

# Grace Christian Academy

Proverbs 22:6

*“Training Future Leaders with a Christian Worldview”*



## HANDBOOK

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President Ronald Reagan, in a Proclamation for Education Day, April 19, 1986 stated:

*“No true education can leave out the moral and spiritual dimensions of human life.”*

## **Welcome to Grace Christian Academy.**

Dear Parents,

We know that you have choices when it comes to the education of your child. Therefore, we are committed to making sure that you will always be glad that you chose Grace Christian Academy. We look forward to developing a warm and trusting relationship with you as we work together to provide the best education possible for your child.

Grace Christian Academy is dedicated to providing an excellent academic education from a Christian worldview. I firmly believe that is what produced the excellent minds of our nation’s founding fathers.

On March 23, 1801, President Thomas Jefferson wrote:

*“The Christian Religion, when divested of the rags in which they have enveloped it, and brought to the original purity and simplicity of its benevolent institutor, is a religion of all others most friendly to liberty, science, and the freest expansion of the human mind.”*

We also endeavor to teach our students how to be leaders. It is important that we equip the next generation to be Godly, responsible, leaders so they will positively affect our culture. Our country and communities are in need of leaders who exhibit excellent character and make decisions based on a Christian worldview. We also need leaders who are bold in their convictions and not afraid to speak and act on them.

We, at Grace Christian Academy, welcome you to our vision and anticipate an exciting year of spiritual, academic, and social growth. We ask for your support and prayers as we seek to honor God and lift up Jesus Christ by working with you and your child this year.

In His Service,



Phil Ellsworth, Director



Gwyn Valverde, Assistant to the Director

*“Education is useless without the Bible” ~Noah Webster*

## Enrollment

A personal interview with you and your child will be conducted upon pre-enrollment at Grace Christian Academy. This is in order to discover if our school is a good fit for your child and if your child is a good fit for our school.

The following will be required for enrollment to be complete.

1. Student must be living with at least one parent who is a born-again Christian and active in a local church.
2. Application form completed and returned along with an application fee of \$200. If the application and fee are submitted by the cut-off date, \$100 will be credited towards tuition.
3. Current health forms and immunization records.
4. Records Release Form signed to obtain records from previous school (if applicable).

## Fees and Tuition

### Application Fee

There is an application fee of \$200 per family. This must be paid at time of application. If all paperwork is submitted by March 1 of the preceding school year, \$100 of the application fee will be applied toward tuition.

### Tuition Payments

Tuition may be paid annually, semi-annually, or in 10 monthly payments. Monthly payments will be due on the 1st of each month from August through May.

### Late Fees

A \$25 late fee will be charged for payments made after the 10th of the month. If a tuition payment is 1 month late, the student will not be allowed in class until the payments are current.

### Discounts

A 5% discount will apply to tuition paid in one lump sum by August 1st. A 3% discount will apply to tuition paid in two equal sums, the first due by August 15th and the other one by January 5th.

GCA also offers a \$500 discount the first year a family has a student enrolled at GCA.

## Statement of Faith

We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious suffering, and remission of sin through His blood, in His bodily resurrection, in His soon return in power and glory.

We believe in the Bible in its entirety to be the inspired Word of God and the only infallible rule of faith and conduct (II Timothy 3:16, 17).

We believe in the resurrection of both the saved and the lost: those who are saved, into the resurrection of life, and those who are lost unto the resurrection of damnation. Being saved means receiving Jesus Christ as Lord and Savior according to Romans 10:9-17 and becoming a born again child of God.

We believe in the present day ministry of the Holy Spirit...the infilling of the Holy Spirit (Acts 2:1-4), the fruit of the Spirit (Galatians 5:22, 23), and the gifts of the Spirit in manifestation today (I Corinthians 12:4-10).

We believe, as Christians, that our daily conduct should line up with God's Word (II Corinthians 7:1). That would involve sharing Christ with others as commanded in Matthew 28:19-20, tithing our income to the work of our Lord (Proverbs 3:9), and in balancing (rightly dividing) the Word of Truth without compromising (II Timothy 2:15).

## Opportunities for Spiritual Growth

### Daily Opening

#### Bible Study

The classroom teacher will start most days with a Bible study that gives the students practical wisdom and insight into the application of scriptures in their lives. Usually the teachers follow themes for these studies.

#### Pledges

The students will also participate in pledges to the Bible, the Christian flag, and the American flag.

### Chapels

One of the GCFC Pastoral Staff will hold Chapel with the students one morning each week. Topics covered will be in line with the school statement of faith – avoiding secondary doctrines that may be approached differently by other Bible-believing churches.

## Dress Code

Grace Christian Academy has a dress code. We want parents and students alike to understand that our dress code is for the purpose of education, not prudish standards. The GCA staff wants to work WITH parents to keep young minds on the things that are important. Students should not be concerned about the latest styles or make-up. They will be subjected to that soon enough. We are asking parents to help us maintain an atmosphere of education. We believe in healthy competition, but that does not include competition based on a family's financial status or physical appearance.

We don't like sounding negative in this subject, but experience has told us that, in the area of dress code, students look for loopholes and pressure parents to "let things go" (you know what we mean). So, here is the Grace Christian Academy Dress Code:

### **Girls:**

Black, navy blue or khaki slacks, capris, skirts, jumpers, shorts or skorts. Pants may be flat-front or pleated. These pants are often labeled as "uniform", "chinos", and/or "twill". External pockets down the front or sides are not permitted (i.e. cargo & carpenter pants). Sweatpants, sport pants, jersey, and denim are not allowed. Corduroy is acceptable if it meets the above requirements. Skirts, skorts, jumpers and shorts should extend downward to at least 4 inches above the knee (when kneeling). We recommend purchasing at 2 inches above the knee to allow room for growth.

### **Boys:**

Black, navy blue or khaki slacks or shorts. Pants may be flat-front or pleated. These pants are often labeled as "uniform", "chinos", and/or "twill". External pockets down the front

or sides are not permitted (i.e. cargo & carpenter pants).  
Sweatpants, sport pants, jersey and denim are not allowed.  
Corduroy is acceptable if it meets the above requirements.  
Shorts should extend downward to at least 4 inches above the knee (when kneeling). We recommend purchasing at 2 inches above the knee to allow room for growth.

- Uniform quality pants can be purchased in the uniform section of JCPenney, Macy's, Sears, Kohl's, Target, Wal-Mart, and Old Navy at the beginning of the school year. Several carry stock all year and all have selections available on websites during the school year.
- Tops for girls and boys will be solid colored, collared polo/ golf shirts (long or short sleeved) without logos, stripes, other patterns, or trim. For cold weather, long sleeve shirts may be worn under short sleeve polos only if they are tone/tone (same color & shade, i.e. navy under navy, red under red) or white. Otherwise, visible layering is not permitted.
- Leggings and tights will only be permitted if they are white or the same color as the skirt/jumper with which they are being worn. Leggings should be free of stripes, patterns, or trim. This includes knee socks.
- Sweaters, sweatshirts and hooded jackets may be worn over a collared polo during school only if they are solid-colored without logos.
- For safety reasons, flip-flops, slides and high heel shoes are not permitted.
- Because they create a distraction, accessories such as scarves, legwarmers, bracelets and necklaces are not allowed. Earrings may be worn if they are smaller than a dime. Accessories which are worn will be confiscated and returned at the end of the week at the parent's request. This is to facilitate parent/ student communication.



- Belts that fit into belt loops are allowed; belts used as accessories over clothing are not..

### **Enforcement of Dress code:**

- Offense #1 & #2 – (within a month) – Sent to office to call parent to come with replacement or accessory item confiscated.
- Offense #3 – (within a month) – suspension for remainder of school day.
- Offense #4 – (within a month) – parent conference with Director required.

### **Dress Down/Spirit Days:**

Occasionally there are Dress Down and Spirit Days. On Spirit Days, students may wear a spirit shirt, (purchased from the school) with jeans. Wearing a long sleeve shirt under the spirit shirt is permitted if it is tone on tone (same color and shade) or white. Jeans must be free of rips, holes, tears, jewels, embroidery, special distressing and washes, etc.

On dress down days, shirts may not have logos, slogans, or characters. Jeans must be free of rips, holes, tears, jewels, embroidery, special distressing and washes, etc.

For P.E. and indoor recess, tennis shoes with non-marking soles are REQUIRED. Shoes with black soles may not be worn on the gym floor. For safety reasons, running in socks or bare feet is not permitted.

Final note – Make-up (lipstick, rouge, eye shadow, etc.) is not appropriate for students. Society tries to make your child grow up too fast. We believe that childhood is too important to throw away.

## Academic Year Information

### Daily Schedule

Students may start entering the building no earlier than 8:20 AM. The school day will begin at 8:30 AM, and students not arriving by 8:30 AM will be marked tardy.

Dismissal for all grades 3:30 PM

### Before and After School Care

GCA does offer adult oversight for your student before and after school – for a nominal fee. This service is an extra expense for the school. Therefore, if your child is not in the program, please do not expect GCA to be responsible for your child before 8:20 or after 3:40. Sometimes “things” happen. If you need before or after school care on a “one-time” basis, please let us know. Special need after school care is \$5 for each 15 minute period or \$10 for each hour.

### Attendance

Students learn more when their attendance is consistent. If a student must be absent, the parent should either call to notify the school of the child’s absence or send a note with the child on the first day back to school explaining the absence.

### Tardiness

Tardiness is a problem for the late student and for the class. The student starts the day behind the class and the class is interrupted. Please help your child to be on time. This is a behavior that will be expected of your child throughout life. Model it for them.

### Release from Class

If a student must leave during the school day, the parent should notify the teacher in writing. The note should include the time the student will leave and with whom. This is a procedure for your child's safety.

### Reports

Teachers will keep parents informed about students' progress through quarterly reports, phone conferences, and parent/teacher conferences.

### Kindergarten Admittance

GCA will generally observe a September 1st birthday cutoff for Kindergarten admittance. However, if parents feel their child is socially, physically, and academically advanced and wish to apply for entrance for their child, the child will be given the screening test. If the results appear to confirm the child's ability to succeed in Kindergarten, the child will be strongly considered for admittance.

### Textbooks

Grace Christian Academy will provide textbooks. Non-consumable textbooks will be turned in at the end of the year. Parents will be charged for replacement of any lost or overly damaged textbooks. Consumable books will be sent home with students at the end of the year.

### Supplies

Parents will be sent the list of supplies needed for each child's grade level by July 15.

### Calendar

The school calendar for the year will also be sent to parents by May 15.

## Curricula

The best of A Beka, Purposeful Design (ACSI), and Bob Jones Curricula are used for all basic subjects.

Grades 1-6 students will be taught organization, time management, and study skills

## Homework Policy

Homework is an important aspect of a quality education. Homework is used to reinforce class work, provide time for memorization, practice skills, and allows more teaching time in the classroom.

We are aware that everyone leads very busy lives but we need parental support in homework assignments for the greatest success in educating your child. It is expected that homework will be returned to school the next day unless the teacher assigns a longer project.

## Resolving Problems Procedure

One important aspect of Christian maturity is facing and resolving problems. We do not expect many to arise, but when they do, we will work with you to reach godly solutions. The procedure for resolving problems is as follows:

If a parent has a question concerning classroom policy, procedure, or staff action, the parent should first address the concern with the teacher. If that conference does not bring resolution, the parent or the teacher should request to meet together with the Administrator. If the concern is still not satisfactorily resolved, the parent may request a meeting with the Administrator and the school board. The decision of the school board will be final.

If a parent has a question concerning school policy, the parent should request to meet with the Administrator. If the problem is not resolved satisfactorily, the parent may request to meet with the Administrator and the school board. The decision of the school board will be final.

## Discipline

Discipline is an important part of our Christian lives. God set up correction in order to mature us, and we believe that it is our responsibility at Grace Christian Academy to correct students when necessary. In order to develop Christian character and leadership abilities in children, we must first teach them how to follow directions and to respect authority so that they will follow God's direction in their lives.

Students must know that there are right and wrong behaviors and that there are consequences for wrong behavior. Through the process of taking responsibility for their behavior and correcting problem behavior, they will develop maturity.

Teachers will typically be able to correct behavior with a reprimand. If the child continues to have behavior problems, the teacher may issue a Discipline Reference Slip to the student. This Reference Slip shall be sent home to parents, and it will describe the behavior, the method of discipline, and any other comments regarding the behavior. The slip must be returned the next day to the teacher with a parental signature.

If infractions continue, parents shall be asked to participate in a conference with the teacher and Director. It is possible that the Director may ask parents to sign a permission slip for GCA staff to administer Corporal Punishment. There are very clear guidelines for that to be administered – which are detailed on the form. It is motivated by love for the student and believed to be the Bible answer to dealing with self-will.

If there is not parental and GCA staff success, it may be decided that it is in the best interest of the student or the school for the student to be withdrawn. We are committed to the success for all who want to learn.

## Health and Safety

### Health Records

Grace Christian Academy requires a record of all immunizations for each student. In accordance with Kansas's law, all students entering school for the first time must have a physical examination and have the health examination form completed and signed by a licensed physician.

### Administering Medicine

A parent must fill out a Medicine Request Form giving permission for medicine to be given at school. Daily doses of medication will be sent in labeled, unbreakable containers. The student or parent will give the medication to the classroom teacher upon arrival at school.

### Illness at School

If a student becomes ill at school and it is necessary for him/her to go home, a parent will be notified to pick up the child. If the parent cannot be reached, an approved adult will be notified to pick up the child. (Please notify the school immediately if you change your phone number and/or address.)

### Illness at Home

School policy dictates that your child must remain at home for 24 hours AFTER a fever has broken or AFTER the last incidence of vomiting.

### Communicable Diseases

Please notify the school staff if your child has strep, pink eye, head lice, or any other communicable disease. Please do not send your child to school until the date determined by your physician or until he/she is free of the condition. Keep your child home if he/she is running a fever or vomiting, and do not send him/her back to school until there is no fever or vomiting for 24 hours.

### Emergency Drills

Emergency drill procedures are posted in each classroom. There will be drills for fire and tornado emergencies throughout the year.



## Miscellaneous

### Lunch

Students will bring lunches. Juices or bottled water would be most appropriate to send for drinks. Since we are teaching children to make healthy choices, pop will not be allowed. Please do not send any red or purple drinks. Students may also bring a snack to eat when the teacher allows.

### Field Trips

Field trips will be planned throughout the year. Written permission from parents will be required in order for a student to participate. It is always helpful to have volunteers on outings.

### Volunteering

Part of the strength of Grace Christian Academy is parent volunteering. We want you involved in your child's education. Therefore, it is expected that each family (either parent) volunteer for some activity (field trip, lunch/recess duty, library organization, tutoring, holiday party, etc.) at least once a month. **If a parent (or grandparent) cannot, there will be an additional \$75 fee per semester.**

### Inclement Weather

Grace Christian Academy will usually close or have late starts when the Shawnee Mission School District announces them. These will be announced on LOCAL TV CHANNELS. If the late start or closing is only based on cold temperatures, GCA may not follow. You will be notified of these exceptions by E-mail or phone.





