

Grace Christian Academy

Raising Up A Standard

Parent & Student Handbook 2026-2027

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Section 1 - Welcome to Grace Christian Academy

Mission Statement of GCA

At GCA, we provide Christ-centered academic excellence by fostering relationships in a Christian community of service for students and their families.

Vision Statement

To empower students in their pursuit of the Lord, through excellent academics and a commitment to service, helping them realize their God-given potential. We aspire for them to make positive impacts in their families and communities as they pursue their unique paths in college and careers.

Core Values

Relationships: Our greatest desire is to encourage and support each student in the development of a strong personal relationship with Jesus Christ while building meaningful, Christ-centered relationships with others.

Education: Our primary responsibility is to provide a quality education grounded in a biblical worldview.

Purpose: Our desire is to help students discover their God-given gifts and confidently pursue the plans God has prepared for their lives.

Statement of Faith

At Grace Christian Academy, we believe

- The Bible, both Old and New Testaments, to be the inspired word of God; inerrant and authoritative in the original writings; the final point of reference and authority in all matters of Christian faith and life: God's Holy Word being the objective creedal standard which judges either sin or fruitfulness. (2 Tim. 3:16-17; 2 Pet. 1:20-21)
- In one God, Creator of all things, eternally existing in three equal persons: Father, Son, and Holy Spirit. That they created the Earth in six literal days and rested on the seventh. (Deut. 6:4; Heb. 1:3; II Cor. 13:14)
- The Father is sovereign and immutable in all His ways, sending His Son to accomplish His will on Earth as it is in Heaven. We, therefore, acknowledge our dependence upon God as a school, a community and a country. (Deut. 4:39; I Chron. 29:12; Ps. 29:10; Ps. 33:12)
- Jesus Christ is fully God and fully man. We recognize His virgin birth, sinless life, sacrificial death, bodily resurrection, ascension, and reign at His Father's right hand in glory. (Isa. 9:6-7; Dan. 7:14; Matt. 28:18, Jn. 1:1- 2; Col. 2:9; Heb. 1:3; Heb. 12:2)
- In the ministry and power of the Holy Spirit as He convicts, regenerates, seals,

indwells, guides, and instructs individual Christians: empowering the Church to reveal the glory of her divine husband, Jesus Christ. (Jn. 14:15-17; Jn. 16:7-15; Rom. 8:11; 2 Cor. 1:22; Tit. 3:5; 1 Pet. 1:12)

- In the necessity of salvation for sinful man, by grace, through faith in Jesus Christ, His shed blood and atoning death upon the cross; the only means to the forgiveness of sin and eternal redemption. This grace engenders love, and out of this love grows a desire to serve both God and our neighbor. (Acts 4:12; Rom. 3:21-26; Rom. 5:8-10; Eph. 2:4-10)
- That it is of the utmost importance to give our Lord Jesus the pre-eminence in all things, as Prophet, Priest and King, in view of His having been given, by His Father, all power and authority in Heaven and on Earth. (Heb. 1:1- 2; Heb. 6:19-20; Col. 1:12-20; Ps. 29:2; Jn. 4:23-24; Phil. 4:4)
- On Earth, we are as it were, ambassadors for Jesus. Our command is to re-establish a testimony for God and His law in this nation and to equip our children to do likewise. We believe it is our duty to teach them to keep covenant (maintain fidelity in their allegiance) with God, as our forefathers did. We unapologetically believe in a patriotism that promotes devotion to God and country. (Dan. 2:20-21; Dan. 5:21; Acts 5:17-29; Rom. 13:1-7; Tit. 3:1- 7)

Philosophy of Christian Education

Our school's Philosophy of Christian Education is in complete alignment with and does fully affirm our Statement of Faith.

God is the Creator and Sustainer of all things. Because man is created in the image of God, man's ultimate purpose, meaning and very definition of being must all come from God. Thus, man, as a finite creature, is dependent upon divine revelation for all ultimate truth. (Gen. 1:1; Gen. 2:1, Gen. 1:26-27; Ex. 3:14; Isa. 55:6-9; Col. 1:15-17)

Concerning the "nature of truth": Truth reveals God and is a revelation from God. God reveals Himself (generally) through His created universe, (specifically) in the Scriptures and (personally) in His Son, Jesus Christ. (Deut. 8:1-3; Isa. 40:6-8; Jn. 1:14, Jn. 14:6; Rom. 1:19-20; 2 Tim. 3:15-17)

Since the moment Adam and Eve disobeyed God in the Garden, man's essential nature has been corrupted by sin, and in sin, man's understanding has been darkened. At enmity with God in his spirit, man has embraced the falsehood that man's ways are better than God's ways. From the time of the fall, man has believed he could explore, understand, relate to and even teach the laws and facts of the created universe, independent of God's revealed truth and without need of "the grace of God to comprehend and receive it". (Gen. 3:1-7; Gen. 3:14-19; Gen. 6:5; Rom. 1:21-22; Rom. 3:10-11)

As Christians, we believe we are commanded by God to adopt, maintain and perpetuate (teach our children) a totally Christian worldview or Christian Philosophy. We believe our philosophy to be centered upon God (our Creator); that God is Truth; that God's Word is completely trustworthy (inerrant) and that God can be known. From this Christian Philosophy of Life we derive our Philosophy of Christian Education. (Ex. 13:8; Deut. 6:6-9; Ps. 78:1-11; Ps. 111:10; Prov. 22:6; Rom. 11:35; Rom. 12:2; 2 Cor. 10:3-5; Col. 2:8; Col. 3:1-2; Ja. 1:5)

Living in a created world means living in a reality of created facts, which can be rightly understood only in relationship to their Creator. We hold firmly to the philosophy that man's reason does not determine God's revealed truth about Himself and all that He has created. Rather, God has graciously given man reason; in order that God's truth (by the power of His Holy Spirit) might be discovered, understood, categorized and passed down from generation to generation in the systematic approach of training and discipline that is Christian Education. (Ps. 119:89-91; Prov. 1:7; Prov. 3:5-7; Prov. 22:6; Eph. 6:4; 2 Tim. 2:15; 2 Tim. 3:16-17)

Biblical truth must validate experience and knowledge at all times. In all subjects: Mathematics, Geography, Economics, History or English, the Bible is the key to true understanding. The Bible gives us the perspective we need to see God as He is, ourselves as we are, our relationship to others and to the world that we live in. It provides the necessary principles, without which, there can be no true understanding. Thus, biblical truth will undergird the teaching of all subjects and provide the standard; qualifying all other texts, materials and supporting media used in our classrooms. (Prov. 1:7; Prov. 9:10)

Moreover, we hold the Scriptures to be divinely inspired, authoritative, and inerrant. The Word of God is our heritage and our birthright. Our Philosophy of Christian Education, this document and every policy and practice hereunto will regard the Word of God as the final authority in all matters of faith and practice. (2 Tim. 3:16)

Grace Christian Academy's purpose is to provide a distinctly Christian academic environment in which God's mandate to train, instruct, and nurture each student in the Truth may be fulfilled. Administration, faculty and staff shall seek to minister to each student, providing a Christ-like example, while promoting the student's spiritual, physical, academic, and social development.

We recognize that children are a heritage of the Lord (Ps. 127:3). We believe that, to the Christian parent(s) of every Academy student, God has delegated a special "stewardship responsibility" for the instruction, nurture and discipline of children. The process of "training up a child" starts in the home. The Bible declares: "Train up a child in the way he should go, and when he is old, he will not depart from it." (Prov. 22:6)

God has additionally granted (in Christ Jesus) the authority of the parent(s) to train and instruct their children (particularly in matters of Christian faith and life). Again, the Scriptural mandate is clear and repeated: "These commandments that I give you today are to be upon your hearts. Impress them on your children." (Deut. 6:6-7) and "Fathers do not exasperate your children; instead bring them up in the training and instruction of the Lord." (Eph. 6:4)

At Grace Christian Academy, we hold to the biblical position that while parents can never delegate away their responsibility (before God) to instruct and discipline their children, they may 'share' the authority (given to them by God) for the teaching of their children, with our faculty and staff. Children will be blessed as parents and teachers share in their instruction, so long as the instruction is provided with God-given and rightly shared authority. "Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" (Matt. 19:14).

We desire to create an optimal learning environment based on academic excellence that compliments the Christian home. We strive to promote an atmosphere where students learn to live their lives for Christ, developing their character and achieving their highest potential (in Him). As we seek to train students, we believe that the school and the home need to work cooperatively in providing the best educational experience for every student. Our goal is to bring out of each student their natural creative desire to learn and to assist them in developing the required academic disciplines.

As to their spiritual nurturing, our goal is to develop within each student, an inclination to study, learn, and apply God's Word in every area of his/her life. We will diligently work to instill in our students a sense of appreciation for the heritage that is theirs in Christ. Ultimately, in all that we shall teach, in all that we shall say, do, plan, and promote; we shall direct all to the glory of God, exalting the name of our Lord and Savior, Jesus Christ. We will, at every point, seek to promote an experience of education and discipleship in the lives of Grace Christian Academy students; imparting God's Truth, thus preparing them for faithful service in the cause of Jesus Christ and the Gospel, that their involvement in the home, church, workplace and community might manifest the glory of Jesus Christ for the world to see. (Ps. 22:23; Ps. 57:5; Matt. 5:16; 1 Pet. 4:11; Rev. 4:11)

Organizational Structure

Grace Christian Academy is an independent, non-denominational, private Christian School offering classes K4 through 12th grade. GCA welcomes students from a variety of Christian backgrounds, though it is not formally or directly affiliated with any individual congregation or denomination. While we share a building and property with Grace Community Church, we are not affiliated with each other.

Grace Christian Academy is governed by a School Board responsible for the oversight of the school's mission, financial stewardship, and operations. The Administrative Team (Administration) includes the Principal, Director of Operations, and Dean of Students.

GCA functions best when all involved follow a simple principle of communication and problem resolution, based on the teaching of Scripture found in Matthew 18. When seeking resolution, we encourage students to meet individually with their teacher. Should no resolution result, the student and parent should schedule a meeting with the teacher. Should no resolution result, all parties should consult with an appropriate member of Administration.

Accreditation

Grace Christian Academy is fully K-12 accredited by Wisconsin Religious and Independent Schools Accreditation (WRISA).

School Choice and Student Support Programs

Grace Christian Academy participates in the Milwaukee Parental Choice Program (MPCP), Wisconsin Parental Choice Program (WPCP), and Special Needs Scholarship Program (SNSP). These programs allow eligible families to access a Christ-centered education while providing financial assistance opportunities.

Section 2 – Daily School Operations

Daily School Hours

Grace Christian Academy is committed to providing a safe, organized, and productive learning environment for our students. Students are expected to arrive on time, be prepared for the school day, and remain on campus until dismissal.

The GCA school day begins at 8:10 a.m. and concludes at 3:30 p.m. (12:15 for half day K4/K5 programs*)

- The first bell rings at 8:05 a.m.
- Students should be in their classrooms and prepared to begin learning by 8:10 a.m.
- Students arriving after 8:10 a.m. must report to the school office to sign in and receive a tardy pass.
- Students may arrive on campus beginning at 7:45 a.m. and should be picked up no later than 3:45 p.m. Students remaining on campus after 3:45 p.m. must be enrolled in Extended Care.
- *Students enrolled in the K4/K5 half day option are dismissed promptly at 12:15. Parents should come into the building and wait in the lobby.

The GCA office is open Monday through Friday from 7:45 a.m. to 4:00 p.m. during the school

year. The office is closed during scheduled school holidays. Summer office hours are available during June, July, and August.

Extended Care

GCA provides extended care options for families who need supervision outside of regular school hours.

Morning Extended Care is available from 7:30-7:45 a.m. A daily fee applies.

Afternoon Extended Care is available from 3:45-6:00 p.m. A daily fee applies.

- Students not picked up by 3:45 p.m., regardless of age, will be checked into extended care and families will be charged the applicable fee.

Arrival Procedures

Students may arrive beginning at 7:45 a.m. unless they are enrolled in morning extended care. Families may choose to drop students off using the designated drop-off area at the north side stairs or park in a designated parking spot and walk students into the building.

At 8:10 a.m. the north entrance will close. Students arriving after 8:10 a.m. must enter through the Beloit entrance and check in through the school office.

Dismissal Procedures

Students will be dismissed at 3:30 p.m. Families may choose one of the following dismissal options:

Pick-Up Line

- Vehicles will enter the parking lot using the designated traffic pattern and follow directions from staff.
- Families will receive a designated pick-up card.
- The card should be visible in the vehicle when entering the pick-up line.
- Staff will use the card system to safely release students to authorized adults.

Parent Pick-Up Inside the Building

- Families may park in designated parking spots and enter the building for pick-up.
- The pick-up card must be presented before a student is released.

Students who walk or ride a bike home must have parent/guardian permission and should leave campus promptly after dismissal.

All students must be off campus, under parent/guardian supervision, or enrolled in extended care by 3:45 p.m.

Food Services

Grace Christian Academy offers a homemade hot lunch option each school day for an additional fee. Lunch orders are placed and paid for in advance through the FACTS Family Portal using a prepaid lunch account.

Students are also welcome to bring a lunch from home. A microwave is available in the lunchroom for reheating food. To ensure all students have adequate time to eat, foods requiring extended cooking times (such as Easy Mac®, ramen noodles, or other items requiring several minutes of preparation) should not be brought to school. A snack bar is available for students in grades 6–12 and accepts both cash and card payments. Students should not share food with other students due to food allergies and dietary restrictions.

To help maintain campus safety and minimize classroom disruptions, outside food deliveries (including DoorDash, Uber Eats, Grubhub, or similar services) are not permitted.

Parents or guardians of students with food allergies or other dietary concerns should notify the school office at the beginning of the school year or whenever a new concern arises. While Grace Christian Academy cannot guarantee an allergen-free environment, we are committed to partnering with families to provide reasonable accommodations that help keep students safe.

If a student forgets to bring a lunch and has not ordered a hot lunch, the school will provide a peanut butter and/or jelly sandwich. Charges, if applicable, will be added to the family's FACTS account.

Birthday Treats

Families are welcome to provide a birthday treat for their child's class. To help ensure a smooth celebration, birthday treats should be arranged in advance with the classroom teacher. Treats should be individually packaged or easy for the teacher to distribute. Because of food allergies and dietary concerns, parents are encouraged to check with the teacher before sending treats. Non-food birthday treats or small classroom items may also be appropriate alternatives. To minimize disruption to instruction, birthday celebrations will be kept brief and scheduled at a time determined by the teacher.

Visitors and Volunteers

At GCA, we value the partnership of parents, families, and community members. We warmly welcome visitors and volunteers who support our mission and contribute to the life of our school.

The safety and security of our students is a top priority. To help maintain a safe learning environment, exterior doors remain secured during the school day. All visitors must check in through the school office upon arrival before entering other areas of the building.

Individuals who wish to volunteer at GCA on a regular basis or who may have direct contact

with students must complete a background check prior to serving. Information regarding the background check process is available through the school office.

All visitors and volunteers are expected to model respectful, Christ-like behavior and follow all school policies while on campus.

School Communication

Grace Christian Academy is committed to maintaining timely and effective communication with families. The FACTS Family Portal, email, and text messaging are the school's primary methods of communication.

Through the FACTS Family Portal and mobile app, parents and guardians can:

- View grades and attendance
- Receive school announcements and reminders
- Access report cards and other student information

Parents are encouraged to check FACTS and their email regularly, as important school announcements and time-sensitive information will be communicated through these platforms. Information on how to log in to FACTS can be found in the school office.

The primary email address and phone number on file for the parent or guardian who completed enrollment will be used for official school communications. It is the responsibility of parents and guardians to ensure their contact information remains current in FACTS.

By enrolling a student at Grace Christian Academy, families consent to receive school-related communications, including emails, text messages, phone calls, and emergency notifications regarding school operations, student information, and school events.

Recess

Outdoor recess is an important part of the school day and provides students with opportunities for physical activity, social interaction, and unstructured play.

Students in K4 through Grade 5 participate in outdoor recess daily, weather permitting. Recess will be held indoors during rain or when the feels-like temperature is below 15°F, as determined by NOAA.

Families should ensure students come to school dressed appropriately for outdoor weather conditions, including coats, hats, gloves, and boots when necessary.

School Closings

The safety of our students and families is one of our top concerns. In the event of a late start, school closure, or early dismissal due to weather or other circumstances, families will be notified via text alert and email.

Section 3 – Academics

Curriculum

Our curriculum is designed to provide students with a strong academic foundation while nurturing spiritual growth and a lifelong love of learning. Curriculum resources are carefully selected and reviewed by the administrative team to ensure alignment with GCA's mission, educational standards, and commitment to academic excellence. Our primary curriculum resources include materials from Bob Jones University Press, along with additional resources and instructional materials selected by Administration and teaching staff to support student learning.

Biblical truth is integrated throughout all areas of instruction as students are encouraged to view their learning through the lens of God's Word. Scripture memorization and application are incorporated into the educational experience as students develop knowledge, wisdom, and character.

Our academic program emphasizes foundational skills and critical thinking across all subject areas. Reading instruction utilizes proven phonics-based methods, with an emphasis on fluency, comprehension, and a lifelong appreciation for reading. Mathematics instruction follows a structured, traditional approach from Kindergarten through Twelfth Grade, building skills necessary for continued academic success. Science instruction encourages students to explore God's creation while developing an understanding of scientific principles and the laws that govern the universe. History provides students with an understanding of the past, helping them develop a framework for understanding the present and preparing for the future.

Physical Education, Art, and Music are also important parts of the educational experience at GCA. Elementary students participate in weekly PE, Art, and Music classes, while middle and high school students have access to a variety of high-interest elective courses designed to expand learning opportunities and encourage personal growth.

Character development is woven throughout the daily experience at GCA. Biblical values are reinforced as students are encouraged to demonstrate Christ-like character in their relationships, choices, and actions. Weekly chapel services provide opportunities for students to worship, learn from God's Word, and hear from pastors, missionaries, teachers, and members of the GCA community.

Technology is integrated into the learning environment as an instructional tool to enhance learning, collaboration, and preparation for a changing world. Through a strong academic foundation, elective opportunities, and individualized guidance, GCA seeks to prepare students for success in career pathways and lifelong service.

Throughout the school year, students participate in special events, enrichment activities, and age-appropriate field trips that extend learning beyond the classroom.

Homework

At Grace Christian Academy, we recognize the importance of both academic growth and meaningful family time. Homework is intended to support classroom learning, reinforce important skills, encourage responsibility, and help students develop habits that contribute to long-term success. While we value the time families spend together outside of school, intentional practice and preparation beyond the school day are important components of a student's educational experience.

Homework expectations vary by grade level and course. Teachers carefully consider the purpose and amount of assigned work to ensure that homework supports student learning and encourages academic responsibility.

Elementary School

Early elementary (K4/K5) students may receive occasional activities designed to encourage family engagement and reinforce foundational skills. Elementary (1-5) homework may include weekly Bible verse memorization, spelling practice, and completion of assignments that were not finished during the school day. Additional practice or review may be assigned as needed to reinforce classroom learning and develop strong academic habits.

Middle and High School

Middle and high school students should expect homework assignments that may include studying for assessments, completing classwork not finished during the school day, reviewing concepts, and completing assignments/projects at the teacher's discretion. Students are expected to manage their time responsibly, come prepared for class, and take ownership of their learning.

Students are expected to complete assignments in a timely manner. Individual teachers will communicate expectations regarding late assignments and missed coursework. Parents are encouraged to support their students by providing a consistent environment for completing assignments, encouraging responsibility, and maintaining communication with teachers when questions or concerns arise.

Grading

Grades are intended to communicate student achievement, academic growth, and progress toward course expectations. Our goal is to encourage students to develop responsibility, perseverance, and a commitment to excellence in their learning.

Teachers use a variety of assessments, including assignments, classwork, projects, quizzes, tests, and other measures of student understanding, to evaluate student progress. Parents and students are encouraged to regularly monitor academic progress through the FACTS Family Portal and maintain communication with teachers regarding student achievement and areas for growth.

The following grading scale is used at Grace Christian Academy:

Percentage	Letter Grade	Grade Point Value
97–100	A+	4.0
93–96	A	4.0
90–92	A-	3.7
87–89	B+	3.3
83–86	B	3.0
80–82	B-	2.7
77–79	C+	2.3
73–76	C	2.0
70–72	C-	1.7
67–69	D+	1.3
65–66	D	1.0
Below 65	F	0.0

For elementary students, percentage grades, as well as skills by subject are entered on report cards. Those skills are evaluated on a 1-3 scale:

1 – Satisfactory 2 – Further Effort Needed 3 – Unsatisfactory

For high school students, grade point averages are calculated using the 4.0 grading scale. Weighted courses, when applicable, are calculated according to GCA academic policies.

Report Cards

Report cards are provided at the end of each quarterly grading period to communicate student progress and growth. Students and families may monitor academic progress, assignments, and grades throughout the quarter through the FACTS Family Portal.

Parent-Teacher/Student-Led Conferences

Grace Christian Academy believes that educating a child is a partnership between the school and the home. Open, honest, and respectful communication between parents and teachers is essential to supporting each student's academic, spiritual, and personal growth.

Formal conferences are scheduled in the fall and spring. Families are strongly encouraged to participate in these conferences. Teachers may also request additional conferences at any time if concerns arise regarding a student's academic performance, behavior, attendance, or social-emotional well-being. Likewise, parents or guardians are encouraged to contact their child's teacher whenever questions or concerns arise rather than waiting for a scheduled conference. If additional support is needed, school administration may participate in conferences to help develop a plan for student success.

Academic Honors

Grace Christian Academy recognizes the academic achievement of middle and high school students through its Honor Roll program. Honor Roll is determined at the conclusion of each quarterly grading period based on the student's quarter grade average. Students must meet the established academic criteria and maintain appropriate conduct to be eligible for recognition.

Standardized Yearly Assessments

Grace Christian Academy administers standardized assessments throughout the school year to monitor student achievement and academic growth. Assessment results are one of several tools used to support student learning and instructional planning.

NWEA MAP Growth: Administered to students in K5-12 three times each year (fall, winter, and spring) to measure individual academic growth and guide instruction.

Wisconsin Forward Exam: Administered each spring to students in 3-10 to measure student achievement in accordance with Wisconsin Academic Standards.

Student Support Services

Grace Christian Academy is committed to helping every student reach their God-given potential. Teachers regularly monitor student progress and provide interventions, support, and communication with families when academic concerns arise. Families with questions or concerns regarding their child's academic progress are encouraged to contact their child's teacher or school administration.

Students who qualify through the Wisconsin Special Needs Scholarship Program (SNSP) receive services in accordance with their individual services plan and applicable program requirements.

Promotion and Retention

Student promotion should reflect both academic readiness and the student's ability to be successful at the next grade level. Promotion and retention decisions are made collaboratively by teachers and administration and are based on academic performance, demonstrated mastery of essential skills, and the student's individual needs.

Elementary

Students who do not demonstrate proficiency in one or more core academic subjects may be required to complete summer intervention, receive additional academic support, or be promoted on an academic probationary status. In some cases, retention may be recommended if it is determined to be in the student's best educational interest. Parents or guardians will be notified if a student is at risk of failing a subject or is experiencing a significant decline in academic performance.

Middle School

Students are expected to successfully complete all required coursework. Students who fail one

core academic subject may be promoted on academic probation or required to complete additional academic intervention. Failure of multiple core subjects may result in retention or other academic recommendations at the discretion of school administration. Parents or guardians will be notified whenever a student is at risk of failing a course.

High School

High school students earn credit based on successful completion of each semester. Semester grades are determined by the two quarter grades and the semester final. Students must earn all required credits to be eligible for graduation. Parents or guardians will be notified if a student is at risk of failing a course so that appropriate intervention and support can be provided.

Administrative Discretion

Grace Christian Academy recognizes that every student's circumstances are unique. Final decisions regarding promotion, retention, probationary status, summer intervention, and graduation eligibility are made by school administration based on the individual needs and best interests of the student.

Graduation Requirements

Students must successfully complete all graduation requirements established by Grace Christian Academy in order to receive a high school diploma. Graduation requirements are designed to prepare students to make positive impacts in their families and communities and help them pursue their unique paths in college and careers.

Students are expected to maintain a full course load each academic year unless otherwise approved by Administration. Transfer students may have graduation requirements adjusted based on previously earned credits. All transfer credit decisions are made at the discretion of Administration.

Subject	Credits Required
Bible*	4.0
English	4.0
History	4.0
Mathematics	3.0 <i>(4 recommended for college-bound students)</i>
Science	3.0 <i>(4 recommended for college-bound students)</i>
Physical Education	1.5
Health	0.5
World Language	0.5
Financial Literacy	0.5
General Electives	4.0**
Civics Test	Passing Score Required
CPR Training	Required

* Students are expected to complete one Bible credit for each year enrolled at Grace Christian Academy in grades 9-12. Parents of high school students may request an alternative to the required Bible courses. A written request must be submitted to the school office prior to the start of each school year. Students approved for an alternative course of study will be assigned an independent course that satisfies Grace Christian Academy's graduation requirements.

Approved alternative coursework may include topics such as:

- Worldviews
- World Religions
- Religious Literature
- Cultural Impact on Religion
- Another course approved by Administration

Successful completion of the approved alternative coursework will satisfy the Bible graduation requirement.

** Students are required to earn a minimum of one-half elective credit for each semester enrolled in grades 9-12.

High School Diploma

Grace Christian Academy awards a high school diploma to students who have:

- Successfully completed all graduation requirements;
- Earned the required minimum of 25 credits (or an adjusted requirement approved by Administration).

Students are encouraged to work closely with school staff and Administration throughout high school to ensure they remain on track toward graduation.

Transfer Students and Credits

Grace Christian Academy welcomes transfer students and recognizes coursework completed at previous schools whenever possible. Transfer credits will be evaluated using official transcripts, course descriptions, and academic records. Acceptance of transfer credit is determined by Administration based on the school's graduation requirements and academic standards.

Graduation requirements for transfer students may be adjusted to reflect previously earned credits while ensuring all students meet Grace Christian Academy graduation expectations. Students transferring during their senior year are not eligible to be named Valedictorian or Salutatorian.

Section 4 – Student Life

Student life at Grace Christian Academy is about much more than academics. Through chapel, athletics, service opportunities, clubs, fine arts, and everyday classroom experiences, students

are encouraged to develop Christlike character, build meaningful relationships, discover their God-given purpose, and use their gifts to serve others. The following expectations and policies exist to promote a safe, respectful, and Christ-centered learning environment where every student can thrive.

Chapel and Spiritual Life

At Grace Christian Academy, spiritual growth is woven into every aspect of the school experience. Our desire is that students not only gain biblical knowledge but also develop a genuine, growing relationship with Jesus Christ. We seek to partner with families and local churches to help students know God, grow in their faith, and live out biblical truth in their daily lives.

Chapel is a regular part of the school week and is considered an important component of every student's education. Chapel services provide opportunities for worship, prayer, biblical teaching, and encouragement while helping foster a Christ-centered school community. Students are expected to attend chapel, participate respectfully, and demonstrate reverence during worship and the teaching of God's Word.

In addition to chapel services, students engage in spiritual formation through Bible classes, classroom devotions, prayer, Scripture memory, and the integration of a biblical worldview throughout every subject area. Teachers seek to model Christ-like character and encourage students to apply biblical principles in their relationships, decisions, and daily lives.

Because Grace Christian Academy is a Christian school, all students are expected to participate respectfully in spiritual activities regardless of their individual church background or denomination.

Student Covenant

Our goal at Grace Christian Academy is not simply to educate minds, but to disciple hearts. We desire every student to grow in a personal relationship with Jesus Christ and to demonstrate Christ-like character in the classroom, on the athletic field, and throughout everyday life. Our Student Covenant outlines the attitudes, behaviors, and biblical principles we ask every student to uphold as a member of our school community. It serves as the foundation for our expectations regarding conduct, relationships, and personal responsibility.

As members of the Grace Christian Academy community, students are expected to:

- Pursue a growing relationship with Jesus Christ.
- Demonstrate honesty, integrity, and personal responsibility.
- Treat others with kindness, respect, and Christlike love.
- Honor teachers, staff, classmates, and school property.
- Come prepared to learn and complete assignments to the best of their ability.
- Encourage a positive, safe, and respectful learning environment.
- Represent Grace Christian Academy well both on and off campus.

Students are expected to conduct themselves in a manner consistent with the mission, values, and Statement of Faith of Grace Christian Academy. Each student and parent/guardian is required to review and sign the official Student Covenant annually. The complete Student Covenant is located in the appendix of this handbook.

Student Behavior and Discipline

Grace Christian Academy exists to partner with families in developing students who honor Christ in their character, conduct, and relationships. Because we believe God calls us to live in a manner worthy of Him (Ephesians 4:1), students are expected to demonstrate respect, honesty, responsibility, self-control, and kindness both on and off campus when representing the school.

Discipline at GCA is intended to be restorative rather than merely punitive. Our goal is to help students recognize inappropriate behavior, accept responsibility for their actions, make wise choices, and grow in Christ-like character. School staff will work with students and families to encourage positive behavior while maintaining a safe, orderly, and respectful learning environment.

When behavioral concerns arise, school personnel may implement age-appropriate interventions and consequences based on the nature, frequency, and severity of the behavior. There is a tier system that is used as a means of documenting behavior, and these behavior reports can be found in FACTS.

Appropriate consequences may include:

- Teacher intervention or redirection
- Parent communication
- Loss of privileges
- Restitution for damaged property
- Detention
- In-school or out-of-school suspension
- Behavioral contracts or intervention plans
- Probation
- Expulsion, when warranted

The administration reserves the right to determine appropriate disciplinary action based on the individual circumstances of each situation. Certain behaviors that jeopardize the safety, well-being, or learning environment of others may result in immediate suspension or expulsion. Parents and guardians are expected to partner with the school by reinforcing behavioral expectations, communicating openly with school staff, and supporting disciplinary decisions made in accordance with this handbook.

Technology and Acceptable Use

Technology is an important tool that enhances teaching and learning at Grace Christian Academy. Students are expected to use all school-owned devices, networks, software, and

internet resources responsibly, ethically, and in a manner that honors Christ.

School technology is provided for educational purposes. Students in K4 and K5 have access to iPads, Students in 1-12 have access to Chromebooks. Technology should be used to support learning, complete assignments, conduct research, and collaborate appropriately with teachers and classmates. The use of technology is a privilege, not a right, and may be limited or revoked if it is misused.

Students are expected to:

- Use school technology for educational purposes only.
- Demonstrate honesty, integrity, and respect in all digital communications.
- Protect their usernames, passwords, and personal information.
- Respect the privacy and intellectual property of others.
- Follow all directions provided by teachers and staff regarding technology use.
- Report inappropriate content, security concerns, or misuse of technology to a staff member immediately.

Students may not:

- Access, create, or share content that is inappropriate, offensive, obscene, threatening, or inconsistent with the mission and values of Grace Christian Academy.
- Use technology to bully, harass, intimidate, or impersonate another individual.
- Attempt to bypass internet filters, security systems, or network protections.
- Download or install unauthorized software or applications on school-owned devices.
- Use another person's account or share passwords with others.
- Use artificial intelligence, online resources, or other technology to complete assignments dishonestly or in violation of teacher expectations.

Grace Christian Academy reserves the right to monitor, inspect, and review the use of school-owned devices, school email accounts, internet activity, and network resources at any time. Securely, a digital safety platform, is used to monitor and filter internet activity on devices. Students should have no expectation of privacy when using school-owned technology or the school's network.

Failure to comply with this policy may result in the loss of technology privileges, disciplinary action, financial responsibility for damages, and/or additional consequences outlined elsewhere in this handbook.

Artificial Intelligence (AI)

Artificial intelligence tools may be used only when expressly permitted by the teacher and in accordance with assignment expectations. Students are expected to submit work that reflects their own understanding and effort. Using AI to complete assignments without permission, represent AI-generated work as one's own, or otherwise violate academic integrity expectations may result in disciplinary and/or academic consequences.

Dress Code

Grace Christian Academy's dress code is intended to promote a learning environment that reflects biblical principles of modesty, respect, and good stewardship of the bodies and lives God has entrusted to us. Students are expected to choose clothing that honors God, demonstrates respect for themselves and others, and supports a positive Christian learning environment.

These expectations are guided by the following biblical principles:

- Modesty (1 Corinthians 6:19-20; 1 Timothy 2:9)
- Exercising wisdom and discernment (Romans 12:1-2; 1 Thessalonians 5:22)
- Living intentionally according to God's purpose (Proverbs 16:3; Jeremiah 29:11)

Students are expected to practice these principles while also following the dress code requirements below at any time they are on GCA property or representing GCA at an off-campus event.

Dress Code – Non-Chapel Days

Clothing may display words, graphics, or logos provided they do not promote profanity, violence, illegal activity, alcohol, tobacco, drugs, sexual content, or messages inconsistent with the mission and values of Grace Christian Academy.

Shirts - Shirts must fit appropriately and may not be excessively tight or revealing. Necklines should be modest, and shirts must fully cover the torso while standing or sitting. Sleeveless shirts and dresses must have straps at least two inches wide. Undershirts designed as tank tops may not be worn as outerwear.

Pants - Pants and jeans should be clean, appropriately fitted, and free from holes that expose skin. Pajama pants and sleepwear are not permitted. Leggings and yoga pants may be worn when paired with a shirt, sweatshirt, tunic, or dress that provides appropriate coverage of the hips and buttocks.

Skirts, Dresses, Shorts, and Capris - Skirts and dresses, including slits, should be modest in length and fit, with hemlines no shorter than approximately mid-thigh or longer. Shorts and capris should be no shorter than approximately mid-thigh or longer.

Shoes - Footwear must be appropriate for school activities and securely fastened to the foot. Slippers are not permitted.

Dress Code – Chapel Days

Chapel is a time set aside each week for our school community to worship together. Students are expected to dress in a manner that reflects the importance of this time by wearing clothing that is neat, clean, modest, and slightly more formal than everyday attire.

The following are not permitted on Chapel Days:

- Pajama pants or sleepwear
- Sweatpants or athletic wear

All other dress code expectations remain in effect.

Makeup, Piercings, and Tattoos

Girls in grades 6-12 may wear makeup provided it is neat, age-appropriate, and not distracting to the educational environment. Makeup is not permitted for students in grades K-5.

Ear and nose piercings are permitted. Other facial or body piercings are not allowed. For safety, students are encouraged to remove piercings during Physical Education classes.

Because Wisconsin law prohibits tattooing individuals under the age of 18, students may not obtain tattoos while enrolled at Grace Christian Academy. Students with tattoos obtained legally after reaching the age of 18 or before enrolling at Grace Christian Academy may be asked to keep them covered if they are determined by the administration to be distracting, inappropriate, offensive, or inconsistent with the school's Christian values and dress code.

Headwear and Hairstyles

Hats and hoods may not be worn inside the building. Hairstyles should be neat, clean, and should not create a distraction to the learning environment.

Dress Code Violations

Students who are not in compliance with the dress code may be asked to change clothing, cover an item, or contact a parent/guardian to bring appropriate attire. Dress code violations will be entered in FACTS, repeated violations may result in disciplinary action.

Administrative Discretion

The purpose of this dress code is to encourage modesty, respect, and good judgment rather than regulate every fashion choice. Because styles and trends continually change, it is impossible to address every situation in writing.

Grace Christian Academy administration reserves the right to determine whether clothing, accessories, hairstyles, or personal appearance are appropriate for the school environment. Students may be asked to modify their attire or appearance if it is determined to be distracting, unsafe, immodest, or inconsistent with the mission and values of the school.

Physical Education Uniforms

PE shirts may be purchased for students in grades 6-12. Appropriate court shoes should be worn. Please be sure to clearly mark your child's name inside the uniform. Uniforms are required for every PE class. GCA sportswear may be purchased for outside classes. GCA Spirit wear sweatshirts may be worn if PE class goes outside for class.

Cell Phones and Personal Electronic Devices

Technology is a valuable tool, but it can also become a distraction from learning, relationships, and spiritual growth. At Grace Christian Academy, we seek to cultivate classrooms where students are fully engaged with their teachers, classmates, and the learning process. We encourage students to be present, attentive, and respectful by limiting the use of personal electronic devices during the school day.

Cell phones, smart watches, earbuds, headphones, tablets, gaming devices, and other personal electronic devices should remain turned off and turned in during the instructional day unless specifically authorized by a teacher or administrator for an educational purpose.

Elementary School

Students are discouraged from bringing personal electronic devices to school. If a cell phone is brought to school, it must remain powered off and turned into the classroom teacher. Smart watches should not be used for texting, calling, internet access, photography, or gaming during school hours.

Middle and High School

Cell phones and personal electronic devices, including ear buds and headphones, must be powered off and turned into the homeroom teacher upon arrival. Smart watches should not be used for texting, calling, internet access, photography, or gaming during school hours. Cell phones and/or headphones may be used for instructional purposes when authorized by a teacher.

Communication with Families

If a student needs to contact a parent or guardian during the school day, they should do so through the school office with teacher permission. Likewise, parents who need to reach their child during the school day should contact the school office rather than texting or calling the student's personal device.

Personal Property

Grace Christian Academy provides age-appropriate storage areas for student belongings throughout the school day. Students are expected to keep their assigned storage areas neat, organized, and free from inappropriate or prohibited items.

Students in K4-5 grade store their belongings at backpack hooks, desks, or other teacher-designated storage areas. Students in grades 6-12 are assigned individual lockers for books, backpacks, and personal belongings.

Students should have their name clearly labeled on backpacks, lunch boxes, coats, water bottles, and other personal belongings. Clearly labeled items are much more likely to be returned if misplaced.

Students are responsible for safeguarding their personal property. Grace Christian Academy is not responsible for lost, stolen, or damaged items brought to school. Students are encouraged to leave valuable or unnecessary items at home.

A Lost and Found area is maintained in the hallway. Students and families are encouraged to check Lost and Found regularly for missing items. Unclaimed items will be donated or discarded periodically throughout the school year.

School-issued lockers and other student storage areas remain the property of Grace Christian Academy. The school reserves the right to inspect lockers, desks, cubbies, or other school-provided storage spaces at any time when there is reasonable concern for student safety, school security, or potential policy violations.

Personal items that interfere with learning – including toys, trading cards, laser pointers, or other distracting items – may be confiscated by school staff and returned according to school procedures.

Athletics & Extracurricular Activities

Grace Christian Academy believes that athletics and extracurricular activities are valuable extensions of the educational experience. Participation provides opportunities for students to develop Christ-like character, leadership, teamwork, discipline, perseverance, and school spirit while using their God-given talents to glorify Him.

Participation in school-sponsored activities is considered a privilege. Students are expected to demonstrate appropriate academic performance by maintaining a 2.0 average to play in any sports competition. Regular attendance, good sportsmanship, and behavior consistent with the school's mission and Student Covenant are also taken into consideration. Students representing Grace Christian Academy are expected to conduct themselves in a manner that honors Christ both on and off campus.

Eligibility requirements, athletic policies, team expectations, and participation guidelines are communicated by the Athletic Director and coaches.

Spectators are welcome to support our players and athletic program. At all sporting events, home or away, spectators are asked to display proper sportsmanship like behavior and conduct themselves in a manner that honors Christ as well.

Field Trips

Field trips provide opportunities to extend classroom learning through educational, service, cultural, spiritual, and recreational experiences outside the classroom. All school-sponsored field trips are considered part of the instructional program, and students are expected to follow all school rules and conduct expectations while participating.

A signed parent or guardian permission form is required before a student may participate in

any field trip. Students who do not have a completed permission form by the stated deadline may not be permitted to attend.

Students are expected to demonstrate respectful, Christ-like behavior toward classmates, staff, volunteers, drivers, and members of the public throughout the duration of the trip. School dress code policies remain in effect unless otherwise communicated by school administration. School administration reserves the right to deny participation in a field trip when a student's disciplinary record, behavior, attendance, safety concerns, or academic standing indicates participation would not be appropriate.

Parents who serve as field trip chaperones are considered representatives of Grace Christian Academy and are expected to follow all directions provided by school staff. Chaperones should focus on supervising assigned students and supporting the educational purpose of the trip.

Section 5 – Attendance

Regular attendance is essential to student success. Every school day provides valuable instruction, opportunities for collaboration, and meaningful relationships that cannot be fully replicated through make-up work. Grace Christian Academy partners with families to encourage consistent attendance while recognizing that absences are sometimes unavoidable. The following policies are intended to support student learning while ensuring compliance with Wisconsin attendance requirements.

Excused Absences

Daily absences due to issues such as personal illness*, family emergencies, funerals, religious holidays, legal or medical obligations will be considered excused. This policy exists to ensure students do not miss critical instruction. Our students' academic success is one of our highest priorities.

- In the event of an absence, a parent or guardian must contact the school office. Absences cannot be excused by the teacher. Any absences not communicated with the office will be considered unexcused.
- Students are still expected to complete any work missed during an excused absence. Any work not completed within the make-up period will be calculated as a zero, affecting the student's final grade. The make-up period will be at the discretion of the teacher.
- Full and half-day absences are recorded on student transcripts.
- If the student has a medical or dental appointment, a partial day absence can be excused if a note is brought from the medical office where the appointment took place.

*Please see the Health and Safety section for more information on student illnesses.

Unexcused Absences

In accordance with Wisconsin attendance requirements (Wis. Stat. § 118.16), a student may be considered truant when the student has 5 or more unexcused absences in a semester or 10 or more unexcused absences during the school year.

To promote consistent attendance, Administration reviews attendance reports regularly. Parents/guardians will be contacted when their student has unexcused absences, and GCA will work with families to address attendance concerns.

After a student reaches 5 unexcused absences in a semester, Administration will schedule a meeting with the parent/guardian to discuss the concern and develop an attendance improvement plan. If attendance concerns continue after intervention and support have been provided, the matter may be referred to the appropriate local authorities, including truancy court, when required by law.

Students will be automatically withdrawn after 10 consecutive days of unexcused absences with no contact from the parent/guardian.

Tardies and Early Dismissals

Prompt arrival and remaining at school for the full instructional day are important habits that support student learning, responsibility, and success. Arriving late or leaving early interrupts instruction for both the student and the classroom. Families are encouraged to schedule appointments outside of school hours whenever possible.

A student is considered tardy if they arrive after 8:10 a.m. Routine transportation issues or family scheduling conflicts (such as oversleeping, leaving home late, or waiting for a sibling) are generally not considered excused reasons for tardiness. Students arriving after the start of the school day must report to the school office to sign in before reporting to class.

Students may not leave campus during the school day without permission. Parents or guardians requesting an early dismissal must contact the school office prior to the student's departure. Students must be signed out through the school office before leaving campus.

Tardies and early dismissals are monitored by school administration. When patterns of excessive tardiness or repeated early dismissals are identified, administration may contact the parent or guardian to discuss strategies for improving attendance and minimizing lost instructional time.

Section 6 – Health and Safety

Grace Christian Academy is committed to providing a safe, healthy, and caring learning environment where students can grow academically, spiritually, physically, and emotionally. We believe that parents and the school share the responsibility of promoting student health and maintaining a safe campus for all. Families are expected to provide current health information, keep emergency contact information up to date, and partner with the school when health or safety concerns arise.

Student Illness

Students who become ill during the school day will be evaluated by the school office, and parents or guardians will be contacted when necessary. Students should remain home if they have:

- A fever of 100.4°F or higher
- Vomiting or diarrhea within the previous 24 hours
- A contagious illness that could place others at risk
- Symptoms severe enough to prevent participation in normal school activities

Students should be fever-free for at least 24 hours without the use of fever-reducing medication before returning to school, unless otherwise directed by a licensed healthcare provider.

Parents or guardians should notify the school office whenever a student is absent due to illness. For illness-related absences exceeding five (5) consecutive school days, documentation from a licensed healthcare provider may be required before the absence is excused or before the student returns to school.

Medication Administration

Whenever possible, medication should be administered at home. When medication must be given during the school day, the following guidelines apply:

- Prescription medication must be provided in its original pharmacy-labeled container.
- Over-the-counter medication must be provided in its original container and clearly labeled with the student's name. A separate bottle is required for each student in the family.
- Medication authorization forms or physician documentation may be required in accordance with Wisconsin law.
- All medication must be turned in to the school office and may not be kept by students unless specifically authorized by administration (such as prescribed inhalers or emergency medications).

Immunizations & Health Records

Wisconsin law requires schools to maintain current immunization records for enrolled students. Families are responsible for submitting all required immunization documentation or approved exemption forms in accordance with state requirements.

Parents should promptly notify the school of any significant medical conditions, allergies, or health concerns that could affect their child's safety while at school.

Communicable Diseases

Grace Christian Academy works closely with families and follows guidance from the Wisconsin Department of Health Services and local public health officials regarding communicable diseases. Students diagnosed with a contagious illness may be required to remain home until they are no longer contagious or meet established return-to-school guidelines.

Emergency Information

Parents and guardians must maintain current emergency contact information in the FACTS Family Portal throughout the school year.

Each student should have:

- At least one emergency contact
- Current medical information
- Allergy information, if applicable
- Emergency phone numbers
-

If emergency medical treatment becomes necessary and a parent or emergency contact cannot be reached, school personnel may obtain emergency medical care for the student.

Mandatory Reporting

Under Wisconsin law, certain school personnel are mandated reporters and are required to report suspected child abuse or neglect to the appropriate authorities. Grace Christian Academy fully cooperates with law enforcement and child protective agencies in carrying out these legal responsibilities. School personnel are not required to notify parents before making a mandated report when doing so would be inconsistent with applicable law.

School Safety Procedures

The safety of our students is a shared responsibility. Grace Christian Academy regularly conducts emergency drills, including fire, severe weather, lockdown, and other safety procedures as required by law or school policy.

Students are expected to:

- Follow staff directions immediately during drills or emergencies.
- Remain calm and respectful.
- Never interfere with emergency procedures.
- Report any unsafe condition or potential threat to a staff member immediately.

False reports, tampering with safety equipment, or intentionally disrupting emergency procedures may result in disciplinary action.

Bullying & Harassment

Every student is created in the image of God and deserves to be treated with dignity, kindness, and respect. Grace Christian Academy is committed to providing a learning environment free from bullying, harassment, intimidation, discrimination, and threatening behavior. Bullying or harassment may be physical, verbal, written, electronic, social, or emotional in nature and includes conduct that substantially interferes with a student's education or creates an intimidating, hostile, or offensive school environment.

Examples include, but are not limited to:

- Physical aggression or intimidation
- Threats or abusive language
- Repeated teasing or humiliation
- Spreading rumors or intentionally excluding others
- Inappropriate electronic communication, including social media, text messages, or online harassment
- Sexual harassment or other unwelcome conduct of a sexual nature

Students who believe they have experienced or witnessed bullying or harassment should report the behavior to a teacher, administrator, counselor, or other trusted staff member immediately. Reports will be investigated promptly and appropriately. Retaliation against anyone who reports a concern or participates in an investigation is strictly prohibited. Violations may result in disciplinary action up to and including suspension, expulsion, and referral to law enforcement when appropriate.

Alcohol, Tobacco, Drugs & Vaping

Grace Christian Academy is committed to providing a campus that is safe, healthy, and free from alcohol, tobacco, nicotine, vaping products, marijuana, illegal drugs, and other controlled substances.

Students may not possess, use, distribute, sell, or be under the influence of any prohibited substance while:

- On school property
- Traveling to or from school-sponsored activities
- Participating in any school-sponsored event

This policy includes electronic cigarettes, vape pens, nicotine pouches, THC products, marijuana products, and any device designed to deliver nicotine or other substances.

Grace Christian Academy utilizes vape detection sensors in designated areas of the building to help maintain a safe learning environment. Alerts generated by these systems may be investigated through camera review and other appropriate means.

Violations of this policy are considered serious offenses and may result in disciplinary

consequences up to and including notification of parents, suspension, expulsion, and referral to law enforcement when appropriate.

Weapons

To protect the safety of all students and staff, weapons are prohibited on Grace Christian Academy property and at all school-sponsored activities. Weapons include firearms, knives, explosives, look-alike weapons, or any object used or intended to threaten or cause harm.

Students who possess, use, or threaten others with a weapon may be immediately removed from school, subject to disciplinary action up to and including expulsion, and referred to law enforcement. Students who become aware of a weapon or credible threat are expected to notify a staff member immediately.

Section 7 – Financial Information

FACTS Financial Management

Grace Christian Academy uses FACTS Premier to process tuition and incidental billing.

Through the FACTS Family Portal, families may:

- Make tuition payments
- View account balances
- Manage payment methods
- Pay incidental charges
- Monitor financial activity

Incidental charges may include, but are not limited to:

- Hot lunch
- Extended care
- Athletics
- Field trips
- Other approved student expenses

Families are responsible for maintaining an active FACTS account throughout their enrollment at GCA.

If financial hardship occurs, families are encouraged to contact the school office as early as possible. Our desire is to partner with families whenever possible to identify reasonable solutions before accounts become delinquent.

Tuition

Grace Christian Academy is committed to providing an excellent Christ-centered education while partnering with families to make tuition as manageable as possible. Tuition payment

options are selected during enrollment and are outlined in each family's Tuition Agreement. Monthly tuition payments are due according to the selected payment plan. Families are responsible for ensuring tuition and other financial obligations remain current throughout the school year. Questions regarding tuition or payment arrangements should be directed to the school office.

Tuition assistance is available to qualifying families through the Tuition Assistance Program (TAP). Applications are submitted through FACTS and are reviewed confidentially.

Additional tuition assistance opportunities, including pastoral tuition assistance, may also be available. Families interested in either program should contact the school office for eligibility requirements and application information.

Receiving tuition assistance does not change a family's responsibility to remain current on all tuition and incidental balances.

Wisconsin Choice & Scholarship Programs

Grace Christian Academy proudly participates in the:

- Milwaukee Parental Choice Program (MPCP)
- Wisconsin Parental Choice Program (WPCP)
- Special Needs Scholarship Program (SNSP)

Families participating in these programs must comply with all eligibility, enrollment, and annual renewal requirements established by the Wisconsin Department of Public Instruction (DPI). Detailed information regarding eligibility, enrollment procedures, appeals, and program requirements can be found in the Legal Policies section of this handbook.

Referral Credits

Current GCA families may be eligible to receive referral credits by introducing new families to Grace Christian Academy.

Referral credits are awarded when:

- A new family identifies the referring family during enrollment, and
- The new student remains enrolled through September 30.

Credits are applied in accordance with current school policy and may vary depending on enrollment status and participation in Wisconsin Choice programs. Referral credits must be used during the current school year and do not carry forward to future school years. Any unused credits remaining after the final day of school are forfeited.

Lunch Accounts

Hot lunch is offered as a prepaid service through FACTS. Families are responsible for maintaining a positive lunch account balance throughout the school year. Lunch must be

ordered by Friday of the previous week. Additional information regarding our lunch program is available in the Daily School Operations section of this handbook.

Extended Care Billing

Morning and afternoon extended care services are billed through FACTS. Morning extended care is charged as a daily fee. Afternoon extended care charges are assessed based on attendance and billed through each family's FACTS account on a monthly basis.

Outstanding Balances

Families are expected to maintain current tuition and incidental balances throughout the school year. Incidental charges are billed through FACTS and should be paid promptly. Families with outstanding balances may have optional incidental services, including hot lunch, snack bar purchases, athletics, or extended care, suspended until the account is brought current, unless prior arrangements have been approved by Administration.

All tuition and incidental balances must be paid in full no later than seven (7) days before the final day of the school year unless other arrangements have been approved by the school administration. If a family experiences financial hardship, they are encouraged to contact the school office as soon as possible so that payment arrangements may be discussed.

Section 8 – Legal Policies

Non-Discrimination Policy

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

Student Educational Records (FERPA)

Grace Christian Academy maintains student educational records in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA). Parents or legal guardians have the right to inspect and review their child's educational records. These rights transfer to the student upon reaching 18 years of age or enrollment in a postsecondary institution, as provided by law.

Education records are maintained for legitimate educational purposes and are accessible only to authorized school personnel with a legitimate educational interest, unless otherwise permitted or required by law.

The school may disclose educational records without prior consent in circumstances permitted under FERPA, including but not limited to:

- School officials with legitimate educational interests
- Schools in which a student intends to enroll
- Government agencies as authorized by law
- Financial aid agencies
- Accrediting organizations
- Health and safety emergencies
- Court orders or lawfully issued subpoenas

Parents or eligible students who believe educational records are inaccurate may request that the school review and, when appropriate, amend those records in accordance with FERPA procedures.

Student Records & Record Requests

Grace Christian Academy maintains cumulative educational records for all current students and GCA graduates. Student records are maintained in a secure location and are accessible only to authorized personnel.

Parents or legal guardians may request to inspect their child's educational records by contacting the school office. Record reviews will occur during normal business hours under staff supervision. Original records remain the property of Grace Christian Academy and may not be removed from the student's cumulative file.

Official transcripts and student records will be forwarded directly to another educational institution upon receipt of a written request or authorization, provided all applicable withdrawal procedures have been completed.

Student Withdrawals

Parents or guardians considering withdrawal from Grace Christian Academy are encouraged to contact Administration before making a final decision. A written notice of withdrawal must be submitted to the school office before records can be released.

Students may be administratively withdrawn after ten (10) consecutive unexcused absences in accordance with the school's attendance policy.

Financial obligations remain the responsibility of the family until all withdrawal procedures have been completed.

Suspension & Expulsion

Grace Christian Academy seeks to address student discipline in a manner that is biblical, restorative, and consistent with maintaining a safe learning environment.

Administration reserves the right to suspend a student for serious misconduct or repeated violations of school policies. Suspensions may be served either in school or out of school. A conference with the student, parent or guardian, and school administration may be required

before the student returns to school.

Expulsion is reserved for situations involving serious misconduct, repeated violations of school policy, or circumstances in which a student's continued enrollment is determined to be inconsistent with the mission, safety, or educational environment of Grace Christian Academy. Students who are expelled may not be present on school property or attend school-sponsored activities without prior administrative approval.

Appeals Process

Families who wish to appeal an expulsion decision may submit a written appeal to the Grace Christian Academy School Board.

Appeals must:

- Be submitted within fourteen (14) calendar days of the expulsion decision.
- Clearly state the basis for the appeal.

The School Board may review relevant documentation, meet with appropriate individuals, and consult with Administration before reaching a final decision. The decision of the School Board shall be final.

Wisconsin Choice Programs

Grace Christian Academy proudly participates in the:

- Milwaukee Parental Choice Program (MPCP)
- Wisconsin Parental Choice Program (WPCP)

Participation in these programs is governed by the Wisconsin Department of Public Instruction (DPI). Admission, enrollment, annual reenrollment, and eligibility requirements are administered in accordance with current DPI regulations.

If the number of qualified applicants exceeds available seats, student selection will occur through the lottery procedures established by the Wisconsin Department of Public Instruction.

Families are responsible for completing all required enrollment, residency, and annual renewal documentation by applicable deadlines.

Special Needs Scholarship Program (SNSP)

Grace Christian Academy participates in the Wisconsin Special Needs Scholarship Program (SNSP). Students with a current public school Individualized Education Program (IEP) or Services Plan may be eligible to participate in SNSP in accordance with DPI requirements.

Families are responsible for submitting all required eligibility and residency documentation and for completing annual verification requirements established by DPI.

Corporate Status

Grace Christian Academy is organized as a nonprofit corporation and operates as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Handbook Revisions

The policies and procedures contained in this handbook are intended to provide general guidance for students and families. Grace Christian Academy reserves the right to interpret, revise, modify, suspend, or discontinue any policy or procedure contained in this handbook at any time when deemed necessary by the Administration or Board of Directors. Whenever practical, families will be notified of significant policy changes during the school year.

Handbook Disclaimer

This handbook is not intended to create a contractual relationship between Grace Christian Academy and any student or family. Enrollment at Grace Christian Academy is a privilege contingent upon continued compliance with school policies, financial obligations, and the school's mission and expectations. The Administration and Board of Directors reserve the right to make decisions in situations not specifically addressed in this handbook when such decisions are deemed to be in the best interest of the school community.

Grace Christian Academy Student Covenant

And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father.

Colossians 3:17 NLT

As a student of Grace Christian Academy, I understand that I am part of a Christ-centered school community where God's Word guides our learning, relationships, and conduct. By attending GCA, I commit to respecting these biblical principles and striving to demonstrate Christ-like character through my words, actions, and attitudes each day.

Relationship with God

I understand that the mission of Grace Christian Academy is to point students toward Jesus Christ. I commit to participating respectfully in Bible classes, chapel services, and other spiritual life opportunities while at GCA.

Purpose

God has created me with a plan and a purpose. I will use the gifts and abilities He has given me to serve others, honor Him, and contribute positively to my school community. I will strive to pursue excellence in all that I do.

Relationship with Others

I will treat every person with kindness, respect, and honesty, recognizing that every person is created in the image of God. I will encourage others rather than tear them down. I will strive to demonstrate forgiveness, humility, and self-control in my words, actions, and online interactions.

Personal Responsibility

I understand that my choices have consequences. I will accept responsibility for those choices, follow school policies, care for school property and the property of others, and help maintain a safe and orderly learning environment.

Education

I recognize that learning is a gift from God. I will come to school and class prepared, give my best effort, complete my work honestly, and respect my teachers and my classmates.

Community Standards

Because I should seek to honor God with my life, I will refrain from behaviors that are harmful to myself, others, or the school community, including: profanity, theft, plagiarism, cheating, harassment, bullying, sexual misconduct, tobacco, vaping, alcohol, illegal drugs, etc. My conduct, whether at school, online, or in the community, reflects on Jesus Christ, my family, and GCA.

By signing this covenant, I acknowledge that I have read and understand the expectations of Grace Christian Academy. I agree to support the Christian mission of the school by

respecting its biblical values, participating responsibly in school life, and accepting accountability for my words, actions, and choices.

Student Signature

Parent Signature

Date