



# GRACE ACADEMY

2014-2015

Parent-Student Handbook

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## 1. A WELCOME FROM THE BOARD OF TRUSTEES

It is a pleasure to welcome you to Grace Academy of Georgetown. We are excited about your decision to provide a quality Christ-centered and Classical education for your child. We look forward to being a partner with you in establishing a strong Christ-centered foundation for your family. We are privileged to serve you as members of the Board of Trustees and look forward to getting to know you as we co-labor in the education of your children.

The following are the current members of the Board of Trustees as of August 2013. All have been duly elected according to the Grace Academy Bylaws.

Name	Office
Chris Putney	Chairman
Kevin Nowka	Vice-Chair
Lacy Murphy	Secretary
Kelley Hobbs	Treasurer
Hugh Brown	
Greg Johnson	
Hayden Johnson	
Nanci Patch	

The Board of Trustees meets in open session on a monthly basis. Board meetings are conducted in accordance with *Robert's Rules of Order*. Anyone wishing to speak about an agenda item may sign up in the school office the week before the meeting. In order to be considerate of all in attendance, each speaker will be limited to two minutes. The board agenda for the monthly meetings are posted at the school administration building.

Anyone wishing to have an item placed on the agenda should submit a request in writing to the Board Chairman at least one week before the scheduled meeting.

The Board will communicate through school wide e-mails, on the school website and RenWeb, and with scheduled informational meetings in the fall and spring.

### ***1.1 Our Motto***

Johann Sebastian Bach, one of the most prolific composers of the classical age of music, is said to have signed every composition with the initials “S.D.G.”, meaning Soli Deo Gloria. We have adopted that phrase as our motto and motive for all that we do at Grace Academy – Glory to God Alone!

### ***1.2 Our Mission***

To glorify God by serving parents in providing their children a distinctly Christ-centered, academically excellent, classical education as a foundation for life-long learning

### ***1.3 Our Desired Result***

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. We desire them to possess all these with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Grace Academy. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

## ***1.4 Grace Academy Goals***

### **"A Classical and Christ-centered Education"**

#### **CHRIST- CENTERED**

In all its levels, programs, and teaching, Grace Academy seeks to:

1. Develop Christian worldview thinking, so that students learn to evaluate their entire range of experience in light of Scripture.
2. Teach all subjects as parts of an integrated whole with the Scriptures at the center. (II Timothy 3:16-17)
3. Provide a clear model of the biblical Christian life through our Staff and Board. (Matthew 22:37-40)
4. Encourage every student to begin and develop his/her relationship with God the Father through Jesus Christ. (Matthew 28:18-20, Matthew 19:13-15)

#### **CLASSICAL**

In all its levels, programs, and teaching, Grace Academy seeks to:

1. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below).
2. Emphasize the development and flow of western civilization: history, science, math, government, art, literature, philosophy and the historic Protestant faith.
3. Encourage every student to develop a love for learning and live up to his/her academic potential.
4. Provide an orderly atmosphere conducive to the attainment of the above goals.

#### **Definitions:**

Grammar: The fundamental rules of each subject.

Logic: The ordered relationship of particulars in each subject.

Rhetoric: How the grammar and logic of each subject may be clearly expressed.

## 2. General Philosophy and Purpose of Grace Academy

### 2.1 Philosophy

Grace Academy was established on August 6, 1998 as a private, Christian school committed to providing a classical and biblically-based education to young people in elementary and secondary grade levels. Education at Grace Academy is intended to be inherently different in philosophy and content from that offered in the public schools. Grace Academy strives to operate as an extension of the family under the assumption that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state. Grace Academy provides a biblically-based curriculum and teaches all subjects as parts of an integrated whole with the Scriptures at the center.

In conjunction with the biblical emphasis, Grace Academy strives to follow a classical and Christian education, as described in the following documents:

1. The Lost Tools of Learning by Dorothy Sayers
2. The Seven Laws of Teaching by John Gregory
3. Recovering the Lost Tools of Learning by Douglas Wilson

### 2.2 Statement of Faith

The statement of faith adopted by Grace Academy is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Christianity apart from other faiths. The following statement of faith is taken directly from the Grace Academy Bylaws:

Grace Academy is an independent school without institutional ties to a particular church or denomination. Our Statement of Faith is focused on the truths that have bound orthodox Protestant Christians together through the ages, across the boundaries of time, place, race, denomination and tradition. As such, our Statement of Faith distinguishes between primary and secondary doctrine.

Primary doctrine is defined as doctrines we believe constitute the core beliefs central to Protestant Christian denominations, and which set Protestant Christianity apart from other faiths. Primary doctrine, as summarized in this Statement of Faith, will be dogmatically taught in various ways through all grade levels and forms the foundation for all other academic inquiry at the school. Secondary doctrine is defined as non-primary doctrines and represents those doctrinal areas where various Protestant denominations may differ. While we believe there is no liberty to disagree where the Bible speaks clearly, we recognize our own fallibility, and acknowledge that sincere Christians hold differing views on certain issues that are not essential to salvation, our community life together, or our pedagogy. Particularly in the dialectic and rhetoric stages of our curriculum, treatment of the Statement of Faith may lead to the study of secondary doctrinal issues. When this occurs, the instructor will strive to teach the various views of orthodox Protestant Christianity from an objective, unbiased, balanced view. We reserve for the parents and by extension their church the final responsibility to search the Scriptures with their children to resolve such issues.

#### Primary Doctrines

1. The Bible. We believe that the Bible is God's written revelation to man, and thus the sixty-six books of the Bible given to us by the Holy Spirit constitute the plenary (inspired equally in all parts) Word of God. We believe that the Word of God is objective, propositional revelation, verbally inspired in every word, absolutely inerrant in the original documents, infallible, and God breathed. We teach that the Bible constitutes the only infallible rule of faith and practice (John 17:17, 2 Timothy 3:16, 2 Peter 1:20-21).

2. God. We believe that there is but one living and true God, an infinite, all knowing Spirit, perfect in all His attributes, one in essence, eternally existing in three Persons – Father, Son and Holy Spirit – each equally deserving worship and obedience (Deut. 6:4; Mat. 28:19; 2 Cor. 13:14).
3. God the Father. We believe that God the Father, the first Person of the Trinity, orders and disposes all things according to His own purpose and grace. He is the Creator of all things. As the only absolute and omnipotent Ruler in the universe, He is sovereign in creation, providence, and redemption. His fatherhood involves both His designation within the Trinity and His relationship with mankind. As Creator He is Father to all men, but He is spiritual Father only to believers. He has decreed for His own glory all things that come to pass. He continually upholds, directs, and governs all creatures and events. In His sovereignty He is neither author nor approver of sin, nor does He abridge the accountability of moral, intelligent creatures. He has graciously chosen from eternity past those whom He would have as His own; He saves from sin all who come to Him through Jesus Christ; He adopts as his own all those who come to Him; and He becomes, upon adoption, Father to His own (Gen. 1; Rom. 8:14; 1 Cor. 8:6; Gal. 4:5; Eph. 1:4-6,11; Eph. 3:9).
4. God the Son. We believe that Jesus Christ is the per-existent and eternal Son of God who became man in order to reveal God and redeem man. We believe He was supernaturally conceived of the Holy Spirit and born of the virgin Mary. In His person, we believe the Lord Jesus combined forever full and undiminished deity with true and perfect humanity to become the God-man. We believe Christ died on the cross as a substitute for sinful man, was buried, arose bodily from the tomb, ascended into Heaven where He ministers on the behalf of saints, and someday will come again for His own (John 1:18, 8:58, Matt. 1:23, Col. 1:15-17, 1 Tim. 1:15, 3:16).
5. God the Holy Spirit. We believe that the Holy Spirit is the third Person of the Trinity, fully equal with God the Father and God the Son. Although He is of the exact same essence, we believe He is a personality distinct from the other members of the Godhead. The Holy Spirit, we believe, has an active ministry to the world in general which includes the restraining of evil, convicting of the unsaved and bestowing of God's goodness on all mankind. We also believe He has a ministry to every Christian which consists of regenerating, sealing, indwelling baptizing into the Body of Christ, and the giving of spiritual gifts. Ministries to obedient Christians include filling, assuring, teaching, guiding and comforting (Acts 5:3-4, 2 Thes. 2:3-9, John 16:7-11, Matt. 5:45, Tit. 3:5, Eph. 1:13, 1 Cor. 6:19, 12:13, Eph. 3:20, 1 Cor. 14, James 5:14, Eph. 5:18, Rom. 8:16, 14, John 16:13, 7).
6. Creation. We believe that the Triune God, according to His sovereign will and for His own glory, created the heavens and the earth without the use of pre-existent material. All living things, we believe, came into being by a direct creative act of God and not by an evolutionary or random process, and thus have an existence distinct from Him and yet always dependent on Him (Gen. 2:4, Prov. 16:4, Acts 17:24, Col. 1:16-17).
7. Man. We believe that man was directly and immediately created by God in His image and likeness. Man was created free of sin with a rational nature, intelligence, volition, self determination, and moral responsibility to God. We teach that God's intention in the creation of man was that man should glorify God, enjoy God's fellowship, live his life in the will of God, and by this accomplish God's purpose for man in the world. We believe that in Adam's sin of disobedience to the revealed will and Word of God, man lost his innocence; incurred the penalty of spiritual and physical death; became subject to the wrath of God; and became inherently corrupt and utterly incapable of choosing or doing that which is acceptable to God apart from divine grace. With no recuperative powers to enable him to recover himself, man is hopelessly lost. Man's salvation is thereby wholly of God's grace through the redemptive work of our Lord Jesus Christ. We teach that because all men were in Adam, a nature corrupted by Adam's sin has been transmitted to all men of all ages, Jesus Christ being the only exception. All men are thus sinners by nature, by choice, and by divine declaration (Gen 2:16-17; Gen 3; John 3:36; Rom. 3:9-18, 23; Rom. 6:23; Eph. 2,1-3).
8. Salvation. We believe salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works (John 1:12; Eph. 1:7; 2:8-10; 1

Peter 1:18-19).

9. The Church. We believe in the spiritual unity of all believers in the body of our Lord Jesus Christ, of which He is the head. We agree with the admonition of Scripture not to forsake the gathering together with fellow believers and therefore advocate active participation in a local church. The purpose of the church is to glorify God by growing in faith and knowledge of God through instruction in the Word, fellowship, keeping the ordinances, and advancing and communicating the gospel to the entire world (Mat. 28:19; Acts 2:38-43; Eph. 1:22; Eph. 4:5, 13-16; Eph. 5:23; Heb.10: 24-25).

As a matter of firm policy, it is mandatory that all members of the Grace Academy faculty and staff subscribe to the above statement of faith in a manner and method prescribed by the Board, either by written statement or by oral testimony before the Board.

### 2.3 The Nicene Creed

The Nicene Creed is a widely accepted and used brief statement of the Christian Faith. In liturgical churches it is said every Sunday as a part of the Liturgy. It is common ground and many dominations or church groups that don't have a tradition of reciting it are nevertheless committed to the doctrines it teaches. Even though the creed does not directly quote scripture, it is based on biblical concepts and scriptural truths. In summary, it is a concise statement of beliefs for Christians.

*I believe in one God, the Father Almighty, maker of heaven and earth, and of all things visible and invisible.*

*And I believe in one Lord Jesus Christ, the only begotten Son of God, begotten of his Father before all worlds, God of God, Light of Light, very God of very God, begotten, not made, being of one substance with the Father; by whom all things were made; who for us men and for our salvation came down from heaven, and was incarnate by the Holy Ghost of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; he suffered and was buried; and the third day he rose again according to the Scriptures, and ascended into heaven, and sitteth on the right hand of the Father; and he shall come again, with glory, to judge both the quick and the dead; whose kingdom shall have no end.*

*And I believe in the Holy Ghost, the Lord, and Giver of Life, who proceedeth from the Father and the Son; who with the Father and the Son together is worshipped and glorified; who spake by the Prophets. And I believe one holy catholic\* and Apostolic Church; I acknowledge one baptism for the remission of sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.*

\*The word "catholic" refers not to the Roman Catholic Church, but to the universal church of the Lord Jesus Christ.

## ***2.4 Christ-centered and Classical Education at Grace Academy***

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at Grace Academy believe distinguish our approach to education.

- We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Eph.6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
- We believe that God's character is revealed not only in His Word, but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
- God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical methods. We will incorporate instruction in Latin, the reading and study of "Great Books," and understanding of western civilization. Students will demonstrate proficiency in reading, writing, and mathematics, the use of the great tools for learning!
- We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles.
- We have developed a full K-12 program because we believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained biblically (Deut. 6:6,7; Prov. 22:6).

Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ's love at Grace Academy (1 John 4:7 – 5:5).

## ***2.5 Objectives and Standards of Grace Academy***

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, Grace Academy strives to:

1. Develop Christian worldview thinking, so that students learn to evaluate their entire range of experience in light of Scripture.
2. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ. (Matthew 28:18-20).
3. Provide a clear model of biblical Christian life and culture through our faculty, staff, and Board. (Matthew 22:37- 40).
4. Teach all subjects in the curriculum as parts of an integrated whole with the Scripture at the center (II Timothy 3:16-17).
5. Emphasize the tools of learning – grammar, logic, and rhetoric – in all subject matter. (Grammar is to be understood as the fundamental rules and data of each subject. Logic is to be understood as the ordered relationship of particulars in each subject. Rhetoric is to be understood as the means by which the grammar and logic of each subject may be expressed clearly.)
6. Emphasize the development and flow of western civilization: history, science, math, government, art, literature, philosophy and the historic Protestant faith.
7. Encourage every student to develop a love for learning and to achieve maximum academic potential.
8. Provide an orderly and secure atmosphere conducive to maintaining these standards.

## 2.6 *In Loco Parentis* Policy

**Objective:** To ensure that parental authority over the education of their children is respected at Grace Academy.

**Scope:** This policy applies to all teachers and staff who exercise authority of any kind over the students.

**Definitions:** *In loco parentis*: in place of the parents

**Guidelines:**

Teachers are to remember that they do not function above parental authority, but rather with delegated authority (*in loco parentis*) from the parents.

## 2.7 *Secondary Doctrine* Policy

**Objective:** To establish the limits of doctrinal teaching at Grace Academy.

**Scope:** This policy applies to all Grace Academy teachers in their capacity as teachers at Grace Academy.

**Definitions:** Secondary doctrine: Doctrinal issues which are not addressed in the Grace Academy Statement of Faith (2.2)

**Guidelines:**

Classroom discussion of secondary doctrine should be on an informative, non-partisan level in the School of Grammar. Teachers in the Schools of Logic and Rhetoric may take a position on secondary doctrine within orthodox Protestant Christian doctrine to encourage classroom discussion. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.

Presentation of all sides of an issue is encouraged.

The teacher should encourage the students to follow up any questions they have with their parents and pastor.

## 3. Organizational Structure

### 3.1 Definitions of Organizational Entities

*Grace Academy of Georgetown* is a non-profit corporation operating as an elementary and secondary educational institution in Georgetown, Texas. The principle office of Grace Academy is located at 225 Grace Blvd, Georgetown, TX 78633. The school is owned and operated by the Board of Trustees, who are elected and serve in accordance with the Articles of Incorporation and the Bylaws of the school.

*The Grace Academy Board of Trustees* is the duly elected and governing board for Grace Academy, elected and governing in accordance with the Grace Academy Articles of Incorporation and Grace Academy Bylaws. The Grace Academy Board consists of appointed members selected by the Grace Academy Board after presentation to the school families for consideration and discussion.

*The Grace Academy Head of School*, chief administrator of Grace Academy of Georgetown, is appointed and hired by the Board to oversee the day-to-day operations of the school and to provide timely information to the Board .

*Grace Academy Administrators* may be interviewed and hired by the Head of School.

Detailed operational guidelines and responsibilities of the Grace Academy Board are presented in the Grace Academy By-Laws and Board Policy Manual.

### ***3.2 School Associations***

Grace Academy is a member of the **Association of Classical and Christian Schools (ACCS)**. ACCS is an association of Christian schools designed to serve the needs of new or established schools who are seeking to return to the educational heritage of the West. For more details and information about ACCS visit [www.accsedu.org](http://www.accsedu.org).

Grace Academy is also a member of the **Association of Christian Schools International**.

"A.C.S.I. is a service organization serving Christian schools across the United States and around the world. A.C.S.I. is not a member of or a part of any other organization. Each member school or college retains its individual distinctive and operating independence. Each member school receives a certificate of membership for display in the school office. Participation in any or all of the services of A.C.S.I. is voluntary." (*from A.C.S.I. publication*) For more information go to [www.acsi.org](http://www.acsi.org).

### ***3.3 Accreditation***

Grace Academy will seek accreditation from the Association of Classical Christian Schools. Grace Academy is in the process of accreditation with a submission date of 2014.

For college admission, colleges and universities are recognizing the quality classical school graduate as an asset to their institutions. We believe accreditation is a critical next step for our school. This process is ongoing.

## 4. Admission and Tuition Information

### 4.1 Admission Standards

The following admission standards have been established for admission to Grace Academy:

1. Each parents should be able to clearly articulate faith in the person and work of Jesus Christ, and regularly attend a Bible-believing, local church congregation. Howeverm under certain circumstances, a family may be admitted with only one parent being a Christian. If a family is a single parent family, the testimony of the parent with whom the student resides will be sufficient for enrollment. It is the philosophy of Grace Academy that we exist to be an extension of the Christian home. Both parents must have read and signed the Grace Academy Statement of Faith.
2. Students making application to Grace Academy who are beginning Kindergarten and above must take entrance exams to determine grade level placement. The test in Grades K through 4 are arranged by appointment and administered by Grace Academy faculty. Students applying to Grades 5 and above must take the ERB Independent School Entrance Exam (ISEE). Registration information for the exam is available in the school office or online at [www.erbttes.org](http://www.erbttes.org).
3. No student will be admitted to Grace Academy who fails to show competence in more than one subject area. They may be admitted on a condition of academic probation on the recommendation of a Grace Academy teacher and the Head of School, if they are weak in only one area.
4. Students under suspension or expulsion from another school are not eligible to enroll at Grace Academy. It is the desire of Grace Academy that the student return to his former school as soon as possible, placing himself under the proper authority of his school in order to pursue reconciliation in the matter that resulted in suspension or expulsion. The student and parents may then apply to Grace Academy. In addition, students with failing grades or very poor grades may not enroll at Grace Academy until such grades have improved as determined by the administrator and Admissions Committee.
5. It is our strong desire that each student have a growing relationship with God through faith in the person and work of Jesus Christ. It is alos our desire that the family be modeling humble reliance on the Holy Spirit to be faithful in church attendance and to strive to live in a manner that honors Christ. We desire to build a school culture that supports families in bringing up their children in the nurture and admonition of the Lord.
6. Before interviewing, both parents must have read and be able to interact with the main ideas of Chris Perrin's *Introduction to Classical Christian Education* and must have read the *Parent-Student Handbook* and have some level of familiarity. Priot to the Parent Interview, parents must read *The Case for Classical Christian Education*, by Douglas Wilson.

### 4.2 Non-discrimination Policy

Grace Academy does not discriminate on the basis of sex, race, color, age, national and ethnic origin, or any other impermissible factor in administration of its admission practices. However, Grace Academy is an independent, tax exempt 501(c)3 educational corporation led by a Board of Trustees and is an independent non-profit Christian ministry. As such, Grace Academy reserves its right to choose to discriminate in its admission practices in favor of individuals whose faith compliments its Mission and Statement of Faith.

### 4.3 Parental Contract

The following parental contract is required of all families enrolled in Grace Academy. Please read this carefully and sign in the space provided.

Grace Academy of Georgetown (School) and \_\_\_\_\_ do hereby enter into contract for the 2014-2015 school year with the following understanding:

1. We pledge to uphold the school consistently in prayer and to serve the school with our time and talents as enabled according to God's leadership
2. In keeping with scriptural principles (Matthew 18), we will bring any and all questions or areas of concern directly to the person(s) involved so that they may be properly considered. In addition, the school desires to maintain open communication and will keep parents informed of changes in policy and procedures.
3. The administration has full responsibility for placing our child/children in the proper grade/class.
4. We agree to pay all fees and tuition for the 2014-2015 school year, and we will pay said fees and tuition on a timely basis. Furthermore, we understand that being delinquent in fees and/or tuition is sufficient grounds for removal from the school. After removal, no transcript or report card will be issued until money due the school is paid. *If a family chooses to withdraw before the end of the year, parents will be responsible to pay all tuition unless withdrawal is due to illness, job transfer, or loss of employment.*
5. The school reserves the right to dismiss any student who does not cooperate with the educational process as described in the Parent Student Handbook. If a student is dismissed by the administration, the tuition will be prorated on a daily basis for that period of time the student was in school.
6. Scripture teaches that we honor God with our life and lifestyle. (Ephesians 5:1-21 or Colossians 3:1-17) We promise, in humble reliance on the Holy Spirit, to be faithful in our church attendance and to strive to live in a manner that honors Christ. We further agree that the school administration has the authority to remove a student whose family, in the administration's judgment, is not honoring this commitment. If a family is dismissed by the administration, the tuition will be prorated on a daily basis for that period of time the student was enrolled at Grace Academy.
7. This contract may not be voided except by action of the Board of Trustees. If you have applied for tuition assistance through FACTS, this contract will only become binding upon acceptance of a tuition assistance award. However, all registration fees are non-refundable.

We have read the Statement of Parental Responsibilities on the reverse side and the Parent Contract contract carefully and hereby agree to its terms. We understand that Grace Academy reserves the right not to accept this re-registration contract.

\_\_\_\_\_  
Father's Signature/Date

\_\_\_\_\_  
Administrator's Signature/Date

\_\_\_\_\_  
Mother's Signature/Date

#### ***4.4 The Authority of Parents and Grace Academy***

As a support and extension of the family unit, Grace Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. We believe in the concept of “in loco parentis” – in the place of the parent. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. We see ourselves as “subcontractors” of the parents. The parents are *the* contractors – the ones who are responsible before the Lord for getting the job done. Our authority and our task are delegated to us from the parent.

*Therefore, we strongly encourage parental involvement in our school.* We work hard to communicate with our parents to keep them abreast of their child’s progress – academically, spiritually and behaviorally. At Grace Academy we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. Below are just a few of the more common ways this is done.

You may:

1. Visit the school/class. (Please call ahead to coordinate your visit with the teacher or administration). All visitors must receive a visitor pass before visiting the classroom.
2. Volunteer to assist in the classroom or help host class events. Arrangements must be made with the teacher in advance.
3. Act as chaperone on field trips and/or library visits. Chaperone requirements are listed in this handbook on page XX.
4. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
5. Present or share your experience, trips, or vacations as they may relate to an area of study or unit of study in a class. We encourage you to assist the teacher with special presentations or projects.
6. Attend all Parent-Teacher Conferences. Informal conferences may be held anytime at the parent’s or teacher’s request. Attend school events, activities, and especially schedule parent meetings throughout the year.
7. Closely monitor and praise your child’s progress by reading all teacher notes and papers sent home. Participate in your child’s learning whenever possible. Ask them to show you what they are learning.
8. Communicate your ideas for school improvement and comments regarding the school program to the administration, parent council, teachers or school board. We want to hear from you.
9. Volunteer your time and effort to help with the school’s volunteer activities. Our greatest resource for our school is our parents and family volunteers.
10. Support the Grace Academy Parent Council by serving on a committee or providing leadership for an activity or project.
11. Our best marketing tool and new student recruiters are our parents. New families confirm that the most frequent way they learned of our school was from current Grace parents. Please continue to spread the word at your church and in the community about Grace.

### 4.5 2013-2014 Tuition Fees/Payments

*Please note that the 2014-2015 Tuition Fees/Payments will be updated in January for the 2014-2015 School Year. The amounts listed below are subject to change*

#### 2013-2014 Tuition:

Kindergarten, half-day	\$5223
Kindergarten, full-day	\$5953
Grammar School (Grades 1-5)	\$7287
Logic and Rhetoric Schools (Grades 6-12)	\$7602

#### 2013-2014 Fees:

<u>Application and Placement Testing Fee</u> (non-refundable)	
Grades K – 4 (with in-house placement test)	\$150 (non-refundable)
Grades 5-12 App fee + ISEE fee	\$195 (non-refundable)
(*Please note that application fees double after May 1st)	

Please note that application fees to Grace Academy double after May 1st.

Annual Non-refundable Registration Fee (all students)	\$275
Annual Non-refundable Parent Council Fee (paid on May 1st)	\$10 per family

The annual enrollment and tuition fees enable each student to fully participate in all programs offered by Grace Academy, except some field trips and athletic programs. Each class has a budget for field trips and special projects. An additional athletic fee is charged for each sport. The student is responsible for providing certain classroom supplies, such as pencils, paper, erasers, etc. A list of required school supplies is available each summer in the school office.

To participate in the extra-curricular athletic program, there is a fee of:

2013-14 Athletic Fee, per student, first sport	\$150
2013-14 Athletic Fee, per student, second sport	\$100
2013-14 Athletic Fee, per student, third sport	\$75

Grace Academy seeks to provide excellent classical, Christian education at a minimal cost. It is absolutely necessary that tuition payments be made on schedule. Tuition payments may be paid in one of two methods: 12-month payment plan (May – April through the FACTS Management Company); lump sum payment for the year (due on the first business day of May prior to the school year).

Refunds for temporary illness, vacations, or other temporary absences will not be given.

When a student leaves Grace Academy for any reason, no transcript or report card will be issued until any money due the school is paid in full.

***12-Month Payment Plan***

Grace Academy offers a monthly payment plan for the convenience of parents. For academic year 2013-2014, the twelve-month plan will run May 2013 – April 2014. The following procedures will be followed for the 12-month payment plan for academic year 2012-2013:

1. Annual tuition is divided by 12 and one-twelfth of the total is due each month, May through April. Parents of students attending Grace Academy for the first time, who are admitted to the school after May 2012, will have the tuition divided by the months remaining in the payment plan which ends in April 2014.
2. Parents are required to enroll with FACTS Tuition Management and pay the family's annual \$41.00 enrollment fee to FACTS. Payments will be initiated by FACTS on the 5<sup>th</sup> of each month through April 2014.
3. Late payments will be assessed a twenty dollar late payment penalty. Notice of overdue payment will be sent to the parent via FACTS Tuition Management.
4. If payment of late tuition or other fees is not made or written agreements made with the Head of School within 30 days of the date due, the Head of School or his delegate will personally contact the student's parents or responsible party.
5. Should payment of tuition or other fees still not be received within 45 days of the original due date, a pending expulsion notice will be sent by certified mail to the student's parents or responsible party.
6. If after all efforts noted above have been exercised and a period of 60 days has elapsed from the original due date without prior payment or written arrangements, the school administration will inform the family that their student(s) is expelled for non-payment of tuition or other fees.

***Prepaid Tuition Plan with 5% Discount***

The prepaid tuition discount is only available to those families who pay in full by the first business day of May.

#### ***4.6 Refunds for Approved Withdrawal from School***

Grace Academy commits itself each year to provide high-quality classical, Christian education to its students. This commitment involves financial obligations that last throughout the academic year, such as paying teacher salaries, purchasing books, etc. Therefore, we take very seriously the commitment of parents to pay the agreed-upon tuition amount for the year, even if the family withdraws from the school. Parents are obligated to pay the full year's tuition, even if they withdraw their child from the school during the school year. Our Lord commands that we pay our obligations in a faithful and timely manner. He also commands that we practice wisdom in assessing the cost of a tower before beginning the construction of it.

Refunds for tuition may be granted only for the following reasons: Family moves their residence from the Georgetown and surrounding area due to job relocation; loss of job; death, or serious illness/injury which prevents the student from attending school.

Approved refunds will be calculated using 9 as the denominator (9-month school year, September through May) and the number of fully-completed months as the numerator, times the applicable annual tuition rate. In the case of a lump-sum payment plan refund, the annual tuition rate used will be the gross tuition rate, excluding the 5% discount for lump sum payment. That is, the 5% discount will be forfeited by the family. This "used" tuition amount will be compared with the amount paid-to-date by the family. Any excess amount will be promptly refunded. The family will be obligated to pay to the school any calculated "used" tuition amount in excess of amounts paid-to-date by the family (in the case of the family being behind on payments on a 12-month payment plan at the time of withdrawal).

#### ***4.7 Steps to Withdrawal***

1. Parents shall put their withdrawal request in writing. A letter addressed to the Administration should offer details of the reason for withdrawal, as well as any requested special considerations. An anticipated time frame for withdrawal must be included.
2. Immediately upon receipt of the request, the Teacher, Administrative Assistant, or Dean of Curriculum and Instruction shall present the withdrawal request to the HOS.
3. A Student Withdrawal Form and Exit Survey will be provided to the parent for completion.
4. The administration and Board of Grace Academy will pray for the family during this transition.
5. If Withdrawal meets Approved Withdrawal criteria, please see the Refunds for Approved Withdrawal from School.
6. After receiving full payment or having any outstanding balances paid up to date, Grace Academy will forward school records upon receiving a formal written request from the registrar's office of the new school.

#### ***4.8 Returned Check Policy***

All checks returned by the bank due to insufficient funds will be assessed a \$20 returned check fee. This fee will be added to the monthly billing statement and must be paid promptly. If a family writes two returned checks in a year, they will lose the privilege of paying by check for the remainder of the academic year. In this case, payment must be made in cash or by money order. For families utilizing FACTS 12-month payment plan, a FACTS Returned Payment Fee will automatically be assessed to your account for each payment attempt that is returned. The amount of the fee is indicated on the agreement. More information regarding this fee is also provided on the agreement.

## 5. General Guidelines

### 5.1 Basic School Rules

The following list of school rules are those essential policies that we require all our students to be aware of and adhere to:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. Honor God, Honor others, and Honor God's property are the guiding principles in all our activities.
3. The chant "Obey all the way, right away, with a good attitude everyday," should be used on a regular basis to remind grammar students of behavioral expectations at Grace Academy.
4. There should be no talking back or arguing with teachers or staff. **Prompt and cheerful obedience is expected.** Requests from the teacher should not have to be repeated.
5. No chewing gum, electrical music devices, guns or knives are allowed on the school grounds.
6. Students are expected to be aware of and avoid the off-limits areas of the building or grounds (e.g. students are not to go behind the buildings, or beyond fences).
7. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks).
8. Students are not to run or make noise on the decks, but to walk and talk quietly. Grammar teachers are to escort their classes to lunch, assemblies, and other class functions.
9. Quiet talk and good behavior are to be the standard while in between classes, in the bathrooms, and all other non-classroom times inside the building.
10. Teachers are to dismiss their classes to recess one row at a time. Students are not to run into the building after recess. They are to walk into the building.
11. Laptop computers, netbooks, electronic tablets and e-readers may only be used as a tool to assist in the everyday routine of school (taking notes, writing papers, or using spreadsheets).
12. No internet access is allowed while on campus. There are exceptions at the Rhetoric level but those will be requested by the teachers and not students.

## 5.2 Resolution of Conflicts

The Bible calls us to demonstrate humility and love toward one another. However, understanding the weakness of our flesh, interpersonal conflicts will inevitably arise between members of our school community. We are committed to open and honest resolution of such matters in accordance with Scripture (Matthew 18:15-17). Therefore, we expect all members of the School family to:

1. Refrain from participating in destructive criticism of the faculty or staff to your child or others;
2. Address problems by going directly person involved and addressing the matter in a loving and open way;
3. *Address problems or differences which cannot be mutually resolved directly with the party involved to the next highest person within the school administration, until a satisfactory resolution is reached.*

## 5.3 Attendance

A student enrolled in Grace Academy is expected to be present and on time to school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend, and complete all requirements for every course offered. Attendance records for the students are kept in RenWeb and reported on the student's report card.

### Punctuality:

Students should begin arriving no earlier than 7:50 a.m. A student who arrives after 8:15 a.m. is considered tardy. If a student is counted as tardy three times in one quarter, these three tardies will be counted as one absence.

A student who is absent from school more than one half-day may not participate in extra-curricular activities that day, either in practice or in games unless the Head of School gives permission to do so. Any student leaving for a medical appointment and returning within a reasonable time will be eligible for practices or games.

### Absences:

If a student needs to be absent from school for one or more days for any reason, the parents should contact the school office by note, e-mail or phone as soon as possible. If a student arrives after 10 a.m., he will be considered absent for the whole day.

### Make-up Work in the event of an absences:

In the case of an unplanned absence, a student may have one day for each day absent plus one additional day to turn in the missed work.

For example, if a student misses three days unexpectedly (e.g. illness, family emergency) then he may have four days to make up any missed assignments.

### In the case of a planned absence, a student must notify the teacher at least one week in advance. All make up work will be due the first day the student returns following the absence.

For example, if a student plans to miss three days (e.g. family trip) then the student should contact his teacher to obtain the assignments he will miss when absent. Those assignments are due the day the student returns to school.

### Long-Term Absences:

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should

be made as soon as possible to limit the amount of missed schoolwork. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed. We recommend that prior to any planned, extended absence, the student(s) work ahead as much as possible. This eliminates both the need to work on vacation or doing a significant amount of make-up work. It is the student's responsibility to complete the assignments or work as outlined or prescribed by the teacher. Parents should not expect teachers to pre-plan or prepare handouts, tests or worksheets prior to any extended absences unless extenuating circumstances exist.

**Maximum Absences:**

In the event the total number of absences, whether *planned or unplanned*, for one quarter is equal to or exceeds five days, the student may not receive credit for that time period. In the event the total number of absences, whether *planned or unplanned*, for one semester is equal to or exceeds ten days, the student may not receive credit for that time period. The student's parents will meet with the Director of Curriculum and Instruction (and teacher/s if necessary) to determine whether the student will receive a letter grade, or a grade of P (pass) or F (fail) on his report card.

In the event the total number of absences, whether *planned or unplanned*, is equal to or exceeds fifteen days in one semester, the student will not receive credit for that semester. The student's parents will meet with the Director of Curriculum and Instruction who will make a recommendation to the Board of Trustees.

Students need to attend school consistently, daily and faithfully. Exceptions to attendance requirements may be granted based on unusual or unexpected circumstances and approved by the Director of Curriculum and Instruction.

Long, sustained illness or other unusual circumstance is always a consideration for grace for this requirement.

## 5.4 Discipline

The kind and amount of discipline will be determined by the teachers, and when necessary the Director of Student Affairs or his designee. The discipline consequences will be administered in the light of the individual student's actions, attitude, and/or history of misbehaviors.

Order and discipline in the classroom shall be enforced. All discipline will be based on biblical principles, e.g. confrontation of sinful behavior, confession & apologies, (public and private), swift/painful punishment, restitution, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of all students. Student misbehavior will not be tolerated at school, at school functions, school trips, events or activities.

**Office Visits:** There are five basic behaviors that will automatically result in a visit to the Director of Student Affairs or his designee: (see Code of Conduct for further information)

1. Disrespect shown to any staff member. The faculty or staff member will be the judge regarding disrespectful behavior.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e. outright disobedience or defiance in response to instructions, failure to comply. The faculty or staff member will be the judge regarding rebellious behavior.
4. Fighting, i.e. striking others with the intention to harm another student.
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

During the visit with the Director of Student Affairs or his designee, the Director of Student Affairs or his designee will determine the nature and degree of the discipline. The Director of Student Affairs or his designee may require seeking forgiveness from the offended party, restitution, community service, physical exercise, loss of privileges/opportunity, spanking, or any other measures consistent with biblical guidelines which may be appropriate.

If, for any of the above or other misbehavior, a student receives disciplinary action from the Director of Student Affairs or his designee, the following accounting will be observed within each semester of the school year:

- The first two times a student is sent to the office for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
- The third office visit will be followed by a meeting with the student's parents and Head of School.
- Should the student require a fourth office visit, a two-day suspension will be imposed on the student.
- If a fifth office visit is required, the student will be expelled from the school.

**Expulsion:** The Grace Academy Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

**Serious Misconduct:** Should a student commit an act with such serious consequences that the Head of School deems it necessary, the office-visit process may be by-passed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering other students or staff members, extreme violence, vandalism to school facilities, violations of civil law, or any act in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

**Re-admittance:** Should an expelled student desire to be readmitted to Grace Academy at a later date, the Grace Academy Board, or its delegated authority, will make a decision based on the student's demonstrated attitude and actions of repentance and circumstances at the time of reapplication.

***Information Regarding Corporal Punishment and Spanking:***

Spanking will be administered only by the Head of School or his specific designated appointee when deemed appropriate, with a faculty or staff member (witness) present. Every attempt will be made to phone the parent. A wooden paddle is used, and two swats are the norm. After punishment is administered, time is spent with the child to discuss apology, restitution, forgiveness, repentance, and encouragement. (See Proverbs 1:7, 13:24, 19:18; 22:15, 23:13-14 and 29:15)

***If parents do not agree with their child(ren) being spanked, they must notify the school in writing of their disagreement, and specify no less than two emergency contacts (besides themselves) who will be able to come to the school immediately to take the child home in the event the parents are unable to be reached. We realize special ward children (foster care, etc.) are prohibited by law from being spanked; therefore it is the parent/guardian's responsibility to inform the school in writing of these situations.***

### ***5.5 Learning Disabilities Policy***

***Objective:*** To clarify the educational goals of Grace Academy in regard to students with learning disabilities.

***Scope:*** This policy applies to all students and teachers in all the classrooms of Grace Academy.

***Definitions:*** Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents (e.g. Down's syndrome, deaf/mute, blind, etc.).

Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program, or staff in order to provide the education services desired by the parents (e.g. hyperactivity, Attention Deficit Disorder, dyslexia, etc.). For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed, or is a genuine learning disability.

***Guidelines:***

Children with a severe learning disability will not be admitted to Grace Academy due to the lack of adequate staffing, funding, and facilities.

Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.

Children who have been diagnosed with a learning disability will be given as much individual instruction and encouragement as their classmates.

## 5.6 Homework Philosophy and Guidelines

### *Philosophy*

Homework is a normal, usual and required experience for learning at Grace Academy. There is a strong relationship between remembering old learning and/or mastery of new concepts and homework. For a student at Grace Academy to reach their full potential homework is essential. Homework is an important tool for teaching time management, diligence and personal responsibility as well as the curricular content. Parents should help students organize their work and budget their time especially in grammar grades to develop proper habits of upper grades. Additional reasons for homework include:

Students often need extra practice in new concepts, skills, or facts. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice and rehearsal of new learning.

1. Repeated, short periods of practice or study of new information are often a better way to learn than one long period study. Daily homework allows for shorter periods of study.
2. Parental involvement is critical to a child's education. Homework may be used as an opportunity for parents to actively assist their children in their studies. This will also keep the parents informed as to the current topics of study in the class and/or if a student is being successful at their work.
3. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation serves a punitive, as well as practical purpose. Students who do not use their time wisely to complete an assignment in class may have homework.
4. Some students may work more slowly than others, so they may have homework in order to complete an assignment. All students should make every attempt to complete all homework on time and complete all the assignment.

### *Guidelines for Homework:*

Homework will not be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school.

Students will find they go through periods or seasons of peaks and valleys of much or little homework. The time spent in doing homework will vary from grade to grade and even from student to student. The information below is a guideline and should be regarded as estimated times, not as required minimum/maximum times. When homework is assigned, a Homework Assignment Sheet should be used in the grammar grades and/or a student-owned assignment book should be used (especially for the older students). All students should have daily reading that should be completed at home. When possible, homework assignments can be posted on teacher web pages.

#### Guidelines for time spent on homework\*

K	NONE
1ST- 2ND	20-30 MINUTES
3RD	30-45 MINUTES
4TH- 5TH	45 MINUTES
6TH	45-60 MINUTES
7TH-8TH	60-90 MINUTES
9TH-12TH	90-120 MINUTES

As the student progresses through their academic life the amount of homework and self-initiated study will and

must increase. Upper school students should expect increased work requirements around due dates for projects, exams, etc. Friday is a school day and it is reasonable to expect homework on a school day. Students taking AP courses should expect a minimum of 30-45 minutes per AP course per night.

*\*Normally homework is not to be assigned over holidays and vacation periods (except for required reading). There may be an exception to this guideline for “special” assignment or in the case of a student procrastinating on an assignment made well ahead of a due date. Please monitor your student’s time or task and help them learn to plan and develop clear, consistent routines for homework and a routine for your own review of completed work. Your positive participation in the homework process reinforces learning, habits of learning, and study for the rest of their life. Failure to complete homework on time and or incomplete work could become a violation of the code of conduct if the student demonstrates clear patterns of refusing to complete their work. If for any reason a parent has a concern for the amount of homework assigned to their student, the parent should contact the teacher who assigned the work and express their concerns.*

### **5.7 70% Rule**

If a student in any given class fails a test or any major assignment (e.g. project or composition), which assesses work over a period of days, not having already been subjected to any late penalty, the following steps shall be taken:

1. Students who have a failing grade can retake the test or redo the assignment with corrections but may only receive a final grade of 70% on the retest or redo. They must do the retake within a week of receiving the grade from the teacher. If they score below 70% on the retake, the higher of the two grades becomes their grade with no other rewrites or retakes.

*The philosophy behind the rule is that priority should be on students learning the material. Grades should be viewed as a tool for motivating students to learn the material.*

### **5.8 Guidelines for Late Work and Absent Work**

#### ***Make-up Work in the Event of an Absence***

In the case of an unplanned absence, a student may have one day for each day absent plus one additional day to turn in the missed work.

*For example, if a student misses three days unexpectedly (e.g. illness, family emergency) then he may have four days to make up any missed assignments.*

In the case of a planned absence, a student must notify the teacher at least one week in advance. All make up work will be due the first day the student returns following the absence.

*For example, if a student plans to miss three days (e.g. family trip) then the student should contact his teacher to obtain the assignments he will miss when absent. Those assignments are due the day the student returns to school.*

In both of the above situations, after the grace period has expired the policies for late work will apply.

#### ***Late Work***

All assignments are due on the day specified by the teacher at the time the assignment is given. A teacher may, at his discretion, extend a one day grace period under the following parameters.

1. The assignment may be turned in one day late with a 10% penalty. 10% will be deducted based on the total possible points for that assignment.

For example:

- a. A 100 point assignment will deduct 10 points.
  - b. A 50 point assignment will deduct 5 points.
2. The teacher should notify student and parent of late status.
  3. After the one day grace period, the assignment will be assigned a grade of zero.

## 5.9 Student Promotion

GRAMMAR students currently in Grace Academy must meet all the following basic criteria for promotion to the next successive grade:

1. Pass Language Arts (reading, writing, spelling, grammar) and Math for the year.
2. Have no more than one "F" per semester in any other academic subject (e.g. Natural History (Science), Latin, etc.) and no more than two "F's" in the same subject within an academic year. Teachers shall follow and adhere to their grading guidelines found in the faculty handbook.
3. There shall be a minimum of 10 grades per subject per quarter for assessment purpose. An overall average of 70% is the minimum standard for passing in those grades using numerical grading.
4. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:
  - a) Kindergarten to First Grade: Behavioral maturity, reading readiness and a general readiness for leaning should be demonstrated for First Grade.
  - b) First Grade to Second Grade: Able to read orally and silently with adequate speed, correct use of phonetic skills, and fundamental oral and written comprehension. Able to write complete sentences with neat lettering. Able to add and subtract single digit numbers with at least 70% accuracy. Ability to recognize shapes, tell time, and understanding of days, weeks, seasons, and years.
  - c) Second Grade to Third Grade: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly with at least 70% proficiency. Able to add and subtract two-digit numbers with at least 70% accuracy. Demonstrate ability to read, write and cipher at grade level with a 70% mastery.
  - d) Third Grade to Fourth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.
  - e) Fourth to Fifth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.
  - f) Fifth to Sixth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

LOGIC SCHOOL students currently in Grace Academy must meet the following basic criteria for promotion to the next successive grade:

1. Pass history, literature, math, science and logic (if applicable) with at least a 70% average.
2. Have no more than one 'F' (or 'U') per quarter in any given subject.
3. It is incumbent upon the appropriate teacher that all due curriculum objectives, grading guidelines, and teaching requirements be faithfully executed. **For example, the requirement that there be at least 10 objective grades per subject area by which the quarterly grade is computed, has a significant bearing on a complete and accurate assessment of a student's success in that area. Too few grades can force the teacher to make a poorly documented and therefore unobjective judgment call.**
4. SIXTH GRADE to SEVENTH GRADE: Cumulative mastery of grammar school requirements, plus: Satisfactory (75%) completion of curriculum objectives for this grade level. In addition, cumulative, comprehensive mastery tests may be administered to assess the students' readiness for entering Grace Academy School of Logic, particularly with new incoming students.
5. SEVENTH GRADE to EIGHTH GRADE: Cumulative mastery of sixth grade requirements, plus: Satisfactory (75%) completion of curriculum objectives for this grade level.
6. EIGHTH GRADE to NINTH GRADE: Cumulative mastery of seventh school requirements, plus: Satisfactory (75%) completion of curriculum objectives for this grade level.

RHETORIC SCHOOL Students in the School of Rhetoric (grades 9 – 12) should refer to the graduation requirements in lieu of promotion criteria. Students must demonstrate satisfactory (70%) completion in each course in order to progress to the next course in succession for that subject area.

All appeals for diverging from or waiving the requirements of this policy will be submitted to the Director of Curriculum & Instruction, who may seek whatever counsel is deemed necessary to render a proper judgment.

### ***5.10 Controversial Subjects***

- Objective:*** To establish a policy that helps Grace Academy to respect the convictions of parents and teachers in various academic and/or sensitive subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview.
- Scope:*** These guidelines apply to all teaching staff in the course of their teaching duties. It does not apply to non-teaching staff, nor to teaching staff on their own time.
- Definitions:*** Controversial subject: a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Examples: partisan politics, human sexual relations, election vs. human choice, etc.

***Guidelines:***

If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.

If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:

- As necessary, instruct the class on the responsibility of Christians to be charitable in debate. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
- As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc.
- Strongly encourage the students to become knowledgeable of the most widely held views on the topic.
- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts.
- The teacher is to remember that according to Scripture and the second stated goal of Grace Academy, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with student/s on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

### 5.11 Parent Involvement

*"Fathers, do not provoke your children to anger,  
but bring them up in the discipline and instruction of the Lord."*

*Eph. 6:4*

The family unit is of first importance to Grace Academy since the family is the most important human institution ordained by God. No other institution is given the high calling of bringing forth and raising up children. Therefore, Grace Academy is continually seeking ways to constructively involve the parents, grandparents, and siblings of our students in the school's regular and special programs. Communication with the school's parents are only second to having the parents actually in the classroom. **The parents should never have to be in the position of wondering what is happening in their child's class or wonder how their child is progressing.**

1. The teachers are required to communicate with all the class parents at least once every two weeks (a once-a-week, planning form is very common.) This may be done in a written or verbal form.
2. After the first and third quarters of the school year, formal parent-teacher conferences will be arranged.

**See Parent-Teacher Conferences.** Informal conferences may and should be arranged as needed.

Other ways parents may be involved in the school are:

1. Grace Academy Parent Council
2. Home room parents
3. Parent-Teacher Organization activities
4. Guest speaker
5. Field trip hosts or chaperons
6. Teacher aides
7. Library aid

### 5.12 Grace Academy Parent Council

The Grace Academy Parent Council is an organization for the parents whose mission is to strive to further the educational goals of the school by developing close relationships and interactions among parents, faculty and students associated with the school. The Parent Council's aim is to furnish support to the school, to further its educational goals and to promote the welfare of its students. Each family is assessed a membership fee as part of their first tuition payment.

### ***5.13 School-Sponsored Events Policy***

***Objective:*** This policy is designed to limit the liability assumed by Grace Academy for school-sponsored events.

***Scope:*** This policy applies to school-sponsored activities.

***Definitions:*** School-sponsored events: 1) events which are organized by a Grace Academy faculty or staff member acting in their official capacity, 2) events which are published on the Grace Academy official calendar, or 3) events which receive financial support from Grace Academy.

***Guidelines:***

School-sponsored events require the attendance of a faculty, staff, or approved representative of Grace Academy.

Parents or legal guardians must sign a written waiver releasing Grace Academy from any liability for all events taking place off campus. This statement should also authorize medical treatment to be given to the student in case of injury.

The appropriate administrator must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.

### ***5.14 Technology Policy***

Computers and e-readers can be used in classrooms as a tool for the student. While on campus, however, students are not allowed to access the internet on any electronic device. There may be times, with a teacher or staff member's permission, that a student may access the internet under direction supervision of said teacher. The teacher must have visual of the screen at all times. If a student is found using their computers or any other electronic device for non-school related tasks, the device will be confiscated and parents must come to the school office to pick it up.

### **Student Cell Phones**

Cell phones must be off and put away during the school day. (From 7:50 a.m. until they leave the campus at afternoon carpool). Students needing to contact parents while on campus should use the phone in the main office or Front Desk. If a teacher/substitute teacher observes unauthorized cell phone use, he/she should collect the cell phone from the student and give it to Administrative. The parents will be called and they can pick the cell phone up at the end of the day.

### **Computer Access and Use**

The computers located in the classrooms are for teacher use only. They shall not be used by students unless give specific permission. Students may only use personal laptop computers to perform work on Grace Academy class related projects or assignments. Students may use e-readers, but may not access wi-fi or use them for any other purposes. A student shall not be allowed to access any local network, or access outside telecommunication resources such as the Internet on a personal laptop computer without prior approval from an administrative staff member.

### **Personal Electronic Devices**

Students may not use personal electronic devices during the school hours unless pre-approved by a teacher or other administrative staff member. This includes laser pointers, portable music or video devices, pagers, and video games. E-readers may be used during class time for reading books, but may not be used to access the internet or play games.

### ***5.15 Electronic Student Information***

The Grace Academy email list and family directory from our Student Information System will not be shared for any reason or used to promote an event other than those associated with or hosted by Grace Academy.

## 5.16 Student Drivers

### Parking

Student Drivers may park in the school parking lot facing the playground. During afternoon carpool, they are to pull forward over the gravel median. They are to avoid backing out if at all possible.

### Leaving during the school day

Student drivers may leave the school during the day as long as the following procedure is followed:

1. The student brings to the office a completed *Permission to Leave School Form* (provided by the school) that has been signed by a parent.
2. The student then gives the form to the teacher for his/her approval signature.
3. Before leaving campus, the student should bring the form to the office.
4. The form must be signed by a member of the Administrative Team for final approval.
5. Approved forms will be kept on file in the school office.
6. The student must sign out on the Student Sign-out sheet in the office for one time events.
7. No students are permitted to drive off-campus for lunch.
8. In the case of a student needing to leave the campus regularly (i.e. go to class at a community college or regular doctor appointments), one form signed and approved by all parties can be kept on file in the office for the purpose of regularly, scheduled events.
9. The intent of these guidelines is to limit students leaving campus during the school day unless with specific, explicit permission of home and school.

### **5.17 Field Trips**

*Please note that the following guidelines are subject to change for the 2014-2015 school year.*

#### **2013-2014 Field Trip Guidelines**

Grace Academy greatly appreciates your willingness to be a driving (or non-driving) chaperone during field trips this school year. As a chaperone, you are responsible to supervise the students assigned to you by the administration beginning with departure from the school and ending with the return on campus. Thank you for your time supporting your student and Grace Academy.

#### **Purpose**

Since field trips are an extension of classroom learning, all rules pertaining to conduct on campus must be adhered to on all curricular field trips.

#### **Adult Participants**

Parents or relatives who attend any Grace Academy field trip will fall under one of three categories:

1. Chaperone (driver) is a parent who has attended a Chaperone meeting, has completed the Field Trip Driver Form on RenWeb, and has completed a periodic Volunteer Background Check and has agreed to the guidelines and parameters set forth in the Chaperone Guidelines. This parent will be responsible for transporting as well as supervising the students in their vehicle for the duration of the field trip.
2. Chaperone (non-driver) is a parent who has attended a Chaperone meeting, has completed a periodic Volunteer Background Check and has agreed to the guidelines and parameters set forth in the Chaperone Guidelines. This role is the same as above with the exception that they are not responsible for transporting students in their vehicle.

Parents serving as Chaperones will need to focus solely on the students under their care and are not allowed to bring any siblings on the field trip.

3. An Attendee is a parent or relative who has completed a periodic Volunteer Background Check and will provide their own transportation to and from the field trip, but has no Chaperone responsibilities. Attendee parents may also have younger siblings accompany them.
- Siblings: Parents, as you consider attending (as a Parent Attendee, not as a chaperone) a Grace Academy field trip, please remember that our intention is for our students to have an educational experience. We do not want to compromise any student's educational experience, and therefore ask that you supervise any siblings who are present.
    - Please be aware that due to the nature of some field trips, there may be the occasion for a teacher to ask that no younger siblings attend.

#### **Chaperone Guidelines**

1. All Chaperones must attend a Chaperone meeting and agree to the Chaperone Guidelines.
2. Grace Academy Teachers are the authority on all field trips. If you are volunteering to be a chaperone, your role is to be an assistant to the teacher. Therefore, parents serving as chaperones will need to focus solely on the students under their care, and are not allowed to bring any siblings on the field trip.
3. Chaperones are to assist the teacher with any behavioral issues, escort students where they need to go,

and help the teacher in any way he/she requests. The same behavior that is expected at Grace Academy is expected on field trips.

4. Please carry your cell phone and keep it turned on for the duration of the trip. All chaperones and teachers will have your phone number.
5. While driving, a chaperone may not use a cell phone. This includes both talking and texting. However, if you have the capability to use a Bluetooth device, that is permissible, but not encouraged. If there is a call from another chaperone on the field trip, please give the phone to the adult chaperone in the vehicle or to one of the students to answer.
6. Christian or Classical music may be played in the car on the trip. A movie may be allowed, but must either be chosen from the movie list provided by School Administration that is kept in the school office, or be approved by School Administration one week prior to the field trip.
7. Drivers are expected to obey all traffic laws and acceptable speed limits.
8. If you are in a caravan and the caravan should be separated in traffic, please continue on to your destination.
9. Unless arranged by the teacher, there are to be no additional stops made. You are to go from the school to the destination and back to the school.
10. A first aid kit and student prescription medications will be carried by the teacher and the teacher will administer all medications.
11. Grace Academy does not allow 15 passenger vans to be used for any transportation purposes.
12. Students may not use any electronic devices while on a field trip and it is the Chaperone's role to assist the teacher in enforcing this policy. This includes, but is not limited to, cell phones, music devices, gaming systems and e-readers. There may be instances that certain allowances are made, but those will be clearly communicated by the teacher prior to the trip. Unless specifically told, these items are off limits on Grace Academy field trips.

## **Transportation Guidelines**

### ***Student Safety:***

1. Seat Belts Both lap & shoulder belts must be worn at all times; one child per working seat belt.
2. Child Passenger Safety Seats State law requires that any child younger than 8 years of age be restrained in an approved child passenger safety seat unless the child is at least 4 feet, 9 inches in height.
3. We will follow the national recommendation from the American Academy of Pediatrics that no child under the age of 13 will be allowed to ride in the front seat of a vehicle.

### ***Non-serious injuries:***

If the teacher is not readily available for consultation:

Please call Grace Academy at 512-864-9500

After school office hours, please call:

- Jenny Courville, Administrative Assistant, at 210-393-1209

If Jenny is not available, please call either:

- Karen Moore, Director of Curriculum and Instruction, at 512-699-6776 OR
- Brad Cauley, Director of Student Affairs, at 512-656-8664

### ***Serious injuries***

1. Call 911 immediately
2. Notify the supervising teacher
3. Call the parent to report the illness or injury. If the parent(s) is unavailable call the emergency contact

listed on the Class Directory located in the orange Field Trip folder.

4. Please call Grace Academy at 512-864-9500

After school office hours, please call:

- Jenny Courville, Administrative Assistant, at 210-393-1209

If Jenny is not available, please call either:

- Karen Moore, Director of Curriculum and Instruction, at 512-699-6776 OR
- Brad Cauley, Director of Student Affairs, at 512-656-8664

***In case of an automobile accident:***

1. The vehicle is to remain at the scene of the accident until law enforcement officials release the vehicle.
2. Call 911 immediately
3. Notify the supervising teacher
4. Please call Grace Academy at 512-864-9500

After school office hours, please call:

- Jenny Courville, Administrative Assistant, at 210-393-1209

If Jenny is not available, please call either:

- Karen Moore, Director of Curriculum and Instruction, at 512-699-6776 OR
- Brad Cauley, Director of Student Affairs, at 512-656-8664

5. Students' safety is priority, so please move them to a safe location away from traffic.
6. Call your insurance company and follow their additional instructions.
7. Obtain a copy of the Police Accident Report and return it to Grace Academy.
8. If the vehicle is disabled, please notify Grace Academy and the teacher. Another vehicle will be sent to your location to transport the students to their destination.

***In case of an automobile accident with injuries:***

1. The supervising teacher is to accompany student(s) to the hospital and notify the student's parents or emergency contact if parent(s) are unavailable.
2. The remaining vehicles are to return to Grace Academy.

### ***5.18 Student Health Requirements***

All students attending Grace Academy must have on record with the school office, either a current immunization record or an Exemption from Immunization for Reasons of Conscience from the Texas Department of Health and Human Services, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

Before the school will issue any medication to a student, we must receive written parental permission. In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol & Tums), we have a form available on Renweb for parents to grant a year's general permission to the school to issue non-prescription medicines to their student(s). No prescription medication will be dispensed without written parental permission. Students who require regular prescription medication must leave the medication in the school office in a clearly marked bottle with accurate instructions and complete the Student Medication Form granting parental permission for a Grace Academy representative to dispense the medication. Any student who shares or furnishes any forms of prescription or over the counter medicine to another student is in violation of the code of conduct.

Please do not allow your student to attend school if they are sick or ill. Students must be free of fever, without fever reducing medication for 24 hours prior to returning to school after an illness. Grace Academy considers a fever to be 100.5 or above.

Other forms required on RenWeb that are necessary for student health records, and which must be completed prior to enrollment:

1. **Student Health Profile:** If certain criteria apply, a student health form must be filled out that describes the basic health/illness history of each student. Please alert us of any major issues.
2. **Immunization Record or an Exemption from Immunization for Reasons of Conscience:** An up-to-date record of immunizations or the Exemption must be in the student's file.
3. **Emergency Contacts Form:** Lists the emergency contact names and phones numbers of people who may need notification in a medical emergency.

## ***5.19 Uniform and Dress Code***

### **Rationale for Uniforms**

1. Being overly concerned with clothing and outward appearances is contrary to God's will for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 4:4; 1 John 2:15-17).
2. Pressures felt by children to compete in areas of dress are destructive to the unity of the school and the body of Christ.
3. Everything in our lives, including our clothing, should reflect the order of the Godhead and the order He has created in the world (1 Corinthians 14:40).
4. Clothing should be modest (1 Timothy 2:9) and reflect differences in gender (Deuteronomy 22:5). Our dress code will establish a common level of modesty for all students.
5. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and the school. Student appearance is a reflection of both. We make no judgments on clothing, nor do we think we are better because we have uniforms; Grace Academy chooses to establish the dress code instead of T.V., MTV, You Tube, movies, or other worldly sources.
6. Parents are asked to support, encourage and foster the school dress code and never to be an advocate for your student being out of compliance.
7. Our dress code is not neutral or arbitrary; it is our cultural representation of what is going on at Grace Academy. Our uniform represents we are serious about scholarship. We want our students to dress appropriately for their job; the place they happen to work has a dress code.
8. Uniforms tend to decrease the cost of student clothing. Our uniform suppliers are chosen because they provide economical and durable items. Often parents need only purchase two or three sets of uniforms to last throughout the school year, and often these items can be handed down to other children.
9. Uniformity of dress code and common school colors help foster school spirit and identity. Uniforms actually help a student develop their own individuality and personality. Freed from the shallow means of using external attire to conform to whatever trend is popular, a student can proclaim their identity through the more meaningful methods of their character, actions and speech.
10. The school faculty and staff will enforce the Uniform and Dress Code policy. Interpretation and application of the Uniform and Dress Code standards will be the responsibility of all faculty and staff. Students who are not in compliance with the uniform guidelines and dress code are in violation of the code of conduct.

## Uniform Policy

### 2013-2014 Grace Academy Uniform Policy

*Lands' End Preferred School Number 900064247*

#### Basic Guidelines

- Dress Neatly - That is, all shirts tucked in, shoes tied, no holes/tears/stains on clothes, missing buttons promptly replaced, clothing appropriately sized for the wearer.
- Be Clean - That is, recently laundered garments and groomed hair.
- Be Modest – That is, skirts and shorts should touch the knee. Outlandish or distracting clothing or appearance will not be allowed. Modesty shorts are required to be worn with skirts.
- Land's End is the only approved vendor for plaid.
- \*Designation for clothing styles are listed here as they are posted on the Land's End website and catalog.

## Grammar School Dress Code

All clothing items must be purchased through Lands' End

#### *Grammar Grades – K -5*

#### 1. Girls' Grammar School Dress Uniform – *Required on Mondays and at special designated events*

- Short sleeve navy polo shirt with Grace logo, tucked in
- Below the Knee Khaki A-Line Skirt\*
  - Modesty shorts required (*For your convenience, modesty shorts are available through Land's End. However, these may be purchased from any vendor*)
- Socks: Solid white ankle, crew, or knee high socks without logos or contrasting trim
- Shoe options are described below - Grammar School Shoes

#### 2. Girls' Grammar School Standard Uniform

- All above dress uniform items are approved to be worn on standard uniform days
- Short or Long Sleeve Polo Shirts: Navy, Evergreen or White (*logos not required for standard uniforms*)
- Khaki Plain/Khaki Pleated-Front Chino Pants
- Blend Top of the Knee Chino Short\*
- Top of the Knee Pleated Side Buckle Jumper\*
- Belts: For 2nd Grade and above: A solid navy, solid brown or solid black belt is required with pants.
- Socks: Ankle, crew, or knee high socks - Solid white, solid black, solid navy or solid khaki without logos or contrasting trim
- Tights: Solid white, solid black or solid navy tights (No leggings or footless tights)
- Shoe options are described below - Grammar School Shoes

**\*\*Please note:**

- The two button stretch skort is no longer an approved uniform item.

#### Girls may also wear:

- Modest hair accessories must be either school colors (navy, evergreen, gold) or black, white, silver or gold (no other colors allowed)
- Single, solid color nail polish
- A watch with no audible alarms set (No sounds going off during school)
- Only stud earrings allowed; no dangles

Notes for Grammar Girls:

- Undergarments must not show through uniforms
- Modesty shorts must not be visible below skirts/jumper/skorts
- White undershirts and Camisoles (camis) may be worn under shirts but must not be longer than uniform shirt or longer than the sleeve of the uniform shirt
- Girls may not wear dangling earrings and may only have a single earring in each ear (only stud earrings allowed).
- Girls may not wear any other jewelry such as rings, bracelets, necklaces, wristbands, anklets or other accessories
- Girls hair must be neatly groomed and girls may not dye their hair unnatural colors or have unnatural color extensions (hair clips included)
- No cosmetics
- No artificial nails
- No leggings or footless tights
- No tattoos or other body art visible, no cartilage or other facial piercings.

3. Boys' Grammar School Dress Uniform--Required on Mondays and at special designated events

- Short sleeve navy polo shirt with Grace logo, tucked in
- Khaki Plain/Khaki Pleated-Front Chino Pants
- Solid brown, solid black or solid navy belt (grades 2 and above)
- Socks: Solid white ankle or crew length socks without logos or contrasting trim
- Dress shoes as described below - Grammar School Shoes

4. Boys' Grammar School Standard Uniform

- Short or Long Sleeve Polo Shirts: Navy, Evergreen or White (*logos not required for standard uniforms*)
- Khaki Plain/Khaki Pleated-Front Chino Pants
- Khaki Plain/Khaki Pleated-Front Chino Shorts
- Belts: For 2nd Grade and above: A solid navy, solid brown or solid black belt is required with shorts and pants
- Socks: Ankle or crew length - Solid white, solid black, solid navy or solid khaki socks without logos or contrasting trim

Boys may wear:

- A watch with no audible alarms (No sounds going off during school)

Notes for Grammar Boys:

- Grammar boys may not wear any jewelry other than a watch (i.e. rings, bracelets, necklaces, wristbands, anklets or other accessories)
- Boys' hair must be neatly groomed, out of the face and eyes, no long spikes, and head is not to be shaved
- Boys may not dye their hair unnatural colors, have unnatural color extensions, wear cosmetics or nail polish
- No underwear showing
- No tattoos or other body art visible, no piercings

4. Grammar School Outerwear

- Grace zip-up hoodie (purchased through Parent Council, available in navy and hunter green)
- Grace pull-over hoodie (purchased through Parent Council, available in navy)

- Approved Navy zip-front cardigan or sweater from Lands' End (not required to have Logo)
- When the weather requires an additional outer layer, students may wear jacket of choice along with gloves, scarves and hats. Once they enter a school building, however, these items may not be worn.

#### 5. Grammar School Shoes

- Athletic Shoes
    - These shoes are only approved for the standard uniform
    - No slip-ons; must be athletic style shoe with laces
    - No bling, sparkles, lights; without characters, and no wheelies
    - Shoelaces must match trim and colors on shoe
  - Dress Shoes
    - Solid color dark brown or solid color black closed toe and closed heel dress-style shoes (for girls, Mary Jane style with a secured strap) – no prints, plaid, patterned, boots or athletic style shoes allowed
10. These shoes are required to be worn with the dress uniform
  11. These shoes are also approved to be worn with the standard uniform
  12. No shoe above the ankle
  13. Shoes must have rubber soles so that students can play and participate in P.E. safely

#### 6. Grammar Field Trip Uniform

- Standard Uniform

## Logic and Rhetoric School Dress Code

All Dress Uniform items and new Crop pant option must be purchased through Lands' End

*Logic Grades 6 – 8 Rhetoric Grades 9 - 12*

#### 1. Girls' Logic School Dress Uniform--Required on Mondays and at special designated events

- Short sleeve navy polo shirt with Grace logo, tucked in
- Below the Knee Plaid A-Line Skirt\*
- Socks, if worn, must be solid white ankle, crew, or knee high socks without logos or contrasting trim
- Tights or hosiery, if worn, must be solid white or natural colored hosiery. No leggings or footless tights.
- Shoe options are described below – Logic and Rhetoric School Shoes

#### 2. Girls' Rhetoric School Dress Uniform--Required on Mondays and at special designated events

- $\frac{3}{4}$  Sleeve White Oxford with Grace Logo, may be worn out or tucked in
- Below the Knee Plaid A-Line Skirt\*
- Socks, if worn, must be solid white ankle, crew, or knee high socks without logos or contrasting trim
- Tights or hosiery, if worn, must be solid white or natural colored hosiery. No leggings or footless tights.
- Shoe options are described below – Logic and Rhetoric School Shoes

#### 3. Girls' Logic and Rhetoric School Standard Uniform

- All above dress uniform items are approved to be worn on standard uniform days
- Short or Long Sleeve Polo Shirts: Navy, Evergreen or White (*logos not required for standard uniforms*)
  - a. Khaki Plain/Khaki Pleated-Front Chinos pants
  - b. Khaki Plain/Khaki Pleated Bermuda Shorts (knee-length, no cargo pockets or carpenter style loops)
  - c. *New Item!* Khaki Stain Resistant Stretch Crop pants (*From Land's End only*)

- d. Belts: A solid navy, solid brown or solid black belt is required with pants and shorts
- e. Socks: When worn, socks must be ankle, crew, or knee high in solid white, solid black, solid navy, or solid khaki without logos or contrasting trim
- f. Shoe options are described below – Logic and Rhetoric School Shoes

Girls may wear:

- Modest hair accessories must be either school colors (navy, evergreen, gold) or black, white, silver or gold (no other colors allowed)
- A watch with no audible alarms
- Nail polish may be worn
- Jewelry must be simple, understated, and modest
- Earrings, studs or dangles, may be worn in one piercing, only in the earlobes
- Tights or hosiery: Solid white, solid black, solid navy tights, or natural colored hosiery. No leggings or footless tights.

Notes for Logic and Rhetoric Girls:

- Undergarments must not show through uniforms
- White undershirts and camisoles (camis) may be worn under shirts but must not be longer than uniform shirt or longer than the sleeve of the uniform shirt
- Girls may not dye their hair unnatural colors or have unnatural color extensions (hair clips included)
- No artificial nails
- If there is body piercing elsewhere than the earlobes, no decoration/ornaments/jewelry may be worn in those places
- No gauges
- For additional details, see shoe policy below, but no open-toe shoes, sling-back shoes, or spike heels allowed. Upper school girls may not wear boots, Uggs or similar footwear.
- Cosmetics must be a natural enhancement and be simple, understated and modest
- No tattoos or other body art showing
- Socks: When worn, socks must be either ankle, crew, or knee high in solid white, solid black, solid navy, or solid khaki socks without logos or contrasting trim

4. Boys' Logic School Dress Uniform--Required on Mondays and at special designated events

- Short sleeve navy polo shirt with Grace logo (*From Land's End only*), tucked in
- Khaki Plain/Khaki Pleated-Front Chinos pants and solid navy, solid brown or solid black belt
- Socks, if worn, must be solid white ankle or crew length socks without logos or contrasting trim
- Shoe options are described below – Logic and Rhetoric School Shoes

5. Boys' Rhetoric School Dress Uniform--Required on Mondays and at special designated events

- White short-sleeve Oxford with Grace logo (*From Land's End only*), tucked in
- Plaid tie (*OPTIONAL. From Land's End only*)
- Khaki Plain/Khaki Pleated-Front Chinos pants and solid navy, solid brown or solid black belt
- Socks, if worn, must be solid white ankle or crew length socks without logos or contrasting trim
- Shoe options are described below – Logic and Rhetoric School Shoes

6. Boys' Logic and Rhetoric School Standard Uniform

- All above dress uniform items are approved to be worn on standard uniform days
- Short or Long Sleeve Polo Shirts: Navy, Evergreen or White (*logos not required for standard uniforms*)
- Khaki Plain/Khaki Pleated-Front Chinos pants

- Khaki Plain/Khaki Pleated-Front Chino shorts (Knee-length, no cargo pockets or carpenter style loops)
- Belts: A solid navy, solid brown or solid black belt is required with pants and shorts
- Socks: When worn, socks must be either ankle or crew length and solid white, solid black, solid navy, or solid khaki socks without logos or contrasting trim
- Shoe options are described below – Logic and Rhetoric School Shoes

Boys may wear:

- A watch with no audible alarms
- Modest and understated jewelry (for example: a single necklace with a small cross)

Notes for Logic & Rhetoric Boys:

- Boys' hair must be neatly groomed and not allowed in the face or to cover their eyes, no long spikes, and head is not to be shaved
- White undershirts may be worn under shirts but must not be longer than uniform shirt or longer than the sleeve of the uniform shirt
- No facial hair
- No nail polish
- Boys may not dye their hair unnatural colors or have unnatural color extensions
- No cosmetics
- No body piercings (including gauges), tattoos, or other visible body art
- Socks: When worn, socks must be either ankle or crew length and solid white, solid black, solid navy, or solid khaki socks without logos or contrasting trim

4. Logic and Rhetoric School Cold Outerwear/Jacket Policy

- Grace zip-up hoodie (purchased through Parent Council, available in navy and hunter green)
- Grace pull-over hoodie (purchased through Parent Council, available in navy)
- Approved Navy zip-front cardigan or sweater from Lands' End (not required to have Logo)
- Grace Academy Letter Jacket
- *New Optional Item! Rhetoric only* - Men's Hopsack Blazer from Land's End
- When the weather requires an additional outer layer, students may wear jacket of choice along with gloves, scarfs and hats. Once they enter a school building, however, these items may not be worn.

4. Logic and Rhetoric School Shoes

- a. Standard Uniforms Shoe Options:
  - Athletic Shoes
    - No bling, sparkles, lights; without characters, and no wheelies
    - Closed toe, closed heel shoes; nothing above ankles
    - Shoelaces must match trim and colors on shoe
  - Non-Athletic Shoe
    - No bling, sparkles, lights; no fur, without characters, and no wheelies
    - Closed toe, closed heel shoes; nothing above ankles
    - Shoelaces must match trim and colors on shoe
- b. Dress Uniform Shoes:
  - Solid color dark brown or black closed toe and closed heel *dress shoe* (Logic girls – ballet flats; Rhetoric girls – ballet flats or heels no higher than 1½")
    - No prints, plaid, patterned, boots, casual or athletic style shoes allowed
    - These shoes are required to be worn with the Dress Uniform
    - These shoes are approved to wear with the Standard Uniform
    - No shoe above the ankle

**5. Logic and Rhetoric School P.E. Uniform**

- c. Grace Academy PE Shirt (Purchased through Parent Council)
- d. Navy athletic short—must be longer than mid-thigh
- e. Must have shoes suitable for P.E. and Athletic participation

**6. Upper School Field Trip Uniform**

- Standard Uniform

**Note for Logic & Rhetoric Students:**

Lands' End now offers junior sizes to accommodate the diversity of sizes in Logic and Rhetoric. While it is our strong preference that you purchase the majority of uniform pieces through Lands' End, students may choose another vendor for pants and shorts only, provided the style, look and color match Lands' End as closely as possible. Belts are required. Shorts must be at the knee-length and may not have cargo pockets, or carpenter style loops. They should match the look and color of a Lands' End khaki as closely as possible.

**Non-Uniform Dress Days**

The dress on Non-Uniform Dress Days for all students will be blue denim jeans or denim capris for the ladies and a school t-shirt. (No rips, tears or holes in clothing)

**Wearing Hats**

Unless granted permission for special days or events, students are not to wear hats while in the school building.

## 5.20 Release of Students

Teachers are not to release a student to anyone without first checking with the office. The teachers and Administrator have the responsibility and custody of all the children while they are in school. The office should be made aware of any instance of the legal parent or guardian removing a child during regular school hours. A child is never to be released to a stranger until the office and parent(s) have been contacted. Parents who are picking up their child/children should come to the office and sign out the student.

## 5.21 Standard Response Protocol

**Objective:** To provide uniform classroom response to potential incidents such as weather **events**, fires, accidents, intruders and other threats to student safety facilitating professional,

**Scope:** These guidelines apply to all students, faculty and teachers on the Grace Academy campus.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. This protocol is based on four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

**Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.

During Lockout:

- Students return inside and proceed with the day as usual.
- Teachers bring students into the building, increase their situational awareness, take roll and then proceed with the day as usual.

**Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

During Lockdown:

- Students move away from sight and maintain silence.
- Teachers lock classroom door(s), turn out the lights, move away from sight, maintain silence and take roll. Teachers will wait for responder to open the door.

**Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

During Evacuate:

- Students form a hand-in-hand line and leave all of their belongings behind.
- Teachers lead evacuation to location, take roll and notify administration if there are missing, extra or injured students.

**Shelter** is always followed by a type and a method and is the protocol for group and self protection.

During Evacuate:

- Students will take shelter for tornado or hazmat situations.
- Teachers lead students to shelter and take roll.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to local Law Enforcement Agency would then be "We are under Lockdown." Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be chained. "Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold."

Standard Response Protocol posters are to be posted around campus and practiced by students and teachers throughout the school year.

## ***5.22 Academic Eligibility Policy for Athletes and Extracurricular Activities***

### ***Academic Eligibility***

#### **TCAL**

Varsity athletes are ineligible if they have one or more failing grades on each of the TCAL eligibility dates. They must not participate in games for three weeks following the TCAL date. They will retain their eligibility if they are passing all classes after a three-week period.

In addition, Grace Academy policy states that any athlete who fails a quarter or semester in any class is ineligible for three weeks from the last day of the quarter or semester. The athlete regains eligibility if he is passing all classes after the three-week period. In both situations above, the student is allowed to practice with the team.

#### **ACAA**

The Grace Academy policy above is in effect for all Elementary and Junior High athletes. The ACAA does not have an eligibility policy.

### ***5.23 Grace Academy Child Protection Policy (CPP)***

The Biblical model for the home and corresponding commands of scripture for educating children are both a blessing and a challenge. The world remains a fallen place. In order to follow our mandate for educating students, our operations must include a child protection policy and corresponding practices.

The Child Protection Policy (CPP) applies to all Grace Academy employees, volunteers and substitute teachers who are serving in any position involving the custody or supervision of students, other minor children, or developmentally disabled persons at school, on field trips, retreats or school related activities and events.

All qualified individuals in custody of or supervision of students must submit to a criminal background and driving history check. Any qualified individual in custody of or supervision that poses a risk to children or others at school or school events would be automatically disqualified for service or supervision.

Students, minors or individuals under 18 years of age may be used in positions that involve supervision or custody of other students and children **ONLY WITH ADEQUATE ADULT SUPERVISION**. Adult supervision of minor age students and volunteers must qualify to the same standards of all other adult supervisors, employees, volunteers and substitutes.

All employees must participate in formal child protection education and training. There shall be a minimum of one training session at the start of the school year. It is highly recommended that all volunteers and substitutes also attend the training. As a minimum, all employees, volunteers, and substitutes will read the policy and sign a statement indicating they have read and understand the CPP.

Specific guidelines and recommendations include:

5. Always work in an open environment avoiding private or one on one situations which are unobservable. Doors are open and unlocked, windows are not blocked and visual supervision by other adults and students is allowable. Visual access must be available – avoid private or secluded situations or opportunities.
6. Avoid situations which involve unsupervised access to children. If students are left alone, the adult or person most responsible for custody or supervision should contact the teacher next door, the office or another approved adult in close proximity. **AVOID LEAVING ANY GROUP OF STUDENTS UNSUPERVISED.**
7. Any adult which furnishes transportation of students must be approved and qualified by school policy and the CPP.
8. All adults, workers, volunteers, substitutes or student volunteers who have custody of or supervise students **MUST MONITOR EACH OTHER TO PROTECT THE STUDENTS AND CHILDREN UNDER THEIR COLLECTIVE SAFEKEEPING**. Supervision and custody of students and children includes and implies the protection of all by all. If someone were to observe another in an unsafe or compromised situation, it is the duty of both individuals to communicate and eliminate exposure risk or danger. If a situation cannot be resolved by mutual agreement and cooperation, both parties should report to the adult, teacher, or administrator in charge for a better or best solution. Safety of students in all settings is the priority in all situations.
9. All, any and each overnight activity must include a pre-plan of the Administrative Team. The plan must take into consideration the spirit and role of the CPP. All overnight activities must be parent approved with proper Medical Release and Consent to Treatment forms.
10. Be aware of your physical contact or proximity to children. Physical expression of affection must not be excessive or imposed upon another adult or student. The less known or familiar the adults or students are with other students and adults, the less familiar and physically “friendly” they should be. A spoken word, a friendly smile and quality conversation are superior ice-breakers for strangers.

11. ADULTS ARE ALWAYS RESPONSIBLE FOR MAINTAINING PROPER RELATIONSHIPS AND PROPER ACTIONS EVEN IF A STUDENT OR CHILD ACTS INAPPROPRIATELY. ADULTS NEVER PLACE THEMSELVES IN VULNERABLE OR COMPROMISING SITUATIONS, POSITIONS, OR CONVERSATIONS.
12. These guidelines serve as a template for the Godly responsibility we have to protect children. The template would also include email, text or any technology applications. It is highly recommended to avoid all forms of Facebook, Twitter and other similar social networking relationships with a minor child or student for any social purposes not in the proper context of family.
13. Be mindful of the safety of the students and children at all times and in all circumstances.

## **Reporting Procedure**

1. The adult who has witnessed or who becomes aware of any form of misconduct toward a student or child must report the facts to the appropriate teacher, or administrator. It is not the duty of the worker, employee or volunteer to investigate allegations. It is their duty to report. Immediately after you have reported, sit down and write out your conversation with the child in as much detail as possible. Sign, date and provide the Director of Student Affairs a copy, you keep the original.
2. The adult, teacher, or administrator must report to the Director of Student Affairs. Do not report to anyone outside the scope of Administration. It is the responsibility of the Director of Student Affairs to investigate, determine the facts, clarify, interview and collect information and/or seek professional assistance as necessary. If the allegation involves the Director of Student Affairs, the report goes to Grace Academy Board Chairman or his investigation and response. In all cases report to the Director of Student Affairs (unless he is involved).
3. All involved with the report or investigation must keep all information in strict confidence. The Director of Student Affairs is responsible to report or inform parents and communicate to any legal authority if violation of law has occurred.
4. All allegations will be taken seriously and school staff will take appropriate actions to protect all children/students in accordance with the laws of the state of Texas, and/or based upon the advice of legal counsel, and/or insurance policy requirements. IF ABUSE IS SUSPECTED, PER TEXAS LAW, AS THE OUTCRY WITNESS, YOU ARE REQUIRED TO REPORT WITHIN 48 HOURS OF INITIAL FINDINGS TO THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES – CHILD PROTECTION SERVICES. The Director of Student Affairs will also report to the State.
5. For any questions or clarification of this policy or practice of policy, please contact the Director of Student Affairs or Board Chairman.