school store (limited quantities)
- Flynn & O’Hara - www.flynnohara.com/school/MD214

- Land's End - www.landsend.com, school number 900137076

Approved local (embroidery) vendors:

Families are able to purchase their uniform polos independently and embroider them from a third party vendor. However, if the shirt color or logo does not adhere to dress code or branding standards, administration will ask you to replace the shirt.

The local vendors below have been approved by Grace Academy to embroider uniform shirts:

- F & G Services
 - jimholly54@myactv.net
 - 240-338-2768
- Screentique
 - 301 Park Lane, Hagerstown, MD 21742
 - 301-797-1370
- Jerry's Sports & Designs
 - 633 W Franklin Street, Hagerstown, MD 21740
 - 301-745-5065
- BJ's Custom Designs
 - 900 Sweeney Drive, Hagerstown, MD 21740
 - 301-733-9500

If you have questions about uniform colors or branding, please contact the Director of Marketing and Development.

STANDARDS OF CONDUCT

General Guidelines

- There are to be no public displays of affection between opposite genders.
- School hours are for learning, therefore, distracting items such as electronic toys or electronic listening devices, playing cards, etc. shall be kept in lockers.
- Students must not use tobacco, intoxicating beverages, illegal drugs, or be involved in sexual immorality on or off school property. To do so may be grounds for expulsion.
- Students are not permitted to go off school property during the school day except for medical appointments, family matters and school sponsored events with written parental/guardian permission. Verbal permission from parent/guardian may be granted in an emergency situation, but must be approved through a staff member in the front office.
- Students and parents are asked not to solicit orders which support out-of-school organizations.
- Students are to respect all school personnel, school property, and fellow students. Students are responsible for their actions. Any willful or careless actions resulting in damaged or defacement of equipment or school property will be the responsibility of the student and/or family to pay for any repair or replacement.
- On occasion, parents may make a written request for a student to be excused from physical education class because of illness, but prolonged illness or repeated excuses will require a physician's note.
- During a fire drill, students should be ready to follow the directions of the teacher. A false alarm is treated as a criminal offense and will be investigated by the Washington County Sheriff Department and/or Washington County Fire Marshal.
- There is to be no cheating on school work, homework, quizzes or tests.

DISCIPLINE

The mission of Grace Academy is to enhance the God-given potential in each student through quality Christian education so they may be servants of Jesus Christ in the world. Therefore, consistent and just discipline is essential in creating a safe and secure environment that will enable the teacher to teach and students to learn. We also desire that our students want to learn Biblical truths and principles because of the Godly example of the staff as they exercise their authority in the area of discipline.

The main purpose of our discipline system is not to punish students, but to bring students up in the nurture and admonition of the Lord and to help them in their development into Godly citizens. The school desires, through discipline, to change the behavior of the student by teaching the student to take personal responsibility through his/her actions. We also know that failure to apply discipline would ultimately result in a chaotic atmosphere that would be detrimental to all students. Therefore, the administration and faculty will make every effort to apply discipline justly and objectively.

Grace Academy's school discipline procedures are guided by the principles of God's Word. Students are held accountable for their actions with appropriate consequences for disobedience, negligence, or disrespect. The school maintains that each student must give an account of his own behavior just as all believers must do at the judgment seat of Christ (Romans 14:10). It is a mark of maturity for each student to be able to accept responsibility for his actions without blaming others or justifying wrongdoing. It is the school's goal for each student to be able to confess his faults and sins to the Lord (1 John 1:9) and to the appropriate school authority (James 5:16). Doing so gives maximum freedom to the student who will therefore not be encumbered with the burden of guilt, which accompanies all disobedience. It brings great joy when we are in a right relationship with our Lord and Savior, Jesus Christ.

Grace Academy holds to the philosophy that students learn best when they are in a structured, disciplined environment. We also believe that students are to respect and obey the authority while in this environment. Clear establishment of rules and consistent consequences for failure to comply with rules are equally important. It is best for the student's development if the home and school cooperate in this regard. Each student is expected to develop and maintain self-discipline.

Serious offenses should be avoided. If committed, these offenses are severe enough in nature to warrant a visit to the Principal or Headmaster, which may result in suspension for the remainder of the day, or for the next day as the occasion warrants.

The discipline code at Grace Academy is structured in a way to be consistent at all levels. It is our prayer that we are consistent and just in the implementation of the code and that parents be consistent in their support of the discipline code. It is not our intent to lead the children into frustration over rules, but we do believe a structured environment will be most beneficial for the children as we seek to carry out the mission of Grace Academy. It is the desire of Grace Academy's staff, faculty and administration to lead the students into behavior and character that is God-honoring. All aspects of this discipline code have been developed in an attempt to meet this goal and to ensure the safety of the student body.

Please note that a critical, complaining, and uncooperative attitude on the part of the students and parents in reference to the school's policies and their administration is considered counterproductive and unchristian. If an attitude of Christian humility and cooperation is not possible by either student or parent, then the student may be asked to withdraw from the school.

All school guidelines apply between 7:00 AM - 5:30 PM and during any school sponsored event which takes place after the above designated times.

Class Rules

Classroom teachers may have additional rules and/or requirements in order to accommodate their teaching styles or fine-tune their classroom management. All students are expected to comply with these class rules. Classroom teachers will make their rules known to the students early in the school year. They will be readily available for a substitute teacher. Parents may request a copy of the class rules from their child's teacher.

Bullying

Bullying is when a student is being exposed, repeatedly and over time, to negative actions on the part of one or more students. It is a negative action when someone intentionally inflicts injury or discomfort, either physically or psychologically, upon another.

- Direct Bullying: When someone hits, pushes, kicks, pinches or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening taunting, teasing and calling names.
- Indirect Bullying: Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or ignoring a person when they say "No!" or "Stop!".
- Cyber Bullying: Making threats or malicious slander of another student or teacher on Facebook, Mypraise, email, Instagram, Twitter and other social media.

The following consequences will follow:

- First offense — Saturday School, which could include in cleaning restrooms, floors or other parts of the building; writing letters of apology; or other community service
- Second offense — Suspension, in school suspension or expulsion

Elementary Discipline

The Grace Academy Code of Conduct (Appendix A) will be followed in all areas of the school. A quick way to remember the expectations:

Grace Academy Code of Conduct

Give respect to everyone and everything!

Responsible for your choices, actions, and work.

Always be safe and have self control.

Cooperate and work together!

Expect the best work from yourself!

Elementary Star System

Each child will have a star with their name on it in the classroom. Students are expected to follow the Grace Academy Code of Conduct in all school areas. If a student is not following the Code of Conduct, the teacher will give a verbal warning and the child will have a chance to correct the behavior. If the child continues with the behavior, the student will be asked to move their star. For each time the student moves the star, a consequence will follow. Students who do not move their star will receive a star on their star chart. For each star on the star chart, the child receives a point. Parents will sign their student's Star Chart on a daily basis. Teachers will keep track of points to be handed into the Principal at the end of the marking period.

Positive Reinforcement

Students receiving 30 stars or more in the first marking period and 35 or more in 2nd, 3rd & 4th marking periods will be invited to the End of the Marking Period Star Party. Each party will have a theme that will be announced at the beginning of the marking period.

Students meeting the criteria ALL FOUR marking periods will participate in a day at Antietam Recreation at the end of May.

Consequences for Moving the Star:

- 1 – Student will write the behavior down for parents to sign.
- 2 – Teacher consequences and write behavior down for parent to sign.
- 3 – Teacher consequences and write behavior down for parent to sign.
- 4 – Student will come to the office to call parent and discuss the problem.
- 5 – Student will be dismissed for the day.

Example of Student Star Chart:

Monday	Tuesday	Wednesday	Thursday	Friday
				
Parent Signature	Parent Signature	Parent Signature	Parent Signature	Parent Signature

Total Points for the Week: 5

Middle/High School Discipline

The focus of our discipline system is to disciple children, as Jesus did, by having them assume responsibility for their choices and behavior. Expected behaviors are clearly communicated to both students and parents at the beginning of the school year. The system includes not only corrective actions for improper behavior, but also includes supportive feedback in the form of behavior awards and privileges for proper behavior. The Grace Academy Code of Conduct (Appendix B) will be followed in all areas of the school during and after school hours and representing Grace Academy at any school.

Grace Academy Code of Conduct

Give respect to everyone and everything!

Responsible for your choices, actions, and work.

Always be safe and have self control.

Cooperate and work together!

Expect the best work from yourself!

At the middle and high school levels, teachers and administration expect respectful and appropriate behavior from students at all times. Teachers approach student misbehaviors through problem solving, class-specific consequences, and further steps outlined below:

Three Level One Infractions = One After School Detention

Three After School Detentions = One Saturday School

Next Saturday School = Out of School Suspension

Any middle/high school student receiving After School Detention or Out of School Suspension **does not participate** in any extra-curricular activities, clubs, or sports representing Grace Academy after school for that day.

Level One: general classroom/school misbehavior. The consequences for these violations are **silent lunch detentions**. Level one infractions include, but are not limited to the following:

Signed papers not returned
Eating/gum chewing during class or in the hall
Running/yelling in the building
Littering
Not having proper materials

Throwing objects
Tardiness to class
Talking/disturbing class
Unauthorized presence in hall
Unacceptable social behavior

Level Two: repeated violation of basic classroom or school rules and for more serious infractions. The **consequences** for these violations are **after school detention(s)**. Level two infractions include, but are not limited to the following:

Horseplay
Personal displays of affection
Misbehavior for a substitute
Failure to attend aftercare

Inappropriate Comments
Disrespect
Repeated misbehavior
Repeated tardiness to class

Level Three: dealt with by the Principal. The consequences for these violations are **Saturday School and or suspension (out of school)**. Repeated level three violations will result in disciplinary probation or dismissal. Level three infractions include, but are not limited to the following:

Cheating
Obscene Language

Lying
Insubordination (blatant defiance)

Forgery of a parent's signature
Leaving school property w/o permission
Stealing
Disrespect toward authority
Threatening/intimidating/bullying others

Repeated misbehavior
Physical fighting
Skipping class
Destruction of school property

Level Four: result in **immediate action taken by the Principal at the Principal's discretion.** These types of behaviors include, but are not limited to the following:

A student's inability to follow Grace Academy's Code of Conduct or dress code
Possession and or use of a weapon, dangerous or illegal substance (drugs, alcohol, tobacco, pornography, pepper spray, matches, lighters, etc.)
More serious incidences of threatening or intimidating others, including the following:
Repeated bullying
Sexual Harassment
Sexual Misconduct

Uniform Code

- If a student is not in compliance with the dress code, the student may be lent a garment from the school store. Parents may also be contacted to bring the student an appropriate change of clothes.
- If a student is not in compliance with the dress code by wearing a non-Grace Academy hoodie or jacket, the item will be confiscated by the teacher and a student will have to pick it up from the front office at the completion of the academic day.
- Repeated uniform violations may result in disciplinary consequences including a parent meeting.

Silent Lunch Detentions (SLD)

- If a student does not show up for SLD, he/she will serve a SLD the next two days.
- **It is Grace Academy's desire to communicate with the home concerning disciplinary matters. However, parent notification may not take place prior to the consequence. The student, however, will have received a detention slip and one will be emailed to the parent.**

After School Detention

- This detention will be held daily from 3:20-4 p.m.
- If a student has a game or practice on the afterschool detention date, the detention will still be held and the student will be ineligible for participation.
- Dress code will strictly be observed.
- No cell phones are allowed in detention.
- If a student is late or does not show up to detention, he will receive another after school detention for the next day.

Out of School Suspension

- Students will complete assignments from the administration during Out of School Suspension.
- Students may not participate in any extra curricular activities on day of their suspension.

Saturday School

After students have accrued multiple after school detentions, students will be required to attend Saturday School. This will run once a month from 9 a.m. to 12 noon at a cost to the student of \$30.

Specific Discipline Action

- **Cell Phones/Electronic Devices-** Students who have a cell phone or electronic device turned on or “in use” during school hours (8:20 a.m. -3:13 p.m.) will have the phone confiscated by the teacher and given to the front office. The student may pick up the cell phone or electronic device at the end of the school day for a fine of \$5.00.
- **Student Drivers-** Student drivers are to park in the student parking lot at the east end of the building. Once a car is parked, no student is to remain inside the vehicle. Students are not permitted to return to their vehicles at any time during the school day, except at departure time. No loitering is allowed. No playing of loud music on car radios/stereos or mobile devices is permitted. The driving privilege will be revoked if a student drives recklessly on or near the campus. Cars should be locked at all times. Damage to any vehicle is not the responsibility of Grace Academy. No student may ride with another student without written permission from his or her parent/guardian and the Grace Academy Principal. Student Driver Permit and Rider Permit forms are available in the office.

Violations of driving on school campus

- First Offense — Verbal Warning
- Second Offense — Loss of driving privileges on school property for one week
- Third Offense — Loss of driving privileges on school property for remainder of the marking period or one month, whichever is greater
- Fourth Offense — Loss of driving privileges on school property for the remainder of the school year

**Grace Academy reserves the right to suspend or expel any student who does not comply with the standards of the Discipline Code or who exhibits behavior which is not conducive to the goals of the school.

ADMINISTRATIVE INFORMATION

School Hours

Monday through Friday

7 a.m. – 7:50 a.m. Before School Extended Care

8:20 a.m. – 3:15 p.m. Elementary

8:20 a.m. – 3:13 p.m. Middle & High School

3:30 PM – 5:30 p.m. After School Extended Care

Office Hours

7:30 a.m. – 4:30 p.m. School year regular office hours

9:00 a.m. – 3:00 p.m. Summer office schedule (Tuesday-Thursday)

School Visits

All parents/guardians or other visitors are to report to the school office first. Please do not go directly to the classrooms. Lunches, homework, books, etc. must be labeled and left in the office to be delivered to the student. All snack, field trip, or other money sent to school with pre-school and early elementary children should be labeled.

Teacher & School Contacts

We encourage parents to first contact teachers via email. Often it is easier and more convenient for the teacher to respond electronically. If it is necessary to contact a teacher directly, please leave a message with the secretary for the teacher to return your call.

If you have any questions regarding grades, school functions, classroom practices, or disciplinary actions, please contact the school office.

If you feel the need to request a conference with your child's teacher, send a note to the teacher, or contact the front office, or leave a message in the front office requesting such a conference.

Withdrawal

All withdrawals must be handled through the school office. Communication from the parents will initiate the process of withdrawal from the school. All textbooks must be turned in and financial obligations must be current in order to withdraw in good standing. School records will not be sent to other schools until all accounts are paid in full.

GENERAL INFORMATION

Lockers

Each student in middle and high school is assigned and leased a locker or may share a locker. Lockers may be purchased for \$5 from Mr. Wingert in the school office. Students are not permitted to take items out of another student's locker without permission. Lockers are school property and are, therefore, subject to search at any time without a student present in order to uncover dangerous weapons, drugs, or other prohibited items.

Gym Lockers

Gym lockers are assigned to each student in P.E., and each gym locker must be locked. Gym lockers are also assigned to student athletes. A \$5 deposit is required for each locker and will be returned at school year end if the locker is in good condition.

School Closings and Delays

In the event of possible closings or delayed openings due to weather conditions or other emergencies, parents are requested to listen to the local radio stations for an announcement, or call the weather line. Parents may also sign up for text-messaging through their Sycamore account.

- Radio Station – WCRH (FM 90.5)
- TV Station – WHAG-NBC 25
- Grace Academy Website
- Facebook

Parental Contract with Grace Academy

The administration, faculty, and staff of Grace Academy have committed themselves to the highest of personal and professional Christian conduct. No one becomes spiritual by merely observing or following rules and guidelines. The school does hold to a standard of developing students academically, socially and, most importantly, spiritually. We pray our young people profess Christ as their personal Savior and allow Him to be Lord of their lives.

The following factors must be read, understood, and agreed upon by each and every parent in order to maintain a spirit of unity between the family and the school. It is imperative that every family read and understand the school handbook.

1. We are in full and complete agreement with the Mission of Grace Academy and confirm our desire for Grace Academy to assist us in the total education of our student(s).
2. We will fully cooperate with the school by making every effort to be involved as much as possible in the education experience of our student(s).
3. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to the source of the concern so that they may be properly considered, rather than choosing to publicly voice our criticisms (Matthew 18).
4. We believe that God is the head of our school and that all discipline should be given in love. Our school believes we should follow Biblical truths regarding discipline. We agree to support the faculty, staff and administration at all times by demonstrating therein, personal attitudes and respect.
5. We agree to strive faithfully to meet our tuition obligation every month in which it is due. We recognize that tuition alone does not totally cover the budget and we pledge ourselves to give as regularly as possible to meet the financial needs of the school as God provides.
6. We agree to faithfully pray for the total ministry of the school, and to perform services when able, qualified and requested.
7. If the need arises, or if we are ever asked to do so, we agree to remove our student(s) from the school quietly and with the proper attitude.

Parents/Guardians, please complete this page, detach it and return by Back to School Night – August 18, 2016

I have reviewed this handbook and agree to abide by all policies and procedures.

Signature of Parent/Guardian

Date

Print Name(s) of Student(s): (grades K3-12)

1. _____
2. _____
3. _____
4. _____

5. _____

6. _____

Grace Academy Code of Conduct (Grades K3-5)

Appendix A

Code of Conduct	Classrooms and All Settings	Hallway	Biblical Base and Encouragement
I GIVE RESPECT TO EVERYONE AND EVERYTHING.	<ul style="list-style-type: none"> ✓ Listen politely when the teacher is talking ✓ Raise hand to speak ✓ Speak kindly to everyone ✓ Ask permission to use things ✓ Treat everyone the way you want to be treated. ✓ Show love and promote peace 	<ul style="list-style-type: none"> ✓ Walk silently in the hallway ✓ Keep hallways neat and clean ✓ Keep hands off walls and displays ✓ Keep a distance between self and others 	<p>“Listen to advice and accept instruction, and in the end you will be wise.” Proverbs 19:20</p> <p>“He must turn from evil and do good: he must seek peace and pursue it.” 1 Peter 3:11</p>
I AM RESPONSIBLE FOR MY CHOICES, ACTIONS, AND WORK.	<ul style="list-style-type: none"> ✓ Follow directions (First time obedience) ✓ Turn in work on time ✓ Make good choices ✓ Accept consequences for my choices ✓ Mind my own business 	<ul style="list-style-type: none"> ✓ Follow directions (First time obedience) ✓ Make good choices ✓ Accept consequences for my choices 	<p>“He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy.” Proverbs 28:13</p>
I ALWAYS AM SAFE AND HAVE SELF CONTROL.	<ul style="list-style-type: none"> ✓ Keep hands and feet to self ✓ Stay in assigned areas ✓ Sit up in chair correctly with good posture ✓ Use materials appropriately ✓ Think before acting 	<ul style="list-style-type: none"> ✓ Keep hands and feet to myself ✓ Stay in a straight, quiet line ✓ Keep distance between self and others ✓ Walk , do not run 	<p>“He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.” Proverbs 10:17</p>
I COOPERATE AND WORK TOGETHER.	<ul style="list-style-type: none"> ✓ Encourage others ✓ Put others first ✓ Get the job done ✓ No fighting ✓ Compromise 		<p>“Honor one another above yourself.” Romans 12:10</p> <p>“...God loves a cheerful giver.” 2 Corinthians 9:7</p>
I EXPECT THE BEST WORK FROM MYSELF.	<ul style="list-style-type: none"> ✓ Come prepared ✓ Work hard ✓ Do not give up ✓ Complete your work 	<ul style="list-style-type: none"> ✓ Walk with a purpose ✓ Walk forward with your hands to your sides 	<p>“I can do everything through him who gives me strength.” Philippians 4:13</p>

Grace Academy Code of Conduct (Grades 6-12)

Appendix B

Code of Conduct	Classrooms and All Settings	Hallway	Biblical Base and Encouragement
<p>I</p> <p>GIVE RESPECT TO EVERYONE AND EVERYTHING.</p>	<ul style="list-style-type: none"> ✓ Adhere to dress code at all times ✓ Put trash in appropriate places. ✓ Talk only at appropriate times. ✓ Listen when teacher is talking. ✓ Show non-verbal communication that you are on task. 	<ul style="list-style-type: none"> ✓ Walk promptly to your class. ✓ Keep hallways neat and clean. ✓ Keep hands off walls and displays. ✓ Keep a distance between self and others. ✓ Have a pass or agenda. ✓ Follow and respond to adult directions. 	<p>“Listen to advice and accept instruction, and in the end you will be wise.” Proverbs 19:20</p> <p>“He must turn from evil and do good; he must seek peace and pursue it.” 1 Peter 3:11</p>
<p>I AM</p> <p>RESPONSIBLE FOR MY CHOICES, ACTIONS, AND WORK.</p>	<ul style="list-style-type: none"> ✓ Turn in work on time. ✓ Be prepared with materials and assignments. ✓ Accept consequences for my choices. ✓ Turn in all forms that are due. ✓ Be punctual. 	<ul style="list-style-type: none"> ✓ Follow directions (First time obedience) ✓ Make good choices no matter who is looking. ✓ Accept consequences for your choices. ✓ Use appropriate language and volume. 	<p>“He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy.” Proverbs 28:13</p>
<p>I</p> <p>ALWAYS AM SAFE AND HAVE SELF CONTROL.</p>	<ul style="list-style-type: none"> ✓ Keep hands and feet to self. ✓ Stay in assigned areas. ✓ Sit up in chair correctly with good posture. ✓ Use materials appropriately. ✓ Think before acting. 	<ul style="list-style-type: none"> ✓ Keep hands and feet to yourself. ✓ Keep distance between self and others. (No PDA.) ✓ Walk, do not run. 	<p>“He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.” Proverbs 10:17</p>
<p>I</p> <p>COOPERATE AND WORK TOGETHER.</p>	<ul style="list-style-type: none"> ✓ Encourage others. ✓ Put others first. ✓ Get the job done. ✓ No fighting. ✓ Compromise. 		<p>“Honor one another above yourself.” Romans 12:10</p> <p>“...God loves a cheerful giver.” 2 Corinthians 9:7</p>
<p>I</p> <p>EXPECT THE BEST WORK FROM MYSELF.</p>	<ul style="list-style-type: none"> ✓ Come prepared. ✓ Work hard. ✓ Do not give up. ✓ Complete your own work. ✓ Plagiarism/cheating is unacceptable. 	<ul style="list-style-type: none"> ✓ Walk with a purpose. ✓ Walk forward with your hands to your sides. ✓ Use appropriate language. ✓ Clean up your area. 	<p>“I can do everything through him who gives me strength.” Philippians 4:13</p>