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**Parent/Student Handbook**

***Revised 7/30/2020 GAC Parent/Student Handbook***

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SECTION I: ADMINISTRATIVE INFORMATION

**GRACE ACADEMY SCHOOL AT A GLANCE**

Welcome to Grace Academy Cartersville (GAC)! The purpose of GAC is to train students both spiritually and academically. It is our conviction that proper training begins in the home and is continued in the church and the Christian school. The school is an institution set up by man for the educating and training of children. It is with this in mind that we have claimed the verse found in Proverbs 22:6, “Train up a child in the way he should go; and when he is old, he will not depart from it.” We feel that the Lord has blessed this ministry because of our continued determination to put the Lord first in our teaching and the training of your children.

**MISSION STATEMENT**

The mission of Grace Academy is to place God first in the lives and education of one of the most precious gifts from God: *our children*. We seek to do so by instilling and nurturing a reverential love and fear of the Lord our God by fostering growth in the following areas:

*Faith*

 Romans 10:17

 1 Corinthians 2:5

 1 Peter 1:7

*Honor*

 Hebrews 13:18

 1 Timothy 5:17-18

 Deuteronomy 5:16

*Excellence*

 Philippians 1:9-10

 Philippians 4:8

 Proverbs 3:1-6

**STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His Resurrection (John 11:25; 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life and those who are lost receive eternal condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 2:12–13; Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

**STATEMENT OF LIFESTYLE**

The Bible is the ultimate and final source for determining our personal, professional, and public morality. As a follower of Christ, we each submit our will to God in accordance with the Bible.

**STATEMENT OF PHILOSOPHY**

The educational process in a Christian school is dependent on a biblical philosophy that provides the correct worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the following is the Philosophy of Education for Grace Academy:

***Education-***

We will provide a safe and loving environment for students to learn. We will seek excellence in all that we do. We will work with parents to prepare and equip their student for college, his or her future vocation, and the rest of his or her life..

***Service-***

With Christ as our example, students will learn the power of serving others with humility. We will teach students to look not only to their own interests, but also to the interests of others. We believe that missions is an integral part of Christian growth. It will be promoted in all grade levels, with grades 6-12 being applied to Spiritual Growth Units for graduation.

***Character-***

Students and staff will strive to live like Jesus Christ and be a light at home, at school, and in the community. Whether in school or out, students and staff will be challenged to honor those in authority, be characterized by the fruit of the Spirit, behave responsibly, treat everyone respectfully, and excel in all they do, for the glory of God.

***Faith-***

Students will receive biblical training to help them grow in their knowledge of and faith in Jesus Christ. By God’s grace, students and families will come to know Jesus Christ as their Savior and will communicate God’s love to those with whom they interact.

SECTION II: ELEMENTARY SCHOOL

**ELEMENTARY**

**GRADES 1-5**

**ADMISSIONS POLICY**

Students are tentatively accepted at Grace Academy after an interview with the administration concerning spiritual and academic areas. Final acceptance is contingent upon application requirements and placement of the student (see General Information - Registration).

**ACADEMIC REQUIREMENTS**

**HOMEWORK:**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to each student for the purpose of advancing his studies. Parents will insure that homework is returned the following day or as assigned. Homework will not ordinarily be assigned on Wednesday night in order not to interfere with church attendance.

**GRADING:**

No student is promoted in grades one through three if he fails either reading or math or if he receives a “D" in both subjects. A student may be retained if it is the opinion of the teacher or the administration that it would be beneficial to the student.

No student in grades four or five is promoted who receives two “F’s” in academic subjects. A student who receives more than three “D’s” may be retained if it is the opinion of the administration that it be beneficial to the student.

“D’s” and F’s” in conduct and Bible do not determine whether or not a student is promoted but may affect re-enrollment.

**HONOR ROLL:**

Honor rolls are compiled after each semester grading period.

A HONOR ROLL: All grades in graded subjects are “A’s” with no “Attitudes and Habits” grade of N or U.

A/B HONOR ROLL: All grades in graded subjects are “A’s” and "B's" with no “Attitudes and Habits” grade of N or U.

In order to earn an A honor roll certificate at the end of the school year, the student must have been on the A honor roll for all four quarters.

In order to earn an A/B honor roll certificate at the end of the school year, the student must have been on one honor roll or the other for all four quarters.

**ATTENDANCE**

**DAILY SCHEDULE:**

School begins each day at 8:00 AM. Those coming in after 8:00 AM will be counted tardy and must sign in at the school office. It is best for the parent to leave the child with the teacher on the first day of school and not to make it a habit to distract the teacher or other children by standing in the hall after the child is delivered to his room.

Please note the dismissal time for your child’s grade (see Other Information – Daily Schedule). Elementary children will be dismissed by their teacher at a designated point in the building. Children not picked up 20 minutes after their scheduled pick-up will be placed in after care and will be charged an hourly fee. Students cannot be left in the office.

**YEARLY REQUIREMENTS:**

(See General Information – Attendance Policy)

**DOCTOR / DENTAL APPOINTMENTS:**

(See General Information - Attendance Policy)

**PERSONAL ABSENCE:**

(See General Information - Attendance Policy)

**EARLY DISMISSAL:**

Parents wishing to get their children out of school early must go to the main office. Parents should not go directly to the classrooms and distract the teacher from his work.

**TARDIES:**

Students coming in after 8:00 AM, must sign in at the school office and be counted as tardy. Five tardies count as one absence as far as perfect attendance is concerned.

**DISCIPLINE**

The administration desires to keep any disciplinary measures both effective and Scriptural. We will work closely with parents to solve any difficulty in behavior. Parents will be notified when their child is sent to the office. Close contact between parents and teachers will generally solve most behavior problems. Suspension or expulsion will be the result of habitual or extreme bad behavior.

Teachers will handle classroom disciplinary problems according to school guidelines until such time as this proves to be ineffective. The child will then be sent to the office. If a child is sent to the office more than once in fairly close succession, the parents will be called for a conference.

Any time a student is sent to the office for a conference with the principal or any other school official, a written record will be made and placed in the student’s file.

It is our desire that your child learns self-discipline. We will be fair. We ask you to help. Working together under the leading of the Holy Spirit, we will succeed, and that is the ultimate desire of this education program.

**4th & 5th GRADE DETENTION SYSTEM:**

Fourthgrade detentions will start after the second marking period. Fifth grade detentions will start at the beginning of the school year. All detentions will be served after school as accumulated. A detention form will be sent home to be signed and returned within two days. Detentions may be rescheduled one time for conflicting appointments if necessary. Detentions will be held from 2:35 to 3:15 PM. Students who are not picked up at that time will be sent to afterschool care and will be charged through that program.

The **third** detention within a quarter will result in a one-day, out of school suspension. The **fourth** detention within a quarter will result in a two-day, out of school suspension. The **fifth** detention within a quarter will result in a student being evaluated by the faculty and staff, and their recommendation will be presented to the administration and school board for possible expulsion. Students on probation for two quarters in a school year will be placed on an evaluation review in order to remain at Grace Academy Cartersville.

**Mandatory Parent/Teacher/Administrator Conference (with action TBD):**

• Fighting

• Bad Language

• Cheating

• Stealing

• Flagrant disrespect/continued bad attitude

• Three or more incomplete assignments/homework per week

• Three unexcused tardies in a quarter

• Other violations considered to be of similar seriousness

**STUDENT DRESS CODE**

(See General Information - Dress Code)

SECTION III: MIDDLE AND HIGH SCHOOL

**MIDDLE AND HIGH SCHOOL**

**GRADES 6-12**

**ADMISSION POLICY**

Students wishing to attend Grace Academy Cartersville must agree to abide by the theological position, the educational philosophy, and the convictions regarding separation from things of the world as practiced by Grace Academy Cartersville. Before submitting an application, a prospective student and parent should examine the school requirements in the following areas:

1. RELIGIOUS: Our Statement of Faith should be read and understood to be a vital part of our ministry. The Bible is recognized as a fundamental requirement for all subjects. It augments the studies of English, History, Social Studies, Science, and Health. Because of this standard, all students are taught a planned program of Bible study each day and attend chapel once a week to hear a message from the Word of God. Faithfulness in church attendance is stressed for each student. Students are asked to attend at least once a week unless providentially hindered. We believe that they should attend more often but have set this as a minimum.

2. ACADEMIC: It is the responsibility of each applicant to provide a transcript of credits earned from the previous school attended. The transcript should demonstrate the student’s ability to perform satisfactorily in academic endeavors at GAC. A student who demonstrates an inability to perform on the grade level or in the course in which he is placed may be required to adjust to the grade level or course in which he can do satisfactory work.

3. ATTITUDE: Before a student can be enrolled at GAC, we require that both the student and the parents accept the position of the school. Students should enroll out of personal desire to be part of this ministry. Thus, a student will not be accepted in our school against his will.

4. BEHAVIOR: Before enrolling in GAC, both the student and the parents must sign the Parent/Student Handbook acknowledgment, which is a pledge to abide by GAC policies. This handbook addresses the behavior expected of the students at Grace and the penalty associated with failure to behave consistent with the pledge.

**ATTENDANCE**

(See General Information – Attendance Policy)

**DISCIPLINE**

The administration desires to keep any disciplinary measures both effective and Scriptural. We will work closely with parents to solve any difficulty in behavior. Parents will be notified when their child is sent to the office. Close contact between parents and teachers will generally solve most behavior problems. Suspension or expulsion will be the result of habitual or extreme bad behavior.

Teachers will handle classroom disciplinary problems according to school guidelines until such time as this proves to be ineffective. The child will then be sent to the office. If a child is sent to the office more than once in fairly close succession, the parents will be called for a conference.

Any time a student is sent to the office for a conference with the principal or any other school official, a written record will be made and placed in the student’s file.

It is our desire that your child learns self-discipline. We will be fair. We ask you to help. Working together under the leading of the Holy Spirit, we will succeed, and that is the ultimate desire of this education program.

**DETENTION**

All detentions will be served after school as accumulated. A detention form will be sent home to be signed and returned within two days. Detentions may be rescheduled one time for conflicting appointments if necessary. Detentions will be held from 3:10 to 4:00 PM. Students who are not picked up at that time will be sent to afterschool care and will be charged through that program.

The **third** detention within a quarter will result in a one-day, out of school suspension. The **fourth** detention within a quarter will result in a two-day, out of school suspension. The **fifth** detention within a quarter will result in a student being evaluated by the faculty and staff, and their recommendation will be presented to the administration and school board for possible expulsion. Students on probation for two quarters in a school year will be placed on an evaluation review in order to remain at Grace Academy Cartersville.

Detentions must be served within two (2) weeks of being issued. This document must be taken home and be signed by the student and parent acknowledging that notice has been given and agreeing to the date the detention is to be served. This document must be returned to the school office the following morning prior to 7:45 AM.

If there is a conflict of scheduling, such as a previously scheduled doctor/dentist appointment, then notice must be given prior to 8:00 AM, and other scheduling may be done at that time. **However, the detention must be served within two weeks of being issued.** It will not be acceptable for a student who is assigned to detention hall to seek rescheduling after 8:00 AM the day he is scheduled to serve a detention. It will be the student’s responsibility to see that rescheduling is done.

Athletes may not reschedule detentions to avoid missing a game or practice, unless Ok’d by the administration.

Detention hall after school starts promptly at 3:10 PM and lasts until 4:00 PM. Tardiness to detention hall may only be approved by the School Administration and may result in an additional detention. Failure to report to detention will result in an additional detention and possible suspension.

**Mandatory Parent/Teacher/Administrator Conference (with action TBD):**

• Fighting

• Bad Language

• Cheating

• Stealing

• Flagrant disrespect/continued bad attitude

• Three or more incomplete assignments/homework per week

• Three unexcused tardies in a quarter

• Other violations considered to be of similar seriousness

**AUTOMATIC DETENTIONS:**

• Unexcused absence

• Being in an automobile during the school day without permission

• Going to any area without permission

• Failure to report to assigned Detention Hall

• Disrespect (mocking, treating others with ridicule or contempt, saying hurtful things, or speaking with the tone of disrespect)

• Food or drink outside of designated area

• Other

**AUTOMATIC TWO DETENTIONS AND A CONFERENCE:**

*Any offense in this category can result in suspension*

• Offensive touching

• Public display of affection: too close, holding hands, hands on, physical contact either on school campus during the school day or at any school-sponsored event

• Damaging property (this offense requires proper restitution)

• Lying

• Truancy or skipping class

• Possession of matches or lighter

• First offense cheating

• Use of vulgar, obscene, or abusive language

• Leaving campus without parental/administrative permission

• Forgery of parent/guardian signature

• Reckless driving on or near school property (this may result in losing driving privileges on campus. See General Information - Automobile and Student Drivers Policy)

• Possession of tobacco, tobacco products or vaping products in any form

• Any second offense of an Automatic Detention item

• Disrespect to a teacher

• Other

**AUTOMATIC THREE DETENTIONS AND**

**POSSIBLE ONE TO THREE – DAY SUSPENSION:**

• Second offense of any of the items listed under Automatic Two Detentions and a Conference Category above.

• Stealing

• Possession of offensive materials (pornographic, demonic, etc.)

• Fighting or threatening bodily harm to another individual (this will result in possible expulsion and may result in legal action by law enforcement)

• Ignition of any fire of any size (starting a fire may result in possible expulsion and could result in legal action by law enforcement)

• Throwing food (throwing objects that could cause injury to other persons or property will result in possible suspension)

• Unauthorized possession of school keys

Any second occurrence of any of the above Automatic Three Detentions category offenses within the school year will result in possible student expulsion from Grace Academy.

All suspensions will require a student/parent/administrative conference before the student will be permitted to return to school.

**CLASSROOM SUSPENSION:**

A vital part of our Discipline Policy involves classroom responsibilities. In the event a student’s classroom requirements are not met and discipline procedures have not achieved the proper results, the student will be denied admittance to that specific class until all assignments are caught up. Parents will be notified when this action is taken.

**EXPULSION:**

Any student expelled from Grace Academy Cartersville or any other school cannot attend Grace Academy for the remainder of the year. The student must remain out of our school for a minimum of one full semester before seeking readmittance. Proper restitution must be made and true repentance has to be evident to the administration. The student and parents must meet with the principal before being readmitted. Special administrative approval may override this policy in special events, depending on the reason for being expelled. (For example, a student may be expelled from a public school for witnessing or carrying a Bible, etc.) A student may be expelled because of excessive discipline problems. A student may be expelled from school if he or she is found taking part in any of the following items at or away from school year-round:

• PORNOGRAPHY

• DRUGS

• USE OF TOBACCO (ANY FORM)

• ALCOHOL

• SEXUAL SIN (see General Information - Personal Behavior)

• A student may also be expelled if the student:

1. Threatens a teacher

2. Threatens to harm a person or property

3. Actively participates in the vandalism or destruction of school or private property

4. Is involved in criminal activity

5. Brings firearms to school

6. Is involved in immorality (see General Information - Personal Behavior)

7. Gives evidence of not wanting to uphold the testimony of the school by his/her attitude, dress, and/or behavior

The following special regulations apply to any student who is expelled from Grace Academy:

1. He will not be allowed to attend school functions unless special administration approval is given.

2. He is not allowed to be on the school grounds unless he has official business and permission from the administration.

**ALWAYS REMEMBER –** Grace Academy Cartersville, as a private institution, reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. The school maintains the right to suspend or expel anyone who violates the standards or spirit of the school. The administration shall determine, without override, when and how to discipline offenders of both written rules and the general spirit and/or direction of this instruction.

**PROBATION:**

While a student is on disciplinary probation, he/she may not be allowed to participate in extracurricular activities. Once a student has been reinstated, the student will have regular progress reports from his teachers.

**REVIEW POLICY:**

Students who are on disciplinary probation for two quarters in a school year will be placed on review and evaluated as to whether they may continue as students at Grace Academy Cartersville.

**DISMISSAL:**

Grace Academy Cartersville reserves the right to dismiss any student at any time when it becomes apparent that the student or parent is a negative influence or will not abide by the school rules.

**LANGUAGE:**

We would ask students to be very careful about their language. Saying hurtful, disrespectful things to one another is un-Christian and will not be allowed. We are admonished by Scripture to edify - build up - one another, and we would require that students do unto others as they would have others do unto them (Luke 6:31). Any use of God’s name in an irreverent way is unacceptable, as is any swearing. Furthermore, we would caution the students to watch their use of euphemisms in place of obvious swear words. “Let your speech be always with grace...” (Colossians 4:6). “In all things showing thyself a pattern of good works (including) sound speech...” (Titus 2:7, 8).

**CONCLUSION:**

The School Board and Administration reserve the right to act upon any area not covered by the student handbook in any way they deem necessary to provide proper discipline.

**DRESS CODE AND APPEARANCE**

(See General Information – Dress Code)

**MIDDLE SCHOOL ACADEMICS**

Middle School students do not accumulate high school credits, although the high school report card form is used. No student in middle school is promoted who receives a yearly average of “F” in two or more academic subjects. A student who receives three or more “D’s” may also be retained. Students failing Bible for the year will be required to make up that work with a supplemental class.

**COURSES**

**6th Grade 7th Grade 8th Grade**

Language Arts/Reading/Spelling English/Literature/Spelling English/Literature/Spelling

World History World History US History

Science Science: Order & Design Science: Earth & Space

Math Pre-Algebra Pre-Algebra or Algebra 1

Bible Bible Bible

PE PE PE

Weekly Electives\* Weekly Electives\* Weekly Electives\*

\*Electives: Art, Computer, Music and Spanish

**TESTS**

All major tests will be announced no later than a week before a test is to be given. An approximate test day may be initially announced and a specific date announced at least 3 days before the test day. Unless dictated by course-scheduled tests beyond our control, no tests except in math are ever to be given on Thursday.

**HOMEWORK POLICY**

Homework is given as deemed necessary to aid students in learning. Homework assignments should typically demand no more than thirty minutes for the average student for any subject at the middle school level. Specific policy will be per the teacher’s discretion.

**HONOR ROLL:**

Honor rolls are compiled after each semester.

A HONOR ROLL: All grades in graded subjects are “A’s” with no “Attitudes and Habits” grade of N or U.

A/B HONOR ROLL: All grades in graded subjects are “A’s” and "B's" with no “Attitudes and Habits” grade of N or U.

In order to earn an A honor roll certificate at the end of the school year, the student must have been on the A honor roll for both semesters.

In order to earn an A/B honor roll certificate at the end of the school year, the student must have been on one honor roll or the other for both semesters.

**HIGH SCHOOL ACADEMICS**

**GRADUATION REQUIREMENTS**

Grace Academy Cartersville requires the successful completion of an academic program in excess of the requirements of the State of Georgia. Students are required to enroll for a minimum of six classes each semester. To graduate from Grace Academy, a student must accumulate 32 credits during the ninth through twelfth grades in the areas indicated below.

Grade point averages will be figured only by the core curriculum (English, Math, Science, History/Geography, and Foreign Language).

Because this is a Christian school, each student must also be enrolled in and pass a Bible class each semester while at Grace Academy Cartersville.

Seniors must take the SAT or ACT tests before graduation. Sophomores must take the PSAT.

Alterations in the basic requirements may be made with administrative approval for transfer students.

**COLLEGE PREPARATORY DIPLOMA**

**Curriculum Credits**

Bible 4.0

English/Language Arts 4.0

Science 4.0

Mathematics (Algebra I and higher) 4.0

History 4.0

Foreign Language 2.0

Physical Education / Health 1.0

CTAE/Fine Arts 1.0

Electives 4.0

Spiritual Growth Units 4.0 (80 hours total)

**Total Units:** 32.0

**GRADUATION MARCHING REQUIREMENTS**

1. A student must have earned all credits in order to receive his diploma at the annual commencement exercises.

2. A student will be permitted to march at the annual commencement exercises and receive a **diploma cover only** if he falls short by **ONLY ONE CREDIT**.

3. A student will be permitted to march at the annual commencement exercises and receive a **diploma cover only** if he has an outstanding school account.

4. No student that lacks more than one credit for graduation will be permitted to march in commencement exercises.

Students who plan to attend college should write the colleges of their choice to find out if there are special requirements, and students will need to plan a school program with the School Administration to assure fulfillment of particular college entrance requirements.

**TESTS**

All major tests in all subjects will be announced no later than a week before a test is to be given. An approximate test day may be initially announced and a specific date announced at least 3 days before the test day. Unless dictated by course-scheduled tests beyond our control, no tests except in math are ever to be given on Thursday.

Each class is required to have a semester test. This test will be comprehensive for that semester.

**ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Grace Academy Cartersville adheres to the following requirements:

• Students’ grades will be checked every three weeks

• Student must maintain a 2.0 GPA and have a passing grade in all subjects in order to remain eligible for athletic participation.

• Student athletes, who are not maintaining a 2.0 GPA at the 3-week check, 6-week check, or 9-week Report Card, will become ineligible for a minimum of three (3) weeks.

• Academic probation may be granted to students who are academically eligible at the time report cards are issued, but whose GPA falls below a 2.0 at the three-week grade check. Students may be put on probation for three weeks at any time between report cards for the following reasons:

1. GPA falls below a 2.0

2. A failing grade is received on a major test, assignment, or project

3. Two (2) or more D’s on a Progress Report

4. An “F” in effort is received on a Report Card

If, at the end of the three (3) weeks probation, the student’s grades are not up to standard, he will become ineligible for the next six (6) weeks. Probation will be used sparingly, and cannot be employed at the time report cards are issued. Probation should be granted only to student athletes who, in the judgment of the administrator, will be able to raise their GPA to a 2.0 by the end of the additional three weeks.

• Students who become ineligible will continue to practice with the team but may not play or travel with the team.

• Ineligible players must support the team by being present at all home games.

• Students who receive two or more failing grades or who drop to a 1.75 GPA or below will not be allowed to practice during the period of ineligibility.

• All students are eligible for fall sports until the first grade check at the end of the 4th week of school.

• A student athlete may be disqualified if, in the opinion of the Administration, Athletic Director, or coaching staff, he or she does not maintain the proper Christian attitude toward his/her school, coaches, teammates, and/or game officials.

• A student athlete who is absent from school will not be allowed to practice in any sport on that day unless absence is approved by the administrator.

• A student athlete who is tardy or absent the day following a game is subject to a one-game suspension unless the administrator approves the absence.

• Once a student athlete is selected to be on a team or squad, he/she has made a commitment to that program. If a student athlete decides to quit, he/she will not be eligible to participate in the next sport. Student athletes are also responsible for any participation fees charged.

**ACADEMIC PROBATION**

While a student is on academic probation, he may not be allowed to participate in extracurricular activities based on administrative review. Once a student has been reinstated, the student will have regular progress reports from teachers. An extracurricular activity is one that carries no academic credit.

Students who are on academic probation for two quarters in a school year will be placed on review and evaluated as to whether they may continue as students at Grace Academy.

**MAKE - UP WORK**

(See General Information – Make-Up Policy)

**REPORT CARDS**

Report cards will be distributed each nine weeks. Progress reports will be issued at four weeks. Each of the teachers will be glad to discuss a student’s progress or difficulties. Please call the school office to arrange a conference with a teacher (see General Information – Report Cards).

**Grading Scale:**

A (90 – 100) = Excellent

B (80 – 89) = Above Average

C (70 – 79) = Average

D (60 – 69) = Below Average

F (≤ 59) = Failure

**Effort Grades:**

 A = Excellent

 B = Above Average

 C = Average

 D = Below Average

 F = Unacceptable

**HONOR ROLL:**

Honor rolls are compiled after each semester.

A HONOR ROLL: All grades in graded subjects are “A’s” with no “Attitudes and Habits” grade of N or U.

A/B HONOR ROLL: All grades in graded subjects are “A’s” and "B's" with no “Attitudes and Habits” grade of N or U.

In order to earn an A honor roll certificate at the end of the school year, the student must have been on the A honor roll for both semesters.

In order to earn an A/B honor roll certificate at the end of the school year, the student must have been on one honor roll or the other for both semesters.

SECTION IV: GENERAL INFORMATION

**GENERAL INFORMATION**

All information contained in this section pertains to Elementary, Middle School, and High School unless otherwise noted.

**AFTER SCHOOL SCHEDULE**

Kindergarten and elementary children not picked up by their scheduled pick-up time will be placed in after care and will be charged an after care fee. Students cannot be left at the school office.

Students are not allowed in the buildings or on campus after 3:10 PM without proper supervision. Student athletes must remain under supervision of a coach until they are picked up. Student athletes should take books and personal items with them before going to after school practice.

**ATHLETICS**

The purpose of our athletic program is to glorify God. It is our desire that we use sports to show forth Christ to those around us. It is also our desire to build Christian character, discipline, sportsmanship, cooperation, and self-control into the lives of those who participate.

Any player who has been pronounced a member of an athletic team at Grace Academy is not eligible to practice or play in games scheduled for another sport which overlaps either practice sessions or games of the first sport. This ruling applies to players who quit the first sport or are dismissed for academic or discipline reasons. Those players who are cut for lack of ability in one sport are free to try out for another sport running concurrently with the first. No athlete will be allowed to participate in more than one sport per season. Special cases not covered herein shall be reviewed by the Athletic Director or administration.

**ELIGIBILITY:**

Grace Academy adheres to the following requirements:

• Academic Eligibility for Extracurricular Activities (see pg 19, High School Academics – Academic Eligibility for Extracurricular Activities).

• A student may be disqualified if, in the opinion of the administration, Athletic Director, or coaching staff, he or she does not maintain the proper Christian attitude toward his school, coaches, teammates, and/or game officials.

• An athlete who is absent from school will not be allowed to practice or to compete in a game in any sport on that day unless the absence is approved by the administrator.

• An athlete who has an unexcused tardy or absence the day following a game is subject to a one-game suspension.

• Once a student is selected to be on a team or squad, he has made a commitment to that program. If a student decides to quit, he will not be eligible to participate in the next sport of the same season. He is also responsible for any participation fees charged.

**ATTENDANCE POLICY (adopted from Bartow County Schools)**

In order to receive maximum benefit from instructional activities, students are expected to be in school each day and on time unless excused as provided by Georgia law. Good attendance habits positively impact the learning process and carry over into the workforce. It is the position of the Grace Academy Cartersville that every day at school is important and that no student should be absent except for extraordinary reasons.

To be considered present, a student must be in attendance for at least 4 hours of the school day. Students that do not meet this requirement will be absent for the day.

When a student is absent from school, it is the student’s responsibility to collect and complete all missed work and turn it in within three (3) days of their return to school, unless other arrangements have been made by the student and teacher or administration.

A student is tardy when the student is not in the classroom ready to learn when the school day begins.

A check-out occurs when a student leaves school before the end of the school day.

In accordance with Georgia Board of Education Rule 160-5-1-.10, students may be **temporarily** excused from school. The following constitute legally excused absences, tardies, or check-outs from school, with proper documentation:

1. Personal illness or attendance in school endangers a student’s health or the health of others. Local school boards may request students to present appropriate medical documentation upon the return to school for the purpose of validating the absence is an excused absence. With proper verification, a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule160-4-2-.31 Hospital/Homebound (HHB) Services.
2. A serious illness or death in a student’s immediate family necessitating absence from school. In the event of a serious illness in a student’s immediate family, local boards of education may request students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. Observing religious holidays, necessitating absence from school.
4. Pre-induction physical examinations for military service.
5. Court order, court subpoena, or other required court appearances.
6. Voter registration for a period not to exceed one day.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents’ or legal guardians’ deployment or during such parents’ or legal guardians’ leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (OCGA §20-2-692.1)
8. Conditions rendering school attendance impossible or hazardous to student’s health or safety.
9. Any other absence not explicitly defined herein but deemed by the local school board to be excused based on circumstances.

An absence, tardy, or check-out for any other reason is unexcused. For example, family vacations, traffic, missing the bus, oversleeping, car trouble, personal convenience, or family emergencies without proper documentation are not valid reasons for absences, tardies, or check-outs. Absences incurred as a result of a suspension are considered unexcused but do not count in the compilation of absences that are counted for truancy.

Three (3) unexcused tardies, three (3) unexcused check-outs, or any combination of the two shall constitute one (1) unexcused absence.

**Very Important-Please Review Carefully!!!!**

If a student has more than five (5) unexcused absences in a school year, the parents are subject to the following penalties under Georgia’s Compulsory Attendance Law:

➢A fine between $25 and $100 for each unexcused absence over five (5);

➢Up to 30 days of jail time for each unexcused absence over five (5);

➢Community service; or

➢Any combination of these penalties

**Documentation**: In order for an absence, tardy, or check-out to be excused, proper documentation must be submitted promptly and no more than three (3) days after the student returns to school. An example of proper documentation is a doctor note, dentist note, court order or subpoena, or an obituary.

**Parent Notes:** A parent may submit parent notes to explain up to four (4) days of student absences each semester. Whether the absence is excused or unexcused will be determined based on this Attendance Procedure. If the student is out for more than two (2) consecutive days due to illness, a medical excuse will be required. All parent notes must be submitted no more than three (3) days after the student returns to school.

**Family Vacations:** Family vacations are not excused absences based upon State Board of Education Rules.

**Service as Page of the General Assembly:** A student who serves as a Page of the General Assembly shall be counted present and not absent on the day of service.

**Children in Foster Care:** A student who attends court proceedings related to his or her foster care shall be counted present and not absent for any day or portion of the day missed from school.

**Field Trips or Other Activities:** A student who is participating in a school approved field trip, school approved event, or school approved program shall be counted present and not absent for any day or portion of the day missed from school.

**Driver’s Permit or License:** A student under 18 who wishes to obtain a driver’s permit or license must be enrolled and not under suspension from school.

**Custodians and Guardians:** In this Attendance Procedure, the word “parent” shall also include legal custodians, guardians, or anyone else who has control or charge of a child.

**Notification of Absences:** When a student has three (3) unexcused absences for any reason, and again when a student has five (5) unexcused absences for any reason, the school will make reasonable attempts to notify the parents. This notification may include notification by first class mail or telephone contact.

**Consequences of More Than Five (5) Unexcused Absences:** If a student has more than five (5) unexcused absences, the parent and/or student may be required to attend an Attendance Support Team meeting. The parent and/or student may also be subject to referrals to the School Social Worker, Juvenile Court, Magistrate Court, and/or the Department of Family and Children Services for truancy and/or educational neglect.

**Acknowledgement of Receipt:** All students 10 years or older by September 1 and all parents shall sign the Acknowledgement Form at the end of this handbook which verifies that they have received a copy of this Attendance Procedure and are aware of the possible consequences and penalties for violating the Georgia Compulsory Attendance Law.

**For Additional Information:** If you have any questions about the Attendance Procedures, please contact your Administration. You may also review O.C.G.A. § 20-2-690.1 through O.C.G.A. § 20-2-694, Georgia State Board of Education Rule160-5-1-.10.

**Pre-Arranged Absences**

Absences classified as pre-arranged are excused under the following conditions:

1. Pre-arranged absences are those absences other than illness or family emergencies that can be scheduled ahead of time.

2. A written request by a parent must be submitted to the school office no later than one (1) day before the scheduled absence.

3. Arrangements must be made with each teacher concerning make-up work before the absence.

4. All make-up work (including tests) is due the first day back at school.

5. Juniors and seniors may take up to three college visits per quarter exempt from total days allowed. Please see administration for appropriate documents for these visits to be excused.

**Doctor/Dental Appointments**

Students checked out or absent from school due to a doctor or dental appointment must bring a written excuse from the doctor showing the date and time of visit when the student returns to school.

**Early Dismissal**

1. All students must have parental/administrative permission for early dismissal.

2. Students must bring their notes for an early dismissal to the school office upon arrival in the morning of the early dismissal. The office will issue an early dismissal slip.

3. All secondary students must come to the office and sign out before leaving. Parents of elementary students must sign out their children in the school office before picking them up.

4. Early dismissal is treated the same as a tardy to school and/or absence from class.

5. A full day is credited after 11am. Work missed must be made up.

**Make-Up Policy**

1. Work missed due to an excused absence must be made up or a zero will be assigned for all work not completed.

2. Students who are sick can check their assignments on their teacher’s website.

3. Students are allowed the length of their absences plus one day to make up work under normal circumstances (other than a pre-arranged absence).

4. Tests announced before a student’s absence and scheduled to be given while that student is absent or on his first day back in class must be taken on that first day back in class unless the absence is due to an illness or family emergency of three (3) days or more.

5. Major projects that are assigned two weeks or more in advance are due as scheduled unless circumstances approved by the administration allow for a later date.

**Truancy**

A student who is not in school or a student leaving the school property without permission from the school office, administration, or parent/guardian will be considered truant and will be disciplined. Driving students are permitted to leave campus for lunch with permission from Administration and parents. All students leaving before the end of the day must sign out at the school office. Permission to leave must come from a parent or the administration.

**AUTOMOBILES AND STUDENT DRIVERS**

The following guidelines are for any student drivers at Grace Academy Cartersville.

1. Students who drive an automobile to school must be 16 or older and possess a valid Georgia driver’s license.

2. Student parking is located by the church.

3. Students who must transport other students to school, except brothers and sisters, must secure written permission from all parents involved plus administrative approval.

4. Automobiles are off limits during regular school hours and are never to be used for student gathering before or after school hours.

5. Students are not allowed to go to the student parking lot or to their automobile during school hours without teacher approval.

6. Proper driving etiquette and safety should be practiced at all times around the school.

7. Driving from one part of the campus to another without special permission is strictly forbidden.

8. Reckless driving, riding in another student’s automobile, on the outside of an automobile, or in the back of a pickup truck is strictly forbidden and is punishable by suspension from school.

9. Students should never be asked by GAC personnel to use their vehicle to run errands or haul equipment where the student has to drive.

10. GAC personnel should never use a student’s vehicle without the parents’ permission.

11. Six (6) tardies to school in one quarter may result in the loss of driving privileges for the following quarter.

12. Students will forfeit the right to drive to school if these rules are not followed.

**AWARDS PROGRAMS**

Since the purpose of an awards program is to honor those students who have participated and excelled in school activities and programs, it is important for the student to attend the program in order to receive an award. Special cases will be reviewed by the administration upon an in-person request by the parent of the student involved.

**CAFETERIA**

GAC does not operate a full-time cafeteria. Students will need to bring their own lunch. Catered lunches will be available for a nominal fee once a month. Students are expected to exhibit good table manners, conduct themselves in an orderly fashion, and hold talking to a minimum. No student may leave the designated area without permission before the bell rings.

**CAMPUS CONDUCT**

Running, loud talking, or any other disruptive conduct will result in disciplinary action. Students are not permitted to leave the school grounds before dismissal without permission from the office.

**HALLWAYS:**

Students are to walk at a normal pace in the halls. No running is allowed under any circumstances. Students should walk on the right side of the hallway, including the stairs. Courtesy and consideration of others will insure smooth and quiet hallway traffic.

**CARE OF PROPERTY:**

GAC and Gracewalk belong to God! The way our property is maintained and cared for is very important as it affects the Christian testimony of its students. Willful damage or destruction of school property will not be tolerated. The student will be expected to pay for any damage, either willful or accidental. Loitering, writing on walls, defacing of buildings, or any other act of negligence will be met with immediate disciplinary action.

Students who are guilty of leaning out of windows and/or throwing articles from the windows will be subject to immediate suspension.

**GUM AND FOOD:**

Gum and food are allowed per teacher’s discretion.

**PERSONAL BEHAVIOR:**

Students are expected to conduct themselves as young ladies and gentlemen at all times. This includes respect toward all adults, especially members of the faculty and administration. Disrespect will not be tolerated under any circumstances.

Couples are never to be unchaperoned in the school or on the grounds. Grace Academy is a co-educational institution operating on the premise that it is wholesome for boys and girls to develop friendships during the school year, but serious relationships are discouraged.

To avoid unbecoming behavior, parents are encouraged to avoid allowing students to come to school or leave school in mixed groups unless all parents involved have granted permission. Outward show of affection in public, such as holding hands, having arms around one another, kissing, or any actions interpreted as sexual in nature or unbecoming to a Christian young man or woman is subject to disciplinary action up to and including suspension or expulsion. On school-sponsored trips, boys and girls may be denied sitting together under certain circumstances.

Any unbecoming behavior, such as mentioned above, witnessed off campus and reported to the administration, will be subject to review and similar discipline.

Gambling with devices, cards or dice is not permitted at GAC.

(See Additional Policies - Personal Behavior Policy)

**CELL PHONES**

Students may have cell phones at school but they must be kept on silent mode during class. During test time, it is mandatory to give the cell phones to the teacher to be returned after class. If the cell phones become a distraction, the teacher has the liberty to do as he/she deems necessary.

**CHAPEL**

All students will have chapel once a week on Thursday. The chapel service should be the spiritual highlight of the student’s week. Students should always bring their Bibles to chapel.

**CHILD ABUSE POLICY**

While we at Grace Academy believe in the authority of the parents and their responsibility to educate and discipline their children, we are bound by law to report any suspected child abuse. Our first action in such a case will be to counsel with the parents about our suspicions and warn them about our responsibility under the law, unless there is evidence to suggest that the child is at risk, in which case the authorities will be notified at once. The second suspected incident will result in an official report to the appropriate authorities and a notification to the parents of the action taken.

**COMPUTER/INTERNET USAGE:**

All GAC students must sign an Internet Usage Agreement. Due to the language barrier, faculty and staff cannot determine whether certain sites that are in another language are appropriate. Students will not be allowed to surf the internet using sites in any language other than English.

**CONFERENCES**

Parents are urged to consult with our teachers regarding the progress and problems of their children. We do ask, however, that such a conference be arranged by a definite appointment with the teacher at a convenient hour. Please note the student calendar for the dates and times of biannual conferences.

**COUNSELING**

Administrators work with the students in the areas of personal and social interests or concerns, career planning, decision-making, and post-high school planning. Included in post-high school planning are vo-tech or college admission, job information, financial aid, and scholarship information.

Administrators manage the testing programs of the school, including interpretation of all test results for students and parents. Any questions regarding Achievement Testing, PSAT/NMSQT, ASVAB, ACT, and SAT tests may be directed to the office of the Administrator.

**DRESS CODE**

**ALL STUDENTS:**

Grace Academy Cartersville has a standardized mix and match dress code or uniform program. All students, K – 12th grade, wear clothing of specified styles and color. Please see the school office for additional uniform information.

A standardized dress code has been chosen because it:

• Improves classroom performance

• Improves classroom attitude

• Improves school spirit and pride

• Helps eliminate behavioral problems in the classroom

• Eliminates the significant peer pressure imposed on today’s youth

• Gives all students a chance to develop a positive self-image

• Provides a less expensive dress alternative than today’s costly styles

• Makes getting ready for school an easy task for parents and students

The following pertain to all students:

• All clothing must be modest, discreet, and neat in appearance

• Clothing with offensive wording/pictures will not be permitted. Examples of this are anti-Christian musical groups, astrological signs, etc. Common sense should prevail in these issues

**SCHOOL UNIFORM PARTICULARS:**

It is required that the school logo be purchased from Grace approved suppliers so that all colors and styles are consistent. Shoes must be conservative school type.

• Boys and girls in grades K through 12 may wear khaki or navy shorts/pants or cargo shorts/pants. Jeans without holes are also allowed. No jeggings allowed.

• Boys’ pants must be the proper length and are to be worn at, not below, below the waist.

• Girls’ pants must be loose fitting.

• No part of the school uniform may be worn for any other reason than for what it was intended. (i.e., oxford shirts may not be worn as a jacket, etc.)

• Light winter wear (sweaters or jackets) do not have to have the school logo but MUST be in school colors. **Only those with the school colors will be allowed to be worn at school.** Light jackets and heavy winter coats may be worn **to** and **from** school, but removed while inside.

• School uniforms are proper attire for special school functions during school hours. Proper attire for off hours school functions will be as directed by administration and/or teachers.

• School uniforms (navy polo and khakis) are the standard for all field trips unless special circumstances warrant otherwise and approval is given by the administration.

• Elementary girls should wear shorts under their skirts on the playground.

• **Uniform sweatshirts and Grace hooded sweatshirts with the school logo may be worn.**

• All clothing must be neat (no holes, tears, etc), clean, and worn modestly.

• Students in grades 6 – 12 who fail to comply with these guidelines may be given a detention and sent home if the violation cannot be quickly corrected.

**GIRLS:**

**HAIR/JEWELRY:**

Hair, jewelry, and make-up should be worn so as to present a wholesome and modest appearance.

**PANTS/SHORTS**:

Pants or modest length shorts (to the fingertips when standing) are appropriate for athletic competition events or designated extracurricular activities.

**FORMAL DRESS GUIDELINES:**

Girls’ formal wear for any Grace activity must be very modest. For example, low-cut fronts or backs will not be permitted. This policy also applies to non-student participants.

**BOYS:**

Outward appearance should be wholesome and modest.

**ATHLETIC EVENTS DRESS:**

Students should dress in an appropriate and modest manner at all athletic events. Pants and modest length shorts (to the fingertips when standing) are permitted.

**CASUAL DRESS DAYS:**

At certain times during the year, students may be allowed to wear non-uniform attire. A special dress code will be issued for these occasions.

**SPECIAL SCHOOL FUNCTIONS:**

For plays, elementary concerts, secondary concerts, athletic awards, secondary awards night, graduation, etc., all clothing must be modest, discreet, and neat in appearance.

**OTHER:**

The administration and staff reserve the right to determine the acceptability of dress and anything considered inappropriate must be changed. If there is to be an activity that would call for a change in dress, a staff member will notify the parents. Students and parents will be given necessary steps for correcting the problem as well as a time allowance for making the correction.

If a student is inappropriate in appearance, he will not be allowed to attend classes until proper corrections have been made.

At the conclusion of the school day, it will not be permissible for a student to change into other attire that would not normally meet dress code unless participating in extracurricular activities which would warrant a change of attire.

**Three or more violations of the Dress Code in a nine (9) week period will result in a Parent/Administration conference**.

**FIELD TRIPS**

Field trips for all grades are scheduled during the school year. All trips are age appropriate and primarily for educational purposes. Classroom teachers will announce these trips well in advance with full information pertaining to location, transportation, and chaperones. If a student does not attend a field trip, he is expected to still come to school and stay with a teacher to complete classwork. Otherwise, it will be counted as an unexcused absence for the student. Students are required to ride with the school to the field trip destination, however, parents may sign their student out for departure.

**FINANCIAL LIABILITY**

Grace Academy Cartersville neither solicits nor accepts government funds of any type. Therefore, it is necessary that fees and tuition be paid when due. A monthly rate of tuition is used for the convenience of our school families. ***All monthly payments will be made by EFT deduction unless approved otherwise by Administration***. Any family wishing to pay tuition in full before August 1st will receive a 5% discount.

Because of a very stringent economy, it is understood that parents will pay tuition for the amount as stated on the financial information form and usually on a 10 - or 11 - month basis. Any account is delinquent after the **5th or 20th of the month according to your payment plan**. After 45 days have lapsed, the student(s) will not be permitted to attend classes until the account is paid up-to-date (unless prior arrangements have been made with the school office). Report cards/records will be held if any sums due Grace Academy for said student’s account, lunch charges, library fines, and office charges are past due. **The final Tuition payment must be made before the report card is released at the end of the school year.** A $20 late fee will be assessed monthly for any past due amount.

A $20 return check fee will be charged for each check returned. Your account could then be placed on a **CASH ONLY BASIS**. There will be no refunds for student withdrawal.

**FIRST AID**

(See General Information - Medications, Nurses)

**FORBIDDEN ITEMS**

Grace Academy Cartersville finds it necessary to forbid certain items that may have a negative effect on a student’s education or safety. Such items include:

• Tobacco in any form

• Knives

• Alcoholic beverages

• Guns

• Any narcotics

• Matches/ lighters

• Explosives of any kind

• Skateboards

• Vaping products

• Offensive weapons

• Pepper spray

• Mace

• Ammunition

**Possession of any of these forbidden items shall result in confiscation of the object and such disciplinary actions as are deemed appropriate by school administration and school board, up to and including expulsion.**

**Any unauthorized items found at school or school-sponsored trips and outings will be impounded.** (see Discipline)

**FUND RAISING**

Like most Christian and private schools, fund raising is a necessity at Grace Academy to help supplement our income from fees and tuition. Students are encouraged to be involved. All proceeds go directly to benefit the students.

**GRACEWALK CHURCH**

Occasionally during the school year Grace students may be asked to attend a church service or a series of services during the week. These services will be considered a valuable part of the educational experience at GAC. We ask parents to please cooperate with us during these times.

**HEALTH SERVICES**

Students who become ill or injured while at school must make the teacher aware that they are sick or injured, and then they will be sent to the school clinic. If the child has a temperature of 100.0 degrees or more, vomiting or diarrhea, the parents will be contacted to come and take the student home. All calls of this nature will be made by the school nurse. The student will not be allowed to return until symptom free for 24 hours without medication. ***NO STUDENT SHOULD COME TO SCHOOL WITH A FEVER OF 100.0 OR MORE, VOMITING OR DIARRHEA.***

**INVOLVEMENT IN SCHOOL ACTIVITIES:**

Students should expect to attend field trips, class parties, service projects and participate in any other activity and fundraiser that the class will do. There are occasions when classes may request that all members bring in an item for a class party or money for a specific class purchase. All school related expenses are the responsibility of the student.

It is the school’s intent to be helpful by providing this section in the Parent/Student Handbook and to prevent any misunderstandings in the future.

**LIBRARY**

The library is for study, research, and reading. Therefore, it should always be quiet in the library. Students should be aware of all library rules and take care of the books so that this facility may be enjoyed by everyone.

The following are the rules and regulations for the library:

• Progress reports and report cards will be held for overdue books. No book may be checked out while a book is overdue.

• A fine will be charged for returned books that have been damaged in any way. This includes ink and pencil marks, torn pages, damaged covers, etc. This charge must be paid before the student may borrow another book from the library.

• Only one (1) book per week may be used by 1st through 3rd grade students, and no more than two (2) may be used at any one time by 4th through 5th grade students. Middle school and high school students do not have a limit but are asked to use good judgment and consideration for others when checking out materials.

• Books may be checked out for two (2) weeks and renewed for two (2) additional weeks.

• Videos/DVDs will be circulated to faculty only.

• If the library is closed, return materials to the school office. Do not leave books in the hall outside the library door.

**LOST AND FOUND**

Plastic containers for Lost and Found are located in the school office. All items are disposed of at the end of each quarter.

**MEDICATION**

Medication that is to be administered to a student during school hours must be brought to the school clinic by a parent, legal guardian or other designated adult. It is unlawful for prescription medication containing controlled substances to be self-transported by a student. Other medication (i.e., an asthma inhaler) may be self-transported and remain in the possession of the student if a written order from a licensed medical provider is obtained. The school clinic will provide all necessary information and forms if medical assistance is needed during school hours. No medication will be administered to a student without the proper written documentation from the parents.

**MORNING SCHEDULE**

Monitors are on duty each morning at 7:30 AM to supervise students. Students may be dropped off at the main school building where they will be in supervised care until 8:00 AM. Students are not allowed in the hallways or classrooms before 8:00 AM.

**NURSE/SCHOOL CLINIC**

A registered nurse is on duty during school hours to handle any medical emergency or the dispensing of medication.

**PARENTAL SUPPORT**

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child’s teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the judgment of the administration, a parent has failed to support the administration or ministry staff or the standards articulated in the ministry’s Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

**PARENT - TEACHER FELLOWSHIP (CONNECTIONS)**

Parents are encouraged to take an active part in Grace Academy by participating in Connections, our Parent-Teacher Fellowship. Do not miss out on the blessings of being involved in your child’s education. More information will be available at Parent Orientation and at the school office.

**PHYSICAL EDUCATION PROGRAM**

**UNIFORMS:**

• Students are required to dress out for PE starting in the 6th grade.

• The uniforms should be the approved Grace Academy Cartersville uniform.

• Tennis or basketball shoes must be worn for all activities.

**GENERAL RULES:**

• Minor injuries and discomforts requiring First Aid should be brought to the attention of the PE teacher.

• Permanent or semi-permanent physical limitations should be reported (in writing) to the PE teacher by a parent or guardian. A doctor’s verification will be required.

• A student may be excused from physical activity a maximum of two consecutive days with a written note from home. **The third consecutive day of such a disability will require a parent on campus to advise school of the condition limiting the student’s participation.**

• No hazardous conduct is permitted in the gym or hallways at any time.

• Running in the corridors or on the stairs is forbidden.

**REGISTRATION**

Students are tentatively accepted at Grace Academy Cartersville after an interview with the administration concerning spiritual and academic areas. Final acceptance is contingent upon testing and placement of the student. **No student will be admitted or allowed to remain at Grace Academy Cartersville who does not agree with the overall purpose and program.**

Registration cannot be finalized until the following information has been completed:

• Application/Parent Agreement and payment of fees

• Entrance testing

• Proper state immunization certificates

• Transcripts of the student’s grades in previous school(s) received by school office

**RE-ADMISSION PROCEDURES:**

Attendance at Grace Academy Cartersville is a privilege, not a right. Those students who do not comply with the rules or standards will be forced to terminate their attendance at Grace. (Admittance may also be denied for the following term.)

**RE-ENROLLMENT:**

During the month of January, applications for re-enrollment of presently enrolled students will be accepted. Applications for enrollment of new students will be accepted beginning in February. (Students are accepted on a “first come, first served” basis.)

**REPORT CARDS**

The purpose of the reporting system is to give parents and students an accurate indication of the progress or lack of progress which is being made. Each student is evaluated in two areas: academic and conduct. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, etc. The conduct grade reflects attitude and/or conduct and is, in the Christian school, an important part of the student’s report card. Parents should be very concerned with low conduct scores.

Report cards are issued every nine weeks. The final report card will be given at the end of the school year.

**SCHOOL BOARD**

The Grace Academy Cartersville School Board is composed of members meeting the qualifications as set forth in the GAC bylaws. The school board reserves the right to review the guidelines set forth in this handbook and to recommend any changes deemed necessary.

**SCHOOL CLOSINGS**

For emergency announcements affecting school activities, transportation, and school closings, we will normally follow the Bartow County School System. However, if the County closes the night before expected bad weather, we will not follow them. We will make all of our calls the morning of unless the bad weather is already happening. These announcements will be made over Remind, WSB (750 AM) and 91.7 FM radio), and TV stations WSB TV (channel 2), WGNX TV (channel 46), WAGA TV (channel 5), and WXIA (channel 11).

Parents should tune in to more than one TV station so that they will be informed of the most up to date school closing information.

**SCHOOL OFFICE**

School office hours are from 7:30 AM to 4:00 PM, Monday through Friday. Parents coming to the school for any reason are to go first to the school office, and the secretary will direct you to the proper person you need to see. Please DO NOT go directly to the classrooms.

**SCHOOL SECURITY**

GAC is very serious when it comes to our responsibility concerning your child’s welfare and protection. A security system including locked exits, alarms, and surveillance equipment is in service 24 hours a day, 7 days a week. Please contact the school office if you require further information.

**SPORTSMANSHIP**

Unsportsmanship like conduct is not tolerated from faculty, coaches, players, cheerleaders, or spectators. Respect is to be shown to game officials, opponents, and persons from schools with whom we compete at all times. Any complaints or disagreements are to be shared with either the Athletic Director or the Administrator in private and never with anyone from the other school.

**TESTING PROGRAM**

In compliance with Georgia State Board of Education, grades three through nine are given achievement tests in the spring to measure their academic achievement. We use the Iowa Test of Basic Skills Series. A report will be sent home attached to the end of the year report card with the results of these tests.

The PSAT/NMSQT, ASVAB, ACT, and SAT tests are also available off campus. Questions concerning any of these tests may be directed to the administration.

**TEXTBOOKS AND LAB MATERIALS**

Students purchase their textbooks and lab materials.

**TRANSPORTATION**

There are car pools in most areas to provide transportation for students. The parent community of GAC may opt in for a roster of parents to determine specific car pools.

**VISITORS**

**ADULT:**

It is the desire of the administration and faculty to be of service to both parents and students. Teachers welcome visits from parents; however, any visit to a classroom must be made by **definite appointment** through the school office. Parent-teacher conferences should be scheduled at a convenient time before or after school.

Parents, extended family members, and youth leaders are permitted to eat lunch with the students after checking in at the office and receiving a pass.

**STUDENT:**

Class visitation by students must be arranged at least one day in advance by a note from a parent or guardian. A permission slip for visiting classes will be filled out by an administrator, if approved. Visitors must meet Grace Academy standards of dress and be a prospective student.

Students from other local schools are not permitted on campus for lunch or other visits unless the parents arrange for a visit ahead of time indicating that there is a legitimate intent in attending Grace Academy and arrangements are made as stated above.

**CODE OF CONDUCT[[1]](#footnote-1)**

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity. (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18), and the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined leaning environment for the students of Grace Academy Cartersville, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all of our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work corporately for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of GAC, both on and off campus throughout the entire calendar year, so that we might all live and work happily together.

These general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.)
3. Abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs, and pornography, as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)
4. Abstain from profanity and vulgar or abusive speech, writing, and actions. Such speaking and acting are harmful to others and are certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from public display of affection. As students, you are expected to conduct yourselves in a discreet and Christian manner.
6. Leave all dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, and matches at home.
7. Do your own work—do not give or receive help on quizzes or tests unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, quiz, or exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or test may be dealt with in the same matter as cheating.
8. Do not plagiarize; this is a serious offense. The definition of plagiarism is the “use of another writer's ideas or words without giving the writer credit for them.”
9. Use of personal electronic communication devices (including but not limited to CD/MP3 players, Ipods, hand held games) are only allowed during break time. At the discretion of official school personnel, further restrictions may be added for school events.
10. Students may have cell phones at school but they must be kept on silent mode during class. During test time, it is mandatory to give the cell phones to the teacher to be returned after class. If the cell phones become a distraction, the teacher has the liberty to do as he/she deems necessary.
11. No personal computers are allowed to be used at school; exceptions may be approved for educational accommodations by the Administrator. Students need to be aware that bringing personal computers to school is their responsibility and GAC is not responsible for any damage or theft.
12. Students’ various electronic communications (i.e. text messages, instant messaging, personal blogs, web sites, or other communication methods) will have an appropriate Christian testimony through their conveyed words, photos, videos, and other items contained within these communications.
13. The Code of Conduct for students applies on all field trips and on all school-sponsored events both on the school campus and away from it.

**PERSONAL BEHAVIOR POLICY**

Students are expected to conduct themselves as young ladies and gentlemen at all times. This includes respect toward all adults, especially members of the faculty and Administration. Disrespect will not be tolerated under any circumstances.

**Physical Contact/Immorality**

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in detentions, suspension, or expulsion. Behavior should be above reproach.

In accordance with the ministry’s Statement of Faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. (Genesis 2:24;19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4).

**INFECTIOUS DISEASE POLICY[[2]](#footnote-2)**

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of GAC solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Administration after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or GAC's physician if in the judgment of the Administrator it is necessary to consult a private physician.

GAC provides educational opportunities for its employees to become informed concerning transmission of HIV infection and procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

1. The nature of the risk, i.e. how the disease is transmitted
2. The duration of the risk, i.e. how long the carrier is infectious
3. The severity of the risk, i.e. the degree of potential harm to third parties
4. The probability that the disease will be transmitted and will cause varying degrees of harm

Once the student's or employee's medical condition has been determined, the Administrator shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by GAC at the option of the board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in GAC programs or to be employed by GAC.

In order that GAC may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the Administrator is authorized to remove the infected student or employee from GAC programs or employment for a period not to exceed ten days during which time GAC shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others. The student or employee shall be excluded only if the board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting. Neither GAC nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

Definitions:

1. Communicable disease--a disease that can be directly or indirectly transmitted from one person to another.
2. HIV infection--an infection in which the human immuno-deficiency virus is present.

Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

**CHEATING / PLAGIARISM POLICY**

This policy is in addition to any other policy and discipline concerning cheating mentioned in this manual. **Plagiarism is cheating.** With the availability of so much information on the Internet, plagiarism is becoming more common among our students.

Actions that might be viewed as plagiarism are as follows:

• Buying, stealing, or borrowing a paper

• Using a source too closely when paraphrasing

• Hiring someone to write your paper

• Building upon someone’s ideas without citation

• Copying from other sources without citing, whether on purpose or by accident

Since teachers and administration may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure you give credit where credit is due. This may be credit for something somebody said, wrote, e-mailed, drew, or implied.

The first offense of plagiarism is a 0 (zero) for the paper or project and a minimum of a one day in-house suspension. Each case will be reviewed on an individual basis.

**GRACE ACADEMY CARTERSVILLE**

**INTERNET/NETWORK ACCEPTABLE USE POLICY**

Gracewalk Church and GAC recognizes that electronic media such as the Internet, offer vast, diverse, and unique resources to students, teachers, and staff that should promote educational excellence in our church and school. The intent of this policy is to ensure that all uses of Gracewalk Church and GAC’s Internet connection are for support of education, research, and ministry and are consistent with the Christ-centered educational philosophy of the church and school.

All GAC users must sign the Internet/Network Use Authorization Form. Student users must also have a parent or guardian sign the Parent or Guardian Authorization.

GAC’s Internet Service users are subject to the following rules and regulations:

1. **Acceptable Use** – The purpose of the church and school’s Internet and Network is to support research and education in and among academic institutions in the United States and the world by providing access to unique resources and the opportunity for collaborative work. The use of the network must be consistent with the educational and ministry objective of Gracewalk Church and GAC. Transmission of any material in violation of any U.S., or state regulation, or Gracewalk Church and GAC policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities or product advertisement is not acceptable. Use for political lobbying is prohibited, but you may communicate with elected officials to express an opinion on political issues.

2. **Privileges** – The use of the Internet is a ***privilege***, not a right, and inappropriate use will result in a cancellation of those privileges and may result in additional disciplinary action. The school’s administration will deem what is inappropriate. Also, the network administrator may close an account at any time as required. The administration of Gracewalk Church and GAC may request of the network administrator the denial, revocation, or suspension of specific user(s) account(s).

3. **Network/Internet Guidelines** – The user is expected to abide by the following guidelines. These include but are not limited to the following:

a. Illegal activities are strictly prohibited.

b. Submitting, publishing or displaying profanity, vulgarities, defamatory language, intentionally inaccurate information, or inappropriate language is prohibited.

c. Personal information of any person such as a personal address or phone number is prohibited.

d. Electronic mail (e-mail) is not private. Inappropriate or illegal messages will be reported to the authorities. Gracewalk Church and GAC reserves the right to monitor use of electronic resources, without notice to employees, and employees have no reasonable expectation of privacy in the use of the church or school’s electronic resources.

e. Use of the Network/Internet in such a way that you disrupt the use of the network by other users is prohibited.

f. Engaging in non-educational games and monopoly of resource time and materials is not allowed.

g. All communication and information accessible via the network should be assumed to be subject to copyright laws. The user is responsible for copyrighted or licensing agreements.

h. Data received through the Internet is subject to the same rules of documentation as traditional information. Give credit for all material used in research.

i. Copying or downloading software illegally from network sources, disks, or CD-ROMs to another computer is prohibited.

j. When accessing other networks connected to the Gracewalk Church and GAC Network the acceptable use policies of those networks must be followed.

k. Files used by the users of Gracewalk Church and GAC Network are not private and are subject to monitoring. Internet sites visited may be tracked and documented.

4. **Vandalism** – Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you suspect a security problem on the Network/Internet, you are required to notify the network administrator or the Technology Director. Do not demonstrate the problem to other users. Never use another’s individual account. Attempts to log on to the Network/Internet as a network administrator will result in the cancellation of your user privileges.

6. **Disclaimer** – Gracewalk Church and GAC makes no warranties of any kind, whether expressed or implied, for the service it is providing. Gracewalk Church and GAC will not be responsible for any damages that you may suffer. This includes the loss of data resulting from delays, service interruptions, and exposure to offensive or threatening material. Use of any information obtained via the Internet/Network is at your own risk. Gracewalk Church and GAC specifically denies any responsibility for the accuracy or quality of any information obtained through its services.

**Gracewalk Church and GAC**

**Internet/Network Use Agreement Authorization**

**Student Form**

**School Year: \_\_\_\_\_\_\_\_\_\_**

**Student Authorization:**

**(Must be completed if a user is a student in grades 4 – 12)**

I hereby certify that I have read and understand the Gracewalk Church and GAC regulations and agree to abide by its terms and conditions. I understand that if I violate these regulations, my Internet/Network access privileges may be revoked, and I will be subject to disciplinary action. I further understand that any violations of federal and/or state regulations while using the Internet may subject me to criminal and/or civil liability.

Student Name (please print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent or Guardian Authorization:**

**(Must be completed if a user is a student under the age of 18)**

As the parent or guardian of the above-named user, I hereby certify that I have read and understand the Gracewalk Church and GAC regulations. I further understand that some of the materials accessible to Internet users may be offensive, illegal, defamatory, or inaccurate, and that although GAC has taken reasonable precautions to restrict access to such materials, such exposure may, nevertheless, occur. With that understanding, I hereby give my permission to GAC for my child to use the Internet/Network. I further agree to indemnify and hold harmless GAC, its employees and agents, from any and all claims arising from or related to my child’s use or misuse of the Internet/Network, and waive any and all claims I may have against the school for such use or misuse.

Parent/Guardian’s Name (please print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Adapted from Ankeny Christian Academy Code of Conduct for Students [↑](#footnote-ref-1)
2. Adapted from Haralson County Schools Board Policy (JGCC) Infectious Diseases [↑](#footnote-ref-2)