

Grace Christian Academy

Raising Up a Standard

Parent/Student Handbook 2025-2026

8420 W Beloit Rd, West Allis, WI 53227
P: 414-327-4200 GCASCHOOL.ORG

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SCHOOL HOURS AND TUITION PROCEDURES

The GCA Office is open **Monday - Friday, 7:45 a.m. to 4:00 p.m.** during the school year and is closed for school holidays. There are summer office hours during June, July, and August. If you have any questions, please call **(414) 327-4200**. The first bell rings at **8:05 a.m.** Classes start promptly at **8:10 a.m.** Extended care is offered **7:30-7:45 AM** for a flat fee of \$5.00 per day. Students are not allowed in the building before 7:45 unless in extended care. After school extended care is offered from **3:45-6:00 p.m.** at a rate of \$10.00 an hour. All students are dismissed at **3:30 p.m.** and must be picked up by **3:45 p.m.** or they will be sent to extended care.

Monthly Tuition Payments are due by the 1st of each month (See Tuition Agreement). Late tuition payments are subject to late fees. See FACTS Premier for details.

Incidental balances are to be paid on a monthly basis. Lunch is pre-pay. See Financials for more information.

NOTICE OF NON-DISCRIMINATORY POLICY

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

VISION, MISSION AND CORE VALUES

Vision: 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.

Mission: At GCA, we offer Christ-centered academic excellence through the fostering of meaningful relationships within a vibrant Christian community of service for students and their families.

Core Values: Relationships, Education, and Service

ADMINISTRATION AND SCHOOL BOARD MEMBERS

Administration:

Josh McIntyre, Principal
Gayle Richardson, Director of Operations
Fred Kusik, Dean of Students
Amber Donahoe, Director of Student Support Services

School Board Members:

Kyle Cramer, President
Kyle Evan
Nicolas Kind
Veronica Ortiz

MINISTRY ASSOCIATION

Grace Christian Academy is an independent, non-denominational, private Christian School offering classes K4 through 12th grade. GCA enjoys students from many different Christian churches 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 that is responsible for the financial records and statements. We are incorporated by the State of Wisconsin and are a tax-exempt 501 (c) 3 organization. A copy of the letters of incorporation is available in the school office.

STATEMENT OF FAITH

- I. 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*)
- II. We believe 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*)
- III. We believe 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*)
- IV. We believe Jesus Christ is fully God and fully man and recognize His virgin birth, sinless life, sacrificial death, bodily resurrection and 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*)
- V. We believe 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*)
- VI. We believe 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*)
- VII. We believe 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*)
- VIII. 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*)

CURRICULUM

The primary curriculum used is a combination of Bob Jones University Press and curriculum approved by the Principal. These, along with reference and text material, complement our creative and well-structured format. The curriculum is reviewed on an annual basis by the administrative team to ensure our students receive a quality education.

Biblical truths are taught in all subject areas with Scripture memorization as a part of the educational program. Reading is taught using proven and established phonics methods. Oral reading and comprehension are emphasized. Additional reading is strongly encouraged. Mathematics is taught using traditional methods from Kindergarten through Twelfth grade. Our science program incorporates God's laws and principles into an understanding of the universe. Creation is taught stressing biblical principles. History evaluates the past to form a framework for the present and format for the future.

Physical Education is an integral part of the curriculum. The program teaches students to establish fitness goals and practice good sportsmanship.

Weekly elective classes for elementary students include Art and Music. Middle and high school students are offered options from a high interest elective program.

Character training takes place throughout every day with "values" being reinforced as they are developed in the Christian home. Weekly Chapels are given by local pastors, missionaries, teachers, or parents.

Special all-school events and relevant, age-appropriate field trips take place throughout the year.

A collection of student work for elementary students is sent home on Fridays to be reviewed by parent(s). Middle and high school students receive graded work back from teachers on a class-by-class basis.

PARENT TEACHER CONFERENCES

Conferences are scheduled in the fall and spring of each year. Parents are encouraged to call and schedule a conference with a teacher at any time it is found to be necessary. Teachers are encouraged to be in regular communication with

parents.

REPORT CARDS

Grading periods are divided into quarters, or four 9-week periods throughout the year. Each elementary student will be given a report card stating the academic and behavioral progress made during the period. It will also show areas of conduct that need to be improved. In middle and high school, honor roll is determined by the average of quarter grades. In high school, cumulative GPA is determined by the final course grade, which includes exams.

In the event that a student transfers to another school, his/her official transcript will be available July 1st of that school year. The transcripts and records are sent directly to the other school.

PROMOTION / RETENTION

ELEMENTARY GRADES

Failure of one subject will require successful completion of summer tutoring, and/or the student will be promoted on a probationary basis for the first marking period of the next school year. Failure during probation may return the student back to the previous grade. If a student is in danger of failing a subject or has significantly dropped in his/her average, the teacher is required to send written notification to the parents during the first quarter of each semester.

6TH-8TH GRADES

If a student fails one subject other than math, they will be promoted on a probationary basis. Failure of two or more subjects may result in repeating the grade. If a student is in danger of failing a subject or has significantly dropped in his/her average, the teacher will send written notification to the parents.

9TH-12TH GRADES

Passing and receiving credit for course work is based on a passing average during each semester. The semester grade is made up of the two quarter grades and the semester exam. Students must obtain all necessary credits before graduating. If a student is in danger of failing a subject or has significantly dropped in his/her average, the teacher will send written notification to the parents during the first quarter of each semester.

YEARLY ASSESSMENT

WI Forward Exam is given in the spring of each school year. Students (K5-12) also participate in the NWEA the MAP test three times a year.

HIGH SCHOOL GRADUATION REQUIREMENTS

Bible	4 credits (1 credit for each year attending grades 9-12)
English	4 credits
History	4 credits
Math	3 credits (4 credits recommended to prepare for college)
Science	3 credits (4 credits recommended to prepare for college)
Health	½ credit
P.E.	1 ½ credits
World Language	½ credit
Financial Literacy	½ credit
General Electives	4 credits or ½ credit per semester attending grades 9-12
Civics Test	Passing grade required before graduation
CPR	Course completion required before graduation

Each year, students must carry a full class load based on GCA requirements. Credits are given according to the semester grade in each subject. Students transferring may need to have adjustments made - this is at the discretion of the Administrator. Students transferring into Grace Christian Academy for their senior year are not eligible for class valedictorian or salutatorian. Any changes or exceptions are at the discretion of Administration and must be approved prior to graduation.

POLICY FOR GRANTING A HIGH SCHOOL DIPLOMA

Grace Christian Academy will grant a High School diploma to any student who has met our academic requirements and has been recommended by our faculty. A student must earn a minimum of 25 credits to graduate (Administrator may adjust this at their discretion in the case of transfer students, or in other special circumstances.)

POLICY FOR ALTERNATIVE COURSEWORK

Parents have the right to “opt out” their children from Bible classes. If a Grace Christian Academy High School student opts out of Bible class, an alternative, independent study will be assigned. Alternate coursework (see possible course listed below) successfully completed will meet the Bible requirement for graduation. Parents must request an opt-out form from the school office, fill it out and return it to school before the start of each school year. Courses to choose from include:

- Study of Worldviews
- Study of World Religions
- Study of Religious Literature
- Cultural impact on religion
- Any other approved course

POLICY FOR ACCEPTING TRANSFER CREDITS

Grace Christian Academy will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Grace Christian Academy's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the Administrator.

GRADING SCALE

The following grading scale is used throughout Grace Christian Academy:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Point</u>
99-100	A+	4.3
95-98	A	4.0
93-94	A-	3.7
91-92	B+	3.3
88-90	B	3.0
86-87	B-	2.7
84-85	C+	2.3
79-83	C	2.0
77-78	C-	1.7
74-76	D+	1.3
70-73	D	1.0
65-69	D-	0.7
64 and under	F	0.0

An "incomplete" on report cards is given when requirements have not been met.

GENERAL POLICIES

GENERAL SCHOOL-WIDE PRINCIPLES

1. Behavior that hurts the individual's testimony while away from school will be considered serious. The testimony of Grace Christian Academy is a very important asset to every student and to the entire school. Students who by their attitude, dress, and/or behavior, give evidence of not wanting to uphold the testimony of the school may face suspension and possible expulsion.
2. In keeping with Wisconsin Statute 947.0125, online harassment of any kind is not allowed. This includes bullying,

intimidation, and abuse as well as obscene, lewd or profane language and pornographic material.

3. Elementary students must turn in their cell phones and electronics to their classroom teacher upon arrival. Middle school and high school students must turn in their cell phones and any electronic devices upon arrival.
4. Locker policy for grades 6-12: Grace Christian Academy retains ownership of all lockers. Lockers can be searched without the student's prior notification or consent. School wide searches may be conducted by the Administration. Students will be offered a lock, no outside locks are allowed. GCA is not responsible for lost, stolen, or damaged items in student lockers.
5. Elementary students may not chew gum at school. Eating outside of the lunchroom is not permitted except with permission.
6. Students need permission from a teacher or office staff for non-emergency phone calls.
7. All tuition and incidental fees must be paid seven (7) days prior to the end of the school year.
8. GCA offers homemade hot lunch for a fee. We do not currently participate in the free hot lunch program.
9. Parents need to complete the enrollment/Reenrollment paperwork sent via FACTS, which includes sign-offs on key items such as: emergency contact information, medical consent, Chromebook agreements, etc.

DROP-OFF/START OF DAY

Children should be dropped off following the traffic pattern on the north side of the building. Please follow directions from the parking attendants. At 8:10, the north door will be closed and locked. Any students arriving after 8:10 will enter through the Beloit entrance. Parents arriving at 8:10 or after should drop off at the Beloit entrance, not the north parking lot.

DISMISSAL/PICK-UP OPTIONS

Parents/guardians may participate in the "stay in car" pick-up line or park and enter the building to pick students up at the end of the day.

Pick-up line: All families will be given a blue pick-up card. The card should be placed in the vehicle's window upon entering the pick-up line. Staff will use that card to radio to classroom teachers to send the student out.

Park and enter: All families will be given a blue pick-up card. The card should be shown upon entering the building. Students can then be picked up from their classroom.

If your child is walking or riding a bike, we ask that this distance be reasonable. **All students, regardless of age, need to be off-campus or in extended care by 3:45.**

LATE PICK-UP POLICY

Parents must pick up half-day students at noon. A late charge will be added to the account if the child is picked up after 12:10. Parents must pick up full-day students by 3:45 p.m. In the event that a student is not picked up by the designated time, the student will be placed in the after-care room (located in the lunchroom) and the parent will be charged accordingly. Parents of students that cannot be in after-care due to unpaid balances will be contacted to make other arrangements and given one warning. If students are left unattended after a warning has been given to care givers/guardians, Child Protective Services will be called.

OUTDOOR RECESS

All K4-5th grade students will participate in outdoor recess unless the weather is raining or the real feel temperature is under 15°, according to NOAA. Please ensure your student is prepared for outdoor recess.

COMMUNICATIONS

GCA uses FACTS and email for communications. Parents can receive up-to-date information, check grades, and receive emergency response texts using the FACTS app. The cost of the app is \$5.00. The primary email GCA has on file is the email of the parent who completed the application. Approval of the parent handbook is also approval to be opted into GCA communications. By enrolling your child, you agree to receive emails and text messages from Grace Christian Academy.

FINANCIAL POLICIES

FACTS PREMIER

FACTS Premier is our designated financial processor, making it easy and efficient to pay for tuition, athletics, lunch, extended care, and incidentals. All payments are processed through the FACTS portal. Balances can be viewed there as well. Please note that the portal does require an account creation fee.

Hot lunch is a prepaid account. Families will fund the account then place orders for the coming week through FACTS for lunches and milk. Extended care is billed on a monthly basis using auto pay. Families with credits in accounts may apply those to any incidental account. Families with balances of \$100 or more will not be permitted to use incidental services. Hardships occur for all of us. If or when this happens, please contact the office to ask about arrangements and options.

DISCOUNTS AND CREDITS

GCA offers a Tuition Assistance Program (TAP) which offers tuition discounts for families with financially challenging situations. More information and the application can be found on the school website.

Pastoral discounts are based on a sliding scale depending on income. Pastors may contact the office for next steps.

Current family referral credits are a great way to build our GCA family and earn credits toward incidental accounts. The referral credit is a credit that is shared between new families and the referring family. An existing family would receive \$200 off of tuition for every family that registers and has a child paying tuition as of Sept 30. The new family would also receive \$100 off tuition. They would need to list the referring family as the referring family on their application. If the referred family is a Choice family, the credit would be applied to incidental fees. If a Choice family refers another Choice family, they each would receive a \$100 applied to incidental fees.

Families that are combinations of tuition and Choice students are handled on a case-by-case basis. The policy will be reviewed each year.

Parents may volunteer to receive a discount in athletic fees. Please see the Athletic Director for more information.

Please note: there are no credits that roll to the next school year. All credits must be used by the last day of school. Unused credit balances will be donated to the school.

PBIS / BEHAVIOR TIER SYSTEM

First and foremost, GCA wants to incentivize good, positive behavior in our school. This is accomplished by staff being trained and encouraged to find opportunities to award points to students for any behaviors that are in alignment with the school mission and values.

In conjunction with starting a Positive Behavior Incentive System at GCA, we have a tier system that uses a 1-4 scale. Any

1-2 offenses will be handled by the classroom teacher, but any 3-4 incidents will be referred to Principal or Dean of Students. If your child receives a level 3 or 4, written documentation will be sent home to you explaining the situation. There is a flowchart of the tier levels found in the main office.

There is a tier system that is used as a means of communicating student behaviors to the families. Behavior reports can be found in FACTS. Any consequences that a student may receive will be indicated in the written section of the report.

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION

Violations of school discipline are dealt with in a professional and biblical manner. The Administration and School Board reserve the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. When disciplinary steps need to be taken the teachers and the Administration will remain in communication with the parent(s) or guardian(s). Serious violations of Grace Christian Academy standards can lead to suspension, probation or expulsion from the school. Any suspended student and their parent/guardian must meet with Administration before returning to school.

EXPULSION

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, all students are required to attend another school until they reach 18 years of age or when their high school class graduates. Official transcripts will be released only after all outstanding financial obligations (tuition, before/aftercare, hot lunch) have been met and all school property (books, etc.) has been returned. All records of Choice participants will be released upon request. Any student expelled will not be permitted on Grace Christian Academy property (during school or school functions) or be present at Grace Christian Academy functions without permission from Grace Christian Academy.

DUE PROCESS

Students who are expelled may appeal their disciplinary action. Appeals are handled by the President of the Grace Christian Academy School Board (or Vice President if the President is unavailable). Appeals must be in writing and must be received by the President (or Vice President) within fourteen (14) days of the decision and must state the basis for appeal. The President or Vice President may gather such information and speak with such individuals as he or she deems appropriate and may consult with other board members and/or the board as a whole before reaching a decision. A parent can expect to receive a final decision within thirty (30) working days from the date of submission of an appeal. The President of the Board or Vice President's decision is final.

ATHLETICS

1. Students must maintain a 2.0 average (79.00 %) to participate in any sports competition. Averages are computed at the beginning of every week. During the season, players falling behind on schoolwork will be dealt with on an individual basis.
2. Athletes must come prepared for practice. That includes:
 - Being on time

- Having proper equipment
 - T-shirt and shorts or sweats
 - Athletic shoes
3. Athletes must attend all scheduled practice sessions. The only exception is a valid excused absence, which will require a written note from the parent(s) explaining why the student will be (or was) missing from practice.
 4. Uniform and proper athletic shoes are required to play in competition.
 5. During competition, only team members are permitted on the team benches. The team members not playing should be sitting with the coach or in one designated spot.
 6. Athletes and coaches will follow GCA guidelines and dress in "Team Dress" for every game day, including travel to and from competition.
 7. During arranged transportation for out-of-town games, athletes will travel to and from the games on the bus as a team.
 8. Athletes will, at all times, respect coaches, referees, all players, spectators, parents and school Administration.
 9. Profanity, unnecessary physical roughness or any other unsportsmanlike behavior will not be tolerated. Players violating any conduct codes will be subject to game or team suspension.
 10. Coaches should at all times be dressed in "Team Attire" or in some cases, casual clothes for outdoor activities. Coaches should be well groomed.
 11. Athletes who are absent for school on the day of a game or practice will not be able to participate in the sports event on that day.
 12. Spectators are expected to display proper sportsmanship like behavior. Those who fail to abide by that expectation will first be asked to correct their behavior. If they do not correct their behavior, per WIAA rules, they will be asked to leave the premises. The Athletic Director will follow up with next steps.

ANY QUESTIONS OR POLICY EXCEPTIONS WILL BE HANDLED BY ADMINISTRATION

VISITORS AND VOLUNTEERS

The foundation of GCA is its staff, students, and parents. We warmly welcome volunteers in many capacities at school. We also take the safety of our students seriously. If any visitor, parent, or guardian, would like to serve at the school, we ask that they contact the office and begin the process of completing a background check. The application for background checks can be found on the school website. We ask that all visitors and volunteers conduct themselves appropriately.

WITHDRAWALS

We ask that when first considering withdrawal from school, the parent contact a member of Administration before a final decision is reached. After the appointment, notify the school office in writing. All payment plans will continue until the withdrawal requirements are complete.

TARDY / ATTENDANCE GUIDELINES

For a tardy to be excused, the parent must call the school office by 8:30 a.m. with a valid reason for tardiness or send in a written note with the reason upon the student's arrival at school. Oversleeping, not leaving on time, waiting on a sibling, etc., are not valid excuses. Tardy students need to report to the office to sign in and receive a tardy slip.

Attendance is a character quality that we want to encourage and develop. Attendance every day is very important. While absences are sometimes unavoidable, please keep the following guidelines in mind:

- Make-up work for students accumulated during an excused absence will be listed in FACTS as "M" for incomplete or missing. If the work is not turned in within the make-up period, the "M" 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.

Excused Absence

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.
- Any assignments missed while absent will be communicated. Students who have a fever, diarrhea or vomiting should not attend school until their symptoms subside without the use of medication for a 24 hour period or follow current health protocols.
- Students who miss school will not be permitted to practice or participate in any co-curricular events scheduled for that day.
- Tests and exams must be rescheduled with each individual teacher. In cases of extreme illnesses or medical complications, other arrangements will be made.
- Administration may request a doctor's note in order to excuse the absence if the student is sick for more than 5 days in any semester.
- 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.

Unexcused Absence

Students are only allowed 10 unexcused absences each year according to Wis. Stat. sec. [118.16\(1\)\(a\) and \(c\)](#). **Both full or partial day absences count toward the ten day total.** Administration will handle cases where unexcused absences exceed 10 days.

No student may leave the building without permission. Parents wishing to have students dismissed early should contact the office stating the reason for early pick-up. **Parents should sign out and pick up the student in the office.**

HEALTH DEPARTMENT REQUIREMENTS

1. Prescription medication must be in the original pharmacy container with the pharmacy label attached.
2. Over-the-counter medication (Tylenol, Advil, Tums etc.) can only be dispensed if the medication is submitted to the office in a bottle that is clearly marked with the student's name and dosage. A separate bottle is required for each student in the family. Please notify the Grace Christian Academy Office in the case of contagious illness.
3. All other medications must have a doctor's note.
4. A record of immunization must be provided to the office to be kept on file.

DRESS CODE

Grace Christian Academy dress code seeks to emphasize the following biblical principles:

- Modesty (1 Corinthians 6:19-20; 1 Timothy 2:9)
- Rejecting unbiblical cultural trends (Romans 12:1-2; 1 Thessalonians 5:22)
- Aligning with God's will and purpose (Proverbs 16:3, Jeremiah 29:11)

Students are expected to practice these principles while also abiding by the specifically stated requirements.

GIRLS

Appropriate writing and pictures are permitted on shirts worn Monday, Tuesday, Wednesday, and Friday. Form fitting/tight shirts are not allowed. The neckline of any shirt should be modest. When standing or sitting, midriff may not be showing. Girl's sleeveless shirts and tank tops should have a minimum of 2-inch strap. No spaghetti straps, halter tops, or tube tops may not be worn. No lace shirts or cut outs may be worn. No bra straps are to be visible.

Pants that are ripped, tattered, have holes or are excessively tight may not be worn. Leggings or jeggings may be worn as pants with a shirt that fully covers the hips/ butt. Pants must be modest and properly fitted. No fleece pajama pants.

All layers of skirts and dresses must be near the knee. Slits on skirts may not be higher than the knee. Form fitting/tight or short skirts are not allowed. If leggings are worn under skirts or dresses, the skirt/dress should be no shorter than 6 inches above the knee. Sleeveless dresses should have a minimum of 2-inch strap and no bra straps are to be visible.

Modest shorts and capris may be worn. These may be no higher than 6 inches above the knee.

GIRLS SHOES AND SOCKS

Sandals and flip-flops may be worn. Slippers are not allowed. Shoes and sandals must be secured at all times. Students must have socks and athletic shoes for PE. Students may not be allowed to participate in PE class if they do not have appropriate shoes.

MAKEUP/EARRINGS/TATTOOS

Makeup can be worn by girls in grades 6 -12. Makeup and accessories are to be neat and simple. No makeup, including lip-gloss, is to be worn in grades K - 5. Ear and nose piercings are allowed. No other facial or body piercings allowed. For safety, it is recommended that piercings be removed during PE classes.

BOYS

Appropriate writing and pictures are permitted on shirts worn Monday, Tuesday, Wednesday, and Friday. Tank tops and sleeveless shirts may be worn, straps should be a minimum of 2 inches.

Pants that are ripped, tattered, have holes or are excessively tight may not be worn. Pants must be properly fitted. No fleece pajama pants.

Modest shorts may be worn and may be no more than 6 inches above the knee.

BOYS SHOES AND SOCKS

Sandals and flip-flops are permitted. Slippers are not allowed. Students must have socks and athletic shoes for PE time. Students may not be allowed to participate in PE class if they do not have appropriate shoes. Shoes and sandals must be secured at all times.

BOYS PIERCINGS/TATTOOS

Ear and nose piercings are allowed. No other facial or body piercings are allowed. For safety it is recommend that piercings be removed during PE classes.

BOYS HAIR

Boys' hair must allow eyes to show at all times. Dreadlocks and braids are allowed but must also allow eyes to show at all times. Middle/High School boys may have neatly trimmed mustaches and facial hair.

HEADWEAR FOR ALL STUDENTS

Wave caps, as well as bandannas, scarves, sports headbands, and other headbands are allowed. Hoods and hats are not allowed in the building.

CHAPEL DAY DRESS CODE – ALL STUDENTS

- **Skirts, Dresses, and Skirted Suits:** Casual dresses and skirts, and skirts that are split at or below the knee are acceptable for girls. If leggings are worn under a skirt/dress, the skirt/dress must be no shorter than 6 inches above the knee.
- **Slacks, Pants, and Suit Pants:** Slacks that are like Dockers and other makers of cotton or synthetic material pants, wool pants, black jeans (with no rips/tears/holes), and nice-looking dress pants are acceptable for boys and girls. **Shorts or blue jeans MAY NOT BE WORN on Chapel Day.**
- **Shirts, Tops, Blouses, and Jackets:** Dress shirts, sweaters, and turtlenecks are acceptable for boys and girls. No t-shirts. Boys must wear a collared or polo shirt. Shirts should not have any writing on them. Leggings are only allowed under a dress or longer shirt.

DRESS CODE VIOLATIONS

If a student comes to school out of dress code, parents will be notified.

DRESS CODE FOR SCHOOL EVENTS & ACTIVITIES

For school activities and functions, shirts must still fall within the dress code guidelines (no spaghetti strap tops, crop tops, halter tops, etc.) and pants are required to fit as stated in the dress code guidelines.

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.

PERSONAL HYGIENE

All forms of personal hygiene are the responsibility of the student and family. GCA will not be supplying deodorant, feminine hygiene products, or other personal care items. Please plan accordingly.

PRIVATE SCHOOL CHOICE PROGRAM / SPECIAL NEEDS SCHOLARSHIP PROGRAM

Grace Christian Academy (GCA) participates in both the Milwaukee Parental Choice Program (MPCP) and the Wisconsin Parental Choice Program (WPCP). For further information on both programs, please see dpi.wi.gov. GCA also participates in the Special Needs Scholarship Program (SNSP). For more information on SNSP, please see dpi.wi.gov

MPCP: GCA will notify all applicants within 60 days of the end of an enrollment period. If there are more applicants than seats available in the program, a random drawing will take place to determine who will fill the seats. The random drawing will continue until all available seats have been filled and a waiting list order is determined. Parents should notify GCA of their intent to accept or decline their seat into the program.

WPCP: DPI holds a random drawing every month and will notify parents if their child received a seat. Parents should notify GCA of their intent to accept or decline their seat into the program.

Participation in both MPCP and WPCP requires reenrollment every year.

SNSP: Parents of students with a current IEP or Services Plan from a public school may apply for their student to enter the Special Needs Scholarship Program. Along with the application, proof of current residency is required. To continue in the program, proof of residency is required every school year. GCA will notify parents of their child's acceptance into the program, and parents should notify GCA of their intent to accept or decline the seat.

Under Grace Christian Academy's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the School Board that the applicant was improperly rejected. The evidence must include income and residency documentation. The Head of School shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

NON-HARASSMENT POLICY

Grace Christian Academy is committed to making our school a safe and caring place for all students. Any behavior, physical, verbal or virtual that hinders the learning/teaching environment or that can be interpreted as threatening to others will not be tolerated. In addition, Grace Christian Academy is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study comfortably and productively. Grace Christian Academy prohibits any form of sexual harassment or sexual violence. Examples of prohibited behavior that is unsolicited and unwelcome and/or sexual in nature include:

- Visual Contact—suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, Facebook, Twitter or other social network postings.
- Written Contact—sexually suggestive or obscene letters, notes, invitations, or drawings. This also includes computer or mobile phone-generated messages, e-mails, or Internet postings, text messaging and instant messaging.
- Verbal Threat—sexually suggestive or obscene comments, threats, jokes including those about racial and gender specific traits, any sexual propositions, as well as comments about another student's body that are negative or embarrassing.
- Physical Contact—any intentional pats, squeezes, touching, punching, pinching, repeatedly brushing up against another's body, assault, or blocking free movement of any person.
- Verbal Harassment—ribbing or joking, including sexually suggestive language.

Harassment is cause for disciplinary and/or police intervention and could lead to a student being expelled from Grace Christian Academy. Any student who believes that s/he has been harassed should notify their teacher or adult in charge for appropriate follow-up. The school can initiate an investigation with or without a complaint or complaining party in any case in which a staff member observes or becomes aware of any potentially harassing behavior.

The following steps will be taken as appropriate when dealing with incidents that involve harassment to any degree:

1. A clear account of the incident will be given to the Administrator.
2. The Administrator will interview all concerned and record incidents.
3. Parents will be informed through a phone call and letter.

Consequences will be used as appropriate and in consultation with teachers and parents, and include, but are not limited to:

- Official warning
- Exclusion from certain activities, e.g. Recess
- In-school suspension
- Expulsion

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies

- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

STUDENT RECORDS REQUEST

Grace Christian Academy keeps and maintains records for current and past students.

- All student cumulative folders are kept in locked file cabinets in the Administration office.
- Access to student files shall be restricted to personnel approved by Administration.
- Legal custodial guardians can view their child(ren)'s folder upon request. The file must be reviewed in the main office under staff supervision
- No documentation can be removed from a cumulative folder

PARENT / GUARDIAN AGREEMENT

The School Board and Administration of Grace Christian Academy works in partnership with parent(s) in order to provide the consistency between home and school. Grace Christian Academy believes there must be a mutual understanding with regard to the Statement of Faith, Philosophy of Christian Education, handbook information, guidelines, and policies including financial responsibility.

Therefore, parent(s)/guardian(s) are asked to sign and return this agreement by the first day of school.

Print Name – Financially Responsible Adult

Date

Signature - Financially Responsible Adult

Date

Print Name – Financially Responsible Adult

Date

Signature - Financially Responsible Adult

Date

Grace Christian Academy

Student Covenant

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." /Galatians 5:22)

As a student of Grace Christian Academy, I commit myself to a high standard of behavior as evidenced in the following:

I desire to grow in obedience to Christ, the knowledge of His Will:

- Coming prepared to class
- Refraining from the participation in or consumption of anything that will harm my body:
 - Drugs/Alcohol
 - Smoking/tobacco use
 - Pornography/lewd material
 - Immoral behavior

"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do." (Ephesians 2:10)

I will show respect to my teachers, the Administrator, and all parent volunteers by my words and actions, and I will accept responsibility for my actions and refrain from:

- Disruptive behavior
- Vulgar/profanity

"Listen to advice and accept instruction, and in the end you will be wise." (Proverbs 19:20)

I will show appreciation of my teachers' efforts and time and will be faithful in completing my assignments,

- Get work done and handed in on time
- No skipping classes

"Apply your heart to instruction and your ears to words of knowledge." (Proverbs 23:12)

I will treat others with kindness and respect. I will refrain from:

- Bullying (verbal, physical or cyber)
- Physical displays of affection

"In everything, do to others what you would have them to do to you." (Matthew 7:12a)

"Do nothing out of selfish ambition or vain conceit but in humility consider others better than yourselves." (Philippians 2:3)

I will strive to build bonds of friendship with my fellow students and will not take part in physical or verbal arguments. I will refrain from:

- Physical contact (fighting/aggressive behavior)
- Bullying

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Ephesians 4:32)

I promise to be truthful and honest. I will refrain from:

- Lying
- Cheating or possession of answer keys

"Therefore, each of you must put off falsehood and speak truthfully to his neighbor..." (Ephesians 4:25)

I will show respect toward school property, personal property and the building. This includes:

- Stealing
- Defacing property
- Graffiti (inside OR outside of the building)

"You have been faithful with a few things; I will put you in charge of many things." (Matthew 25:21)

I will come to school with an attitude of cooperation and eagerness to learn and participate.

- Students may not pass notes
- Students are not to bring things which distract from academics (magazines, cell phones, CD's, DVD's and other electronics – battery or power operated). These items will be confiscated. Parents will be allowed to pick up the items at the end of the school year or after a meeting with the administrator.
- All cell phones and electronics must be checked in to the office or checked in to the high school homeroom at the beginning of the school day.

"Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus." (1 Thessalonians 4:16-18)

"And Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him:" (Colossians 3:17)

Student Print Name Signature Date

Parent Print Name Signature Date