



**Home of the Mighty Rams**

**Parent/Student Handbook 2021-2022**  
**June 2021**

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# Generations Christian Academy

## **Dear Parents/Guardians:**

Thank you for being a part of the Generations Christian Academy Family! We look forward to partnering with you on your child's educational journey. Together we can provide a positive learning experience for your student and help him/her grow in knowledge and wisdom for God's glory.

God Bless,  
The Generations Christian Academy Team

*"Dedicate your children to God and point them in the way that they should go, and the values they've learned from you will be with them for life." Proverbs 22:6*

## **About GCA**

Generations Christian Academy is an independent, non-denominational, college-preparatory, Christian school with selective admissions.

## **Mission Statement**

The mission of Generations Christian Academy is to provide an educational environment of excellence, hope and joy to empower students to excel as influencers for Christ.

## **Vision Statement**

The vision of Generations Christian Academy is to equip students to become fully-devoted followers of Christ who honor God through excellence, honor, self-discipline and service to others.

## **School Philosophy**

We, at Generations Christian Academy, believe the Bible to be the infallible Word of God, and teach our students from a Biblical worldview.

All truth is God's truth and all of the disciplines at GCA are taught in the light of this truth. Jesus Christ was the demonstration of all God intended for man to be. The Bible says that Jesus grew in wisdom (intellectually), stature (physically) and in favor with God (spiritually) and man (socially). Luke 2:52 Therefore, our educational goals encompass the intellectual, physical, spiritual and social areas of our students' lives. These areas are inseparable, and through them all run the insistent thread of the spiritual. It is our aim to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone.

Generations Church is dedicated to support a Christian school experience in order to assist and support parents because of the precedent that Scripture outlines for parents to have stewardship over the educational leadership for their children.

## **Non-Discriminatory Admissions Policy**

Generations Christian Academy admits students of any race, color, gender, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, nationality or ethnic origin in the administration of its educational and admissions policies, scholarship programs, athletic, fine arts and other school programs. Generations Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including willingness to cooperate with GCA administration and to abide by its policies.

## Statement of Faith

We believe:

- That the Bible is God's inerrant Word in the original manuscripts and the only authority for doctrine and practice. (II Tim. 3:16).
- In the Trinity – Father, Son and Holy Spirit as revealed in the Bible. (Matt. 28:19; II Cor. 13:14).
- That salvation from sin and judgment is a free gift, paid for by the sacrificial death of Jesus Christ for all who repent of their sin and place their faith in Him as their Savior. (John 3:16; Rom. 10:9). Once we make a commitment to Jesus Christ, our life will produce evidence of a genuine experience of regeneration – the new birth (John 1:12-13, 3:3-8; 1 Peter 1:18-25) – and a commitment to holiness and wholeness. (Romans 6:4, 8:1-4, 13:13; Eph. 4:17-32, 5:1-2, 15:1 John 1:6-7).
- In John 14:6, which states: “Jesus said to him, ‘I am the way, and the truth, and the life; no one comes to the Father but through Me.’”
- In the literal resurrection of Jesus Christ from the dead, and in the same resurrection to eternal life for all who are saved, while the unsaved will spend eternity in hell. (John 11:25-26; Mark 16:6; Matt. 28:5-6; Luke 24:6-7; I Cor. 15:3-4, 35-58; Rom. 6:5; John 5:28-29; Matt. 25:41).
- In the literal return of Jesus Christ. (John 14:3; Acts 1:11; I Thess. 4:16-17).
- That God, wonderfully, and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one’s biological sex as identified at birth is a rejection of God’s design for that person.
- That the term “marriage” has only one meaning in the original biblical context: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25); that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4); that sexual relations outside of this (e.g. adultery, fornication, homosexuality, bestiality) are condemned as sinful. We believe in the sacredness of sexuality and faithfulness to one’s spouse, and we believe that the scripture teaches that sex is a blessing to be rightly experienced only within heterosexual marriage. (Matt. 15:19, Rom. 13:13, 1 Cor. 6:9-20, Ex. 22:19; Lev. 20:13; Rom. 1:26-27).
- That human life is of inestimable worth and should be valued, defended and protected from conception through natural death. (Ps. 139; Gen. 9:6; Rom. 13:4).

## **Partnership Between School and Home**

The heart and soul of GCA is a combined partnership with families and our community to provide a positive and individualized education to develop the whole student in mind, body and spirit through academic training interwoven with service to others and Christ-centered worship.

Parents/Guardians of Generations Christian Academy students agree that God's Word makes them responsible for the education of their children. They want their children to develop a system of values consistent with the Bible. They want their children to develop a lifestyle that is pleasing to the Lord and is based on an intimate relationship with Him.

Education must be the product of a joint enterprise between the school and the home. Therefore, the purpose of GCA is to help parents reach these goals by providing a thorough academic education built upon a biblical view of life. God as Creator of life and reality is the focus of a Christian education. Additionally, His Word serves as the authoritative standard of truth. Factual information is the same for the Christian as the non-Christian, but the way in which facts are interpreted can be the difference between truth and error. No subject can be taught in truth if the Creator, Jesus Christ, is ignored or denied.

Therefore, in partnership with parents, GCA seeks:

- To introduce each student to God and the totality of His character
- To see every student born again into a personal relationship with Jesus Christ
- To provide an atmosphere that challenges the hearts and minds of students to consider all that is true and edifying and to contrast these ideas, values, and beliefs to those that are false and lead to ruin
- To lead students to an understanding of the heights that can be reached and the accomplishments possible by a life fully yielded to Jesus Christ
- To challenge both the body and spirit
- To encourage and stimulate, by example, the life of Christ lived out in the lives of our students
- To equip each student to take his or her place in the world as a servant of Jesus Christ.

## **School Expectations of Parents/Guardians**

Generations Christian Academy seeks a solid partnership with our families as a basis for their children's success within our program. We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in GCA, parents/guardians agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. GCA reserves the unconditional right to take disciplinary action, suspend and or/dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by GCA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of the school. Students and parents also agree to be courteous and respectful to staff, faculty and other parents and students on campus.

## **Parental/Custody Rights**

If mother and father are divorced or student lives with a guardian/relative, court documents showing parental/custody rights and court documents showing student access are required.

If parental/custody rights change during the school year, the school must be informed immediately.

## **No Access to Student**

If a parent or other individual is NOT allowed access to a child, the names and relationships must be given to GCA before student can attend school. A certified copy of the court document that limits or denies such access must be provided to the school before the school is able to recognize limitations to parental/custodial rights.

## **Admission Requirements**

Generations Christian Academy is open, from PreK through eighth grade, to any student of a Christian family that is interested in securing a Christian education. The school must find the student qualified for admission pursuant to admission standards and testing.

## **Parents/Guardians**

It is expected that at least one parent or legal guardian meet the following:

- Have a personal relationship with Jesus Christ and have accepted Him as Lord and Savior (John 3:1–8)
- Acknowledge the Bible as God’s Word and teach and instruct biblical truths in the home (Deuteronomy 6:6–7)
- Be committed to co-labor with the school in the education and discipleship of his or her child(ren) (Amos 3:3)
- Agree with school philosophy and statement of faith
- Agree to abide by the policies and procedures outlined by GCA.

## **Students**

- PreK students must be 4 years old by August 15 of the attending year.
- Kindergarten students must be 5 years old by August 15 of the attending year.
- Students must reside with parent(s) or guardian(s) as originally declared in the admissions or re-enrollment documentation. The school must be immediately informed of any change to residence or parental / guardianship rights.
- The following student documents must be submitted to GCA: birth certificate, immunization records, report cards, progress reports and test results.
- Students must have a record of good behavior.
- The Kaufman Test of Educational Achievement is given as an entrance assessment to applicants. This assessment is a succinct and individually administered measure of achievement in reading decoding, reading comprehension, math application, math computation and written expression. Students who have previously attended a public or private school are asked to provide test scores taken within one year of the application date.

Students and families understand that attendance at GCA is a privilege and not a right. This privilege can be forfeited by any student and/or parent who does not conform to the school’s standards of conduct, policies and procedures, and/or who is unwilling to adjust to our environment.

## **Admissions Priority/Waitlist**

We use a first come, first serve policy when admitting students. However, priority is given to current Generations Learning Center and Generations Christian Academy families when enrolling siblings. A waitlist will be formed when full enrollment has been reached within a specific classroom. \*Spaces available in each classroom are based on the Tennessee Department of Education Guidelines.

In order to officially add your child to our waitlist, a parent/guardian must complete an online application found on our website at [GenerationsChristianAcademy.org](http://GenerationsChristianAcademy.org) and then submit a non-refundable, one-time registration fee of \$75. When a space becomes available in a specific classroom, the family at the top of that specific classroom will be contacted and invited to accept a classroom spot. If the family accepts the offer, we move to the next step of the admissions process. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be removed from the waiting list. GCA administration reserves the right to notify several families of the opening in a classroom, the available spot will be awarded to the family who is first to accept the offer.

## **Fee Schedule**

### **Tuition - PreK**

- Monthly tuition payments of \$850 (Aug 1 – May 1) or upon acceptance
- Semester tuition payments of \$4,250 (Aug 1 and Jan. 1) or upon acceptance
- Annual tuition payment of \$8,500 (Aug 1) or upon acceptance

### **Tuition - Grades K-8**

- Monthly tuition payments of \$980 (Aug 1 – May 1) or upon acceptance
- Semester tuition payments of \$4,900 (Aug 1 and Jan. 1) or upon acceptance
- Annual tuition payment of \$9,800 (Aug 1) or upon acceptance

### **Student Fees - Grades K-8**

- Annual Student Fee of \$300 (June 1), or upon acceptance, non-refundable (Covers a portion of the cost of books and supplies, technology)
- Annual Re-enrollment Fee of \$75 (by March 1) or \$125 (after March 1), non-refundable

## **Payment Policies**

Staffing, class size, administrative commitments, supplies and school decisions have been made based upon your family's commitment to GCA. Therefore,

- Prompt payment of fees is essential for our school to meet its financial obligations.
- In order to reserve a child's space at GCA, all tuition and fees are due and payable per the deadlines set forth by the school, even if the student is absent for any reason or in the event of an unavoidable school closure. Rebates or credits will not be issued in these instances.
- Both the student fee and the first month's tuition must be paid in full before the student's first day at GCA. Subsequently, tuition is due in accordance with your chosen payment plan.
- Tuition and fees must be current for each student who attends Generations Christian Academy.
- Tuition is due on the first day of the month and is considered late after the 5<sup>th</sup> day of the month.
- Payments may be made with cash, check or online.
- Checks are to be written out to Generations Christian Academy with the student's name and tuition month or fee description written in the memo line. All checks should be dropped off in the lockbox in the GCA foyer to the right of the iPad check-in station.

## **GCA Property & Educational Resources**

GCA employees and students are blessed with a beautiful campus and educational resources through the generosity of others and through the tuition and fees paid by GCA families. We value all that God has provided and require that our parents and students not misuse the resources that are intended for the education of GCA students.

Copiers, office supplies, computers and educational resources are for GCA use by employees and students only. If resources are misused or property damage to the school occurs as a result of the parent or student's willful misconduct, gross negligence or conscious indifference, assessments may be charged to cover the cost of replacement or repair.

## **Delinquent Payment Policies**

If you have a financial emergency and are temporarily unable to pay tuition, please contact the GCA Business Office before your account becomes delinquent or begin the process of withdrawing a student from GCA. The following consequences will occur in the event of late payment:

- A 10% late fee will be charged for late payments coming into the system after the 5<sup>th</sup> day of the month.
- A \$35 fee will be charged on all returned checks or rejected payments.
- If an account remains delinquent for over thirty (30 days), the student(s) may be disenrolled and/or be refused re-enrollment.
- Generations Christian Academy reserves the right to withhold progress reports, report cards, test results, access to school resources, and/or to withhold the right to attend classes from any student for whom tuition or other school charges are past due.

## **Withdrawal Policies**

Parents/guardians will be financially responsible for the tuition and fees based on the above policies.

- We require a minimum notice of 30 days in writing, to determine a “withdrawal date” which becomes the official “End-of-Enrollment.” The student will remain in the GCA system until the withdrawal date is provided, all fees are paid, books and supplies returned and withdrawal form is complete.
- One withdrawal form must be completed per student withdrawing.
- The August tuition payment is deemed a non-refundable payment to the school, even if the student withdraws prior to the first day of school.
- After the first day of school, if a student is withdrawn, tuition will be due in full for the entire semester corresponding to the “End-of-Enrollment” date. (Example: If a student is withdrawn in October, tuition is due through December 31. If a student is withdrawn in January, tuition is due through May 30.) Special circumstances and family hardships which cause a family to withdraw their student(s) will be taken into consideration by the administration for exceptions to this policy.
- If school is in session at the time of withdrawal and the student has been attending school during the academic year, all textbooks and/or classroom library books must be returned to the respective teacher directly who will sign off on the final withdrawal form.
- For parents/guardians who decide to withdraw student(s) during the school year, the financial obligations to GCA must be fulfilled. No school records will be released to the parents/guardians or to transferring schools until the withdrawal process has been completed and the financial account fulfilled.
- Failure to attend class – including the beginning of the school year for new or returning students – is not a withdrawal and parents/guardians will not receive adjustment of charges (tuition or other fees) if the student does not attend class.
- Parents/guardians who pre-pay tuition and their student is disenrolled by GCA are not entitled to a tuition refund of any amount.
- Application fee, re-enrollment fee and student fee are non-refundable.



## Re-enrollment Policies & Procedures

From Feb. 1 - March 1, current GCA families have the opportunity to apply for priority re-enrollment of their children. This protected time period allows GCA families to secure their student's place on next year's class rolls at a discounted rate, upon the acceptance of the child's application for re-enrollment. After this time, any open seats in a class will be assigned to new students who have successfully completed the application process. GCA advises parents to plan ahead for the next school year and apply to re-enroll students in a timely manner.

Please note that acceptance for the school year is conditioned upon (i) student maintaining acceptable academic and conduct standards in the current year; (ii) all tuition and fees for the current year being paid in a timely manner; and (iii) receipt of first tuition payment and all students fees for the academic year being tendered on time.

**Step 1:** Complete the online [Re-enrollment Application Form](#) (one per student). Once your re-enrollment application is submitted, you will receive a confirmation receipt email.

**Step 2:** After receiving an email from GCA administration that your re-enrollment application has been accepted, re-enrollment fees may be paid online.

Re-enrollment Fee	Discounted Rate (Feb. 1 – March 1)	Re-enrollment Rate (After March 1, if space available)
Non-Refundable	\$75 per student	\$125 per child

**Step 3:** Submit payment of tuition and student fees as follows:

Tuition & Fees	Rate	Due by:
Student Fee: Covers a portion of cost of supplies and technology	\$300 per student (Non-refundable)	June 1, 2021
*Tuition Payment	Per '21-22 Family Contract	Aug. 1, 2021

## Parent Communication

Parent-teacher communication is a vital part of your child's school experience. GCA offers many forms of communication including our parent portal, emails, phone calls, texts and letters sent home. An email invite will be sent out to every GCA parent/guardian to create an account in our Parent Portal. We request that you add all pertinent student information per the instruction provided: 1) emergency contacts; 2) approved pick-up and drop-off list; 3) physician's information; 4) medical and allergy information; and 4) additional student information you feel is helpful for the GCA staff and faculty. For any questions regarding our parent portal, please direct questions to GCA administration.

## Classroom Visits

If parents wish to observe a classroom in session, they must contact the school office at least 24 hours in advance to obtain administrator approval and to schedule the visit. At GCA, we strive to keep our learning environment free from avoidable distractions or interruptions. Observations are kept to a 30 minute allotment per day to reduce distraction and flow of instruction.

## Delivery of Messages or Other Student Items

Students will not be removed from class to accept non-emergency phone calls or visits. Items intended for students that are delivered to the GCA office will be given to students during an instructional break.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are offered in the fall and spring of each academic year. Notification of dates and times will be provided in advance in order to give parents or guardians sufficient time to prepare. Additional conferences can be requested by parents/guardians at any time throughout the academic year. These meetings will need to be scheduled in advance.

## **Individual Parties**

Invitations (written and/or verbal) to individual parties held outside of school may only be distributed at school or at school functions if every class member (or all one sex) is included. Parents must bring invitations from home and may not use GCA resources/copiers.

Parents are asked to be sensitive to the effect exclusion can have on students. Parents should refrain from picking up multiple students in carpool to transport to parties.

Parents who wish to bring a special snack on or near their child's birthday are asked to coordinate with their child's teacher to celebrate at the end of the class day. Please communicate with your child's teacher at least 24 hours prior to their celebration. Organic snacks only.

## **Guidelines for Class Parties and Field Trips**

Parents and adult volunteers that are involved in the planning and participation in recreational, social and educational activities should properly chaperone the students at all times and assume the responsibility of seeing that the students conduct themselves in a manner that honors Christ. Parents are asked to dress in professional modest clothing while representing Generations Christian Academy.

## **Field Trips**

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of Generations Christian Academy. A permission slip must be on file before your child can attend the field trip and releases the school from any liability. Any parent who wishes to drive on a field trip must be cleared by Generations Christian to chaperone or drive on field trips and must have a current copy of a driver's license and insurance on file at the front office.

- GCA field trips and activities are for current students only. No other students are allowed to attend.
- Any student on disciplinary or academic probation may be excluded from the field trip.
- School rules, regulations and policies are in effect on all field trips on or off campus.
- Parents will receive communication via email about the field trip dress code.
- If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care.
- If parent chaperones are needed, they will be secured in advance for all field trips. Parents deciding to attend a field trip at the last minute will require approval from the Generations administrative office.

## **Volunteers**

Generations Christian Academy is eager to partner with volunteers who are excited to share their God-given gifts and talents. Volunteers are essential in supporting the mission, and directly impact the lives of students, faculty, staff and administrators. Whether you have a little time or a lot of time to give, there will be a place for you to serve. Please complete the Volunteer Interest Form to let us know you are interested in volunteering at GCA. Note: Volunteers who will be working with children in an unsupervised setting (i.e. tutoring, reading outside the classroom, field trip chaperone who transports a student besides their own child, etc.) will be required to pay a \$35 fee and agree to be fingerprinted with an appointed agency.

## Attendance Requirements

Generations Christian Academy has a legal and ethical responsibility to require the faithful attendance of its enrolled students. **It is very important that students be in attendance every day school is in session AND very important students are not tardy.**

- Attendance is taken at the beginning of the school day at 8:00 a.m. Students are expected to be seated in the classroom by 8:00 am. Students must be present for five hours of the school day to be counted present.
- When a student is absent, please notify the school office via phone or e-mail the attendance secretary, Olivia Herrick, at Olivia@GenerationsChruchOnline.org by 8:30 a.m. on the day of the absence (unless absence was previously arranged or approved).
- Students who accumulate more than 6 absences in a quarter (9 weeks) are in danger of not being promoted to the next grade level due to the amount of class missed.

## Daily Arrival

- 7:30 a.m. Adults may begin dropping off students at the double doors closest to Church Street. An administrator or GCA staff member will be present at the door to admit students. Students are expected to go directly to the classroom.
- 8:00 a.m. Instruction begins and students are expected to be seated in their classrooms and ready for instruction to begin.

## Daily Dismissal / Late Pick-Up Fees

Late Fees will be billed to the parents/guardians on the following business day after late pick up.

- 3:00 p.m. Students are released and may be picked up in the car rider line or main lobby. Students enrolled in After School Care will be escorted to the designated area to check-in with a staff member.
- 3:16 p.m. Late fees of \$5 per minute apply to students who are not enrolled in After School Care and are still awaiting pick up.
- 5:30 p.m. Students in After School Care must be picked up by this time to avoid late fees.

## Tardiness

Prompt arrival is critical to creating an effective learning environment. Students are considered tardy if they are not in class by 8:00 a.m. Parents will be emailed each time a student is tardy. Incident reports may be issued and recorded in the student record.

- Two (2) tardies in one quarter: Parents will receive an email from the teacher to alert the parent to the accumulated number of tardies, communication to discuss the reason for the tardiness and how to correct the recurring attendance violation.
- Four (4) tardies in one quarter: Parents will receive an email notifying them that an absence will be recorded on report card. (Every 4<sup>th</sup> tardy will be recorded as an absence and will accumulate with all other absences on the report card.) Additionally, an incident report will be issued and a parent meeting may be scheduled with administration to address the recurring attendance violation.
- Six (6) tardies in one quarter: Parent meeting will be held, disciplinary action taken per administration.
- Eight (8) tardies in one quarter: Another absence will be recorded on report card and parents notified of date of after-school suspension assigned with \$25 fee charged to family account.
- Ten (10) tardies in one quarter: Parent meeting will be held; disciplinary action assigned per administration; possible disenrollment.

The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (i.e.: a wreck or stoplight malfunction). The teacher will use discretion in such cases to excuse these tardies so they will not be counted against the student record. Students who need to arrive late due to a doctor or dentist appointment should bring a note from the professional's office the day of the tardy or the day after the appointment. These tardies will not be counted against the student as long as the student is present for five hours of the school day and they have provided a note to the front office.

### **Excused Absences**

Students who are ill or must be absent for a doctor's appointment must supply a note from parent or physician to school. Some absences may be due to loss of family member or other special circumstances. Parents should communicate these circumstances to their child's teacher and administration to be considered as an excused absence. Student is responsible to make up assignments and tests missed while absent.

### **Extended Absence**

Students who have an extended absence due to illness or special family circumstances must have an academic make-up plan approved by the teacher within two (2) days of their return to school. Parents should communicate with the teacher to gather academic assignments.

**Non-essential and discretionary absences, such as vacations on school days, are discouraged.** If parents decide to take students out of school for non-essential or discretionary absences despite the strong recommendations of the school, GCA parents must request permission in writing from GCA administration at least two weeks prior to the absence. If the request is granted, the parent must meet with the teacher to discuss an academic plan to address the work to be completed on the non-essential or discretionary absences.

**Note:** Students who accumulate more than 6 absences in a quarter (9 weeks) are in danger of not being promoted to the next grade level due to the amount of class missed.

### **Unexcused Absences**

- Two (2) unexcused absences in one quarter: Parents will receive an email from the teacher to discuss the reason for unexcused absences and evaluate the student's academic status.
- Four (4) unexcused absences in one quarter: Parent meeting to resolve issues regarding unexcused absences and evaluate the student's academic status.
- Six (6) unexcused absences in one quarter: Parent meeting, disciplinary action per administration. Students who accumulate more than 6 absences in a quarter (9 weeks) are in danger of not being promoted to the next grade level due to the amount of class missed.
- Eight (8) unexcused absences in one quarter: Parents notified of disciplinary action and date of after-school suspension assigned with \$25 fee charged to parents/guardians.
- Ten (10) unexcused absences in one quarter: Disenrollment – Absences and disenrollment are reported to the Department of Children's Services.

### **Early Release**

Students should not check out prior to 3:00 p.m. more than four times per year unless prior authorization has been received from administration. Students who need to be picked up early due to a doctor or dentist appointment should provide a note from the professional's office to student's teacher no later than the next school day after the appointment. These early releases will not be counted against the student's early release limit as long as the student is present for five hours of the school day and they have provided a note to the front office.

## **Student Pick-Up/Drop-Off**

Anyone that is on your approved pick-up list must be listed in the parent portal. A copy of their driver's license must be provided. Please notify the teacher AND Director (by phone or email) with any changes in the transportation of your child. Only authorized persons with a valid ID will be able to pick-up your child.

Before leaving school during the school day, a student's parent/legal guardian must sign the student out at the office. Upon returning to school during the school day, the parent must also sign the student in at the school office.

\*Tennessee state law requires that all children under 9 years of age, and under the height of 5 feet, be placed in a car seat or booster.

*Throughout your child's enrollment, please be sure to update all emergency information as needed, including your address, home and work phone numbers, cell phone numbers, email address, any changes in your child's medical information, and any changes to the list of individuals authorized to pick up your child.*

## **Student Hall Passes**

All students will be in an assigned classroom and under supervision at all times during the school day. Students who are moving through the halls at any time of the day without direct supervision of teachers will be required to have a hall pass from a teacher. Any student found in the hallways without an authorized pass will be subject to disciplinary action.

## **Lost and Found**

The school maintains a temporary "Lost and Found." Items considered valuable will be kept secure. Items not claimed by the end of each month may be disposed of or donated to charity. The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

## **Network/Internet Acceptable Use Policy**

Technology resources (hardware and software) are the property of GCA and are to be used for educational purposes. Misuse of technology resources will lead to disciplinary action. Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school may also be subject to disciplinary action.

## **iPad and Book Care/Replacement**

Each school year, students are issued an iPad (to use while on campus) and issued textbooks, including consumable books. These items should be handled with care.

**iPad:** If a student's iPad is damaged, lost or stolen due to negligence on the part of the parent/student, the replacement cost is \$600.00.

Students should handle their textbooks, including consumable books, with care. There should be no unnecessary marks, writing or wear on any textbook. Non-consumable textbooks should be covered at all times. Please do not use adhesive book covers. Should your student's assigned texts be deemed inappropriately damaged and need to be replaced, the family account will be billed a fee to have the texts replaced. A textbook or workbook that is considered misplaced or lost for two weeks will be replaced at the student's expense. Final report card will not be issued until textbook records are clear.

- Small Workbook: \$20
- Large Workbook: \$40
- Small Textbook: \$50
- Large Textbook: \$100

## **After School Care Program**

As a working family with school-age children, finding reliable care for your child can be challenging! The GCA After Care Program goes above and beyond just basic babysitting. GCA partners with parents of GCA enrolled students in grades PreK-8th to provide a quality Christ-centered, biblically-directed after school care program. Students must be enrolled in the After School Care Program to attend.

Students will be escorted to the After School Care program area at 3:00 p.m., and will be checked-in by either the Director or a staff member. As the children have been in a learning, classroom environment most of their day, GCA staff and talented mentors will engage them in meaningful “out of the box” activities, hobbies and projects within a positive community of friends.

- The program begins at 3:00 p.m. on days school is in session.
- A snack is included.
- Students must be picked up by 5:30 p.m. to avoid LATE FEE of \$5 per minute, per child.

## **Lunch**

We offer a custom, nutritious lunch program option. GCA prepares meals with as many clean and organic ingredients as possible. The meal plan is offered to all students. Gluten Free options may be available upon request. Information is shared with school families before the start of the school year begins and throughout the year so families can make meal decisions for their students.

If not enrolled in our lunch program, parents must provide a healthy lunch each day. Please label all lunch boxes and provide an ice pack if needed. \*Home canned food and raw milk are prohibited in order to comply with Tennessee regulations. Students may not bring carbonated beverages in their lunches. GCA does not have microwaves available to heat food. No refrigeration is available for student lunches.

## **Student Property**

While GCA maintains a safe and orderly campus, GCA will not be responsible for lost or stolen items, and students should avoid bringing unnecessary items to school.

## **Campus Safety & Security / Visitors**

GCA operates a closed campus. Students are to remain on campus until the final dismissal. Students may leave only with written permission from their parents/legal guardian and approval from the administration. To secure the safety of your child, the GCA hallway door to the classrooms will only be accessible by a private security code. Private security codes are not to be shared with anyone. Any person on the pick-up list will be required to be assigned their own code in order to gain access to the secured hallway and facilities. There will be no unauthorized access into the GCA hallway. Any “approved person to pick-up” who does not have a code, will be escorted down the hallway by a staff member. During the school day, all parents and approved persons must check in and out at the school office.

## **Safety Plan / Emergency School Closing**

Generations Christian Academy will not, at any point, transport your child unless there is an extreme emergency where Emergency Service Personnel gives notification to vacate the premises immediately. In the unlikely event evacuation of the site is warranted, the following two locations should be utilized.

*\*Location is chosen based off emergency.*

1. Fourth Avenue Church of Christ
2. At Home retail store - Shopping Center Parking Lot

Parents/guardians will be contacted by the School once all children have reached the evacuation site and are safe. They will be notified of the evacuation site and plans for reunification. Staff will remain with children until the parent/guardian arrives.

*A detailed **Safety Plan** is available upon request. Please reach out to your child's teacher and/or Director for any questions regarding Generations Christian Academy's Safety Plan or to request an additional copy.*

## Emergency Drills

Fire and other emergency drills are conducted according to Department of Education guidelines.

## School Closings Due to Weather or Unexpected Circumstances

GCA will communicate to parents via text message, email, parent portal and website if school will be closed due to weather, local emergency or other reason students should remain home. Teachers and administration will make every effort to ensure students stay on track in their academic disciplines if an unexpected circumstance causes a school closure.

In order to reserve a child's space at GCA, all tuition and fees are due and payable per the deadlines set forth by the school, even in the event of an unavoidable school closure. Rebates or credits will not be issued in these instances.

## No Smoking Policy

The **campus shall be free of all tobacco and tobacco-related products**, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. field trips, walks, and all other outdoor activities) Employees who use tobacco products while off campus are required to **change clothes and wash hands** thoroughly prior to interacting with children. **"No Smoking" signs** shall be posted conspicuously at each child-care provider entrance, as required by state law.

## Immunizations

Parent/guardian must supply student immunization form(s) before the first day of school and must be printed on the official "TN Immunization Form." Updated immunization records must be provided to GCA every time a child receives new immunizations. The document can be scanned and emailed, faxed or brought to the school office.

## Medications

GCA requires that prescribed and non-prescribed, internal or external medication shall not be administered to a child by school staff except under the direction of a physician or with a parent's written authorization. Emergency medications or drugs shall be labeled with the child's name and specific instructions for administering the medication. This medication will be placed in a locked box in the Director's office. The Generations Christian Academy staff cannot be responsible for the administration of medications required for a child on a daily basis. We will only administer medications required in emergency situations for which a parent has completed a written consent form.

## Illness/Injury

If you feel like your child is not well enough to play outside with his/her class, we advise you to keep him/her home for the day. If your child exhibits the following symptoms, your child must remain at home.

1. Fever: 100.0 degrees, vomiting or diarrhea **within 24 hours of school opening time – 7 a.m.**
2. Green runny nose, persistent cough
3. Red eyes with watery or pus drainage
4. Any sign of a communicable illness such as a rash, etc.

If your child remains home due to illness, please report the reason for the absence to the attendance secretary, Olivia Herrick at [Olivia@GenerationsChurchOnline.org](mailto:Olivia@GenerationsChurchOnline.org). It is helpful if specific symptoms and/or the medical diagnosis is reported along with the absence. Upon your child's return to school, please submit a physician's note if applicable. Students must be symptom free for 24 hours.

Should illness-related symptoms arise while a student is present at school, parents will be notified immediately. The student will be kept comfortable and isolated from others until the parent arrives to take the student home. GCA cannot, due to state law, allow any child to remain at school if any of the above symptoms are present.

## **First Aid**

School personnel will administer first aid to a student who suffers an injury while on campus with necessary first aid supplies including an ice or warm pack, bandages, etc. If severe injury occurs, a parent/guardian and 911 will be called immediately. GCA will complete an incident report to remain on file at school and communicate details of all injuries to parents/guardians.

## **Allergies/Chronic Condition**

If your child has any serious allergies (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student's record in the student information system and alert the teacher and the Director. Inhalers, EpiPens, and emergency medicines may only be retained on campus with a current medical action plan on file.

## **Student Dress Code**

The purpose of the dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness and stewardship which will encourage students to bring glory to God. (I Corinthians 10:31) There are several other important reasons why a dress code is required at GCA:

- To dispense with competition due to outward appearance and affluence
- To de-emphasize outward appearance and stress, in its place, inward character development
- To limit the distractions and to focus on learning
- To enhance school spirit
- To allow students to demonstrate a submission to authorities placed over them

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At GCA, we are training students to think differently about dress. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ.

The cooperation of the student and the parent is necessary in maintaining the standards of the dress code. Adherence to the Dress Code is a family responsibility. Dress code violations will be recorded. Repeated violations will result in disciplinary action. Parents shall assume this important responsibility and leave the school free to focus on its primary goal - building Christian character and academic excellence.

**All garments must comply with GCA Dress Code Guidelines. Specific guidelines may be downloaded from the school website. Any student who is out of dress code will not be permitted to attend class until the issue has been resolved.** Arriving to school in violation of dress code guidelines is an automatic incident report that will be kept in the student's file. Three (3) dress code violations will result in disciplinary action deemed appropriate by administration.

Dress code issues may be resolved by the student changing into spare uniform parts the student may have in his/her backpack, on campus or the administration may have on hand, purchasing a needed item from the GCA store, having a parent bring appropriate clothing to school for the student to change into in order to comply with the dress code, or for the student to return home to change into appropriate dress.

Children should be dressed in comfortable clothing suitable for play and appropriate for all weather conditions. Students will go outside every day the weather is 32-92 degrees with considerations for wind chill and heat index. GCA strongly recommends sunscreen and comfortable rubber-soled shoes to prevent slipping and injuries. All coats and jackets should be labeled.

The GCA Dress Code documents are available via the Parent section of the school website.



## **Unauthorized Materials**

Students are not to bring recreational material (i.e. teen magazines, comics, sports magazines, beauty magazines) or other non-required books, magazines or periodicals on campus unless approved by teacher or director. The teacher will collect such items. Obscene, pornographic or vulgar items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters or pictures, it also includes any printed, drawn, or electronic material that is deemed obscene, pornographic, vulgar or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education. Possession of such may lead to disenrollment.

## **Music/Media**

GCA believes music or media which promotes rebellion, violence, sexual perversion, promiscuity, suicide, disrespect for authority or biblical values, drug use/drunkenness, vulgarity or satanic activity is not an acceptable form of entertainment for GCA students. Therefore, while at school or school sponsored functions, students may not listen to or view such media nor have in their possession magazines, t-shirts, notebooks or other items that promote this type of media.

## **Electronic Devices and Cell Phone Regulations**

While students are permitted to bring cell phones to school, use during an instructional block is prohibited. These devices are not to be accessed by the student or carried in the student's clothing. All phones and personal electronic devices are to be off and stored in the student's backpack, during the school day. Any urgent message that a parent needs to get to a student during the school day should be called into the office. If a student violates this policy, then the electronic device will be confiscated and turned into the administrative office. The school administration reserves the right to inspect any such devices that are suspected of being used for misconduct, including the inspection of phone numbers called or received, pictures stored and email/data/text messages sent and received. Evidence of inappropriate material may result in further disciplinary action. The possession of a cell phone or other portable communication device on a student's person during any student assessment (text, quiz, exam, etc.), will qualify as cheating and is subject to the corresponding range of academic and disciplinary consequences. A \$20 fee will be assessed for a student to retrieve any confiscated device. The \$20 fee will continue to increase by an additional \$5 for each subsequent violation of the policy.

## **Restrictions on Use of Personal Electronic Devices**

The school understands that parents may allow their children to listen to or view content on various personal electronic devices while carpooling to and from school each day. However, electronic communication/entertainment devices are not to be displayed, seen or used during regular school hours, while on campus waiting for school to begin in the morning, nor while waiting for parents to arrive in the afternoon. If the school allows students to listen to or watch personal electronic devices during transportation to extracurricular events or in other circumstances, it is generally media that is of specific Christian content or "G" rated. In any event, any and all media on student personal devices must comply with the standards set by GCA. These same standards also apply anytime a student is attending a school-sponsored activity in the evening or on weekends as a spectator. Violations of these standards may lead to confiscation of the device and further disciplinary measures.

## **Public Display of Affection**

GCA desires to maintain a high standard of honor, purity, and appropriate behavior between members of the opposite gender in the student body and encourages each student to be an example of appropriateness for the academic environment and respect to others.

In its desire to provide a learning environment for all students that is safe, wholesome, and free from unnecessary distraction, GCA does not allow public display of affection (PDA) among students during school or school-sponsored activities and/or at any time while on campus.

Public display of affection is defined as physical contact between students of opposite gender, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. In I Corinthians 6:12, Paul states that “all things are lawful unto me, but all things are not expedient...”

The Bible clearly teaches that homosexual activity is an abomination to the Lord. (Leviticus 18:22, I Corinthians 6:9) Therefore, GCA does not allow any act, promotion or display of homosexuality. Such activity is inconsistent with the school’s doctrinal statement and constitutes grounds for dismissal from GCA.

## **Use of Profanity**

If profanity is used by a student:

- Parent is notified and informed of the incident on the day it occurs.
- GCA faculty/staff will write an incident report and add to the student’s file.
- Student will be sent to the GCA administrative office as deemed necessary.

If profanity is used a second time in the quarter, a faculty/staff member will send the student to the administration office, and the student is placed in In-School Suspension (ISS).

- Parent is notified on the day of the incident, and the consequences that student will incur.
- Administration will oversee the In-School Suspension.
- GCA faculty/staff will write an incident report and add to the student’s file.
- Student is responsible to make-up all school work as assigned by faculty during ISS.

If profanity is used a third time in the quarter, student is placed in Out-of-School Suspension (OSS).

- Parent is notified on the day of the incident, and the consequences that student will incur.
- Administration will oversee the Out-of-School Suspension.
- GCA faculty/staff will write an incident report and add to the student’s file.
- Student is responsible to make-up all school work as assigned by faculty during OSS.

NOTE: The school administration may assign other disciplinary measures up to and including suspension or disenrollment at any point in time as may be deemed appropriate.

## Student Evaluation

**Report cards** are sent home at the end of each quarter. Report cards are a communication to parents indicating the level of each student's achievement. Final report cards will be mailed and/or e-mailed at the end of the school year.

## Academic Grading Systems

**Kindergarten and Grade 1:** GCA uses standards-based assessments for kindergarten and first grade due to the developmental nature of children in these grades. The goal is for all students to reach Level 3 – Proficient – by the end of the school year.

- 4 = Exemplary – Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
- 3 = Proficient – Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.
- 2 = Developing – Student is not yet consistent in demonstrating an understanding of concepts, skills and processes taught in this reporting period.
- 1 = Emerging – Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.

**Grades 2-8:** GCA utilizes a numerically based percentage system for quarter, exam and semester grades. This is the only scale utilized for the reporting of these grades. Extracurricular eligibility, probation and quarter averages are based on these percentages.

The following grades scale is utilized:

<u>% Points</u>	<u>Letter Grade</u>	<u>Definition</u>
97-100	A+	Far exceeds standards
93-96	A	
90-92	A-	Exceeds standards
87-89	B+	
83-86	B	
80-82	B-	Meets standards
77-79	C+	
73-76	C	
71-72	C-	
70	D	Meets minimum standards
69 & below	F	Failure to meet min standards
--	I	Incomplete

## Incomplete Grades

In some extreme cases, as designated by the teacher and approved by the principal, an Incomplete (I) will be given on a report card. At that time a make-up work schedule or "Incomplete Contract" will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

## Failure of a Subject/Course

In the case of failure of a required subject/course, the subject/course must be retaken. A failing grade is 69 and below.

## Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and the student, so that mutual effort on the part of both the school and the home may be made to correct the academic deficiency.

## **Testing Standards**

The Kaufman Test of Educational Achievement is given as an entrance assessment and is administered in the spring to current GCA students. This assessment is a succinct and individually administered measure of achievement in reading, math and written expression.

## **Promotion of Students**

The following guidelines are used to determine promotion:

- Kindergarten: A student must achieve appropriate reading benchmarks, meet behavioral expectations, and obtain a positive teacher recommendation to be promoted.
- Grades 1-8: A student must pass reading and math to be promoted. If two or more core subjects are failed, the student will not be promoted.

## **Late Assignments**

Learning to be responsible is an important element of a student's total education. To help facilitate the learning of responsibility, GCA expects students to complete and turn in assignments on time. Assignments that are not turned in on time may be penalized. At the beginning of the year, teachers will communicate the grade-level practices for their classes.

## **Make-Up Work for Absences**

Students who have missed school for an unexpected reason, such as illness, and have an absence from class will be allowed to make up missed work.

- Students will be permitted one day for each day absent to complete their assignments.
- Missed tests and quizzes are to be taken no later than the day after the student returns to school, unless special arrangements are made by the teacher.
- A special plan may be arranged for any student who has had an extensive absence from school.

## **Extra-Credit Work**

Extra-credit shall not be used to make up points for missed assignments, loss of points for excessive absences, etc. This will not foster disciplined study habits in our students or prepare them for college. In addition, it is not fair to students who get their assignments in on time and study appropriately for tests the first time.

## **Tutoring**

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. Teachers will communicate with parents if they feel their student needs help beyond what can be provided during the regular school day.

## **Homework**

The GCA teaching staff is committed to inspire and engage students in a rich learning environment. We strive for bell-to-bell instruction to promote rigorous and relevant learning. In addition to that, much of your child's development also happens outside the classroom setting, within your family. Thus, we also support the need for parents and children to have as much family time together as possible to be used for conversations, spending time creating memories, and family activities. GCA teachers may suggest fun activities and enrichment ideas as opposed to traditional assignments if your child is performing at grade level expectations. Should your child fail to complete in-class assignments, additional time at home to complete work should be allowed and/or if your child should fall below grade level expectations, more practice may be required at home as a supplement to bring your child back to grade level expectations. GCA staff and parents must partner together in order to maintain academic performance for students.

GCA middle school students will be expected to work diligently during their study hall periods, during which time they can schedule times to ask teachers for help or assistance. All items that they do not complete will then become homework; not limited to studying for tests, projects, science fairs, midterms, final exams and various assignments from the teacher.

## **Conduct Grading**

Conduct grades are reported on each report card and represent the student's overall classroom behavior for that period, the following codes are used to report conduct:

- O = Outstanding – Student always or virtually always conducts himself or herself in a manner that contributes to the learning atmosphere in the class.
- E = Excellent – Student conducts himself or herself in a manner that contributes to the learning atmosphere in the class.
- S = Satisfactory – Student contributes to the learning atmosphere in the classroom but occasionally interferes with the learning process.
- N = Needs Improvement – Student hinders the learning atmosphere in the classroom.
- U = Unsatisfactory - Student consistently interferes with the learning atmosphere.

## **Philosophy and Guiding Principles of Student Conduct and Discipline**

Taken from the same root word for disciple, discipline is established and maintained at GCA with the intent to train or build into the lives of students (Matthew 28:19; Proverbs 22:6). Our goal is for students to grow in self-discipline according to God's Word. The following statements provide some perspective on the school's discipline philosophy:

- Discipline may be at first perceived as unpleasant and involve a difficult process of sorrow and repentance; however, the end result is to produce righteousness, peace and strength. (Hebrews 12:11-13; II Corinthians 7:8-10; Proverbs 23:13-14)
- While discipline may result in short-term or long-term consequences, this does not stop full forgiveness from being extended. (II Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11)
- Discipline is directed at the behavior or attitude, not the individual person.

In the Christian community, we sometimes force the wonderful concepts of grace and forgiveness to necessitate the elimination of any human consequences. Some might even claim that external consequences are a form of vengeance that would rightfully belong only to God. It is true that consequences without forgiveness can become vengeance or retribution, but it is also true that forgiveness without consequences can become a failure to properly correct and license. We seek to avoid both errors. Consequences are God's way of changing us, and thus, consequences with forgiveness become healing, purifying, and sanctifying. (II Corinthians 2:5-8) In addition, grace is not a shield against consequences but the power to change behavior, to do what is right. (II Corinthians 9:8; 12:9; Jude 1:4; Titus 2:11-14)

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to trust each other and function together each school day in a God-honoring manner. It is the parent's responsibility to partner with the school to enforce the rules and regulations set forth by GCA to provide continuity between school and home. To contribute to a good social and educational environment, acceptable standards of behavior will be expected at all times. Discipline will be administered when any student's actions interfere with the right of the teachers to teach and the students to learn. When an offense is committed, repentance and reconciliation will be sought in a biblical manner. (Matthew 18:21)

The GCA Parent/Student Handbook is not intended to be and cannot be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified. Students are reminded that any member of the school administration, faculty or staff has the authority to correct students at any place and at any time.

## **Behavior Management**

Students of GCA represent their school, their parents, and their Lord at all times. Therefore, the expectation of appropriate conduct applies at GCA and beyond the school setting. Serious violations of the school standards of conduct render the student subject to disciplinary review and corrective action, including disenrollment, even when such violations occur away from school.

### **Grades K-3**

Positive reinforcement is our main goal in behavior management. Redirection, self-motivation, calm-down kits, self-regulation, setting development-appropriate expectations, and leading by example will be our focus. The younger classes will have a specific class behavior system that will be communicated to the parent/guardian by the child's teacher. Changes will be made depending on the child's interest and needs. Aggressive and/or inappropriate behavior will not be tolerated, and parents/guardians will be notified immediately.

### **Grades 4-8**

Students will be disciplined who disregard established school policies or when other means do not appear to be correcting the problem. Further options are open to the administration to address a pattern of disregard for regulations.

## **Working Towards a Positive Solution**

Generations Christian Academy's goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. School personnel will attempt to work with a family to take constructive steps to find a solution that resolves the problem(s) before disenrollment occurs. When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The school will inform and involve the child's parent/guardian by written and electronic communication, phone calls, and meetings, as necessary, to establish a collaborative environment.

- Home based management skills and intervention techniques should be evaluated and changed to adapt to the particular circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child.
- Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors.

## **Incident Reports**

Incident reports may be issued for any and all behavior violations and may be accumulated across all classes. Therefore, a student who is out of dress code in first period, disruptive in third period, and unprepared for class in fifth period, may accumulate three different incident reports. Incident reports will be recorded in the student folder and be communicated with parents/guardians. Disciplinary action will be taken according to the type and number of incidents recorded.

Incident reports will accumulate over the course of nine weeks (quarter). The report card will reflect lower conduct grade and misconduct will result in the following consequences:

- Five (5) Incident Reports – Teacher informs parents and requests a meeting about infraction of rules.
- Ten (10) Incident Reports – Administration will meet with the student and parent; disciplinary action deemed appropriate will be taken.
- Twenty (20) Incident Reports – Administration will meet with the student and parent. Student will serve 1-3 days of Out-of-School Suspension.
- Thirty (30) Incident Reports – Disenrollment

### **In-School Suspension (ISS)**

In-school suspension may be assigned only by GCA administration. The parent will be notified by the administration as to the following provisions:

- All daily work may be made up for a maximum allowable grade of 70%.
- Any major test or project due during the period of ISS will be administered/handed in during ISS with a maximum allowable grade of 100%.
- Students receiving ISS may practice but will not be permitted to participate in extracurricular competitions or performances on the day of the suspension.
- Disciplinary probation may be initiated.

### **Out-of-School Suspension (OSS)**

Out-of-school suspension may be assigned by the administration and the following specific provisions shall apply:

- The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent of the suspended student must meet with school personnel.
- Any student assigned to out-of-school suspension will receive an automatic “U” in conduct for the current quarter’s grading period and will be removed from any office or leadership position for the remainder of the school year.
- A maximum allowable grade of 50% on daily work, quizzes, and tests and a maximum allowable grade of 70% on long-term projects.
- OSS will initiate disciplinary probation.

### **Disciplinary Probation**

A student placed on disciplinary probation is jeopardizing the privilege of remaining at GCA. Moreover, a student’s behavior which is so unsatisfactory as to merit probation will forfeit any class office or official position held in any school-related organization. A student placed on probation may neither represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on probation, the administration will notify the parents immediately.

The probationary status of a student will be reviewed by the administration on a regular basis. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend GCA. Further disciplinary actions placing a student on probation for the second time within a year’s time may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

### **Disenrollment Policy**

GCA reserves the unconditional right to dismiss any student whose progress, conduct and/or whose parent’s/guardian’s conduct is considered by GCA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission and policies of the school.

### **Disenrollment Process**

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child’s parent/guardian to communicate the school’s decision to disenroll. A follow-up letter will be provided which will include:

- The reasons for the disenrollment
- The date of the disenrollment

## **Levels of Offenses, Consequences and Multiple Violations**

The level of offenses and consequences are outlined below. Please note that the third time a student violates the same Level I behavior in a quarter, the violation will be considered a Level II behavior violation.

### **Level I Offenses**

- Failure to bring required materials and/or assigned work to class
- Failure to participate in classroom activities, including sleeping in class
- Failure to sit in an assigned seat
- Talking in class without permission
- Noises that disrupt teaching and learning
- Throwing or projecting objects that does not create harm or damage
- Dress code violations
- Hall pass violation-leaving a designated area of the school without permission
- Running and/or making excessive noise where or when prohibited
- Minor scuffling and/or horseplay
- Lunchroom Misconduct / Drinking or eating in undesignated areas
- Use of electronic device without permission

### **Level I Consequences**

Consequences may include verbal reprimand/warning and incident report(s) assigned. All offenses will be documented and parents emailed. Multiple violations will result in suspension.

1<sup>st</sup> offense:

- Verbal reprimand/warning and conference with student

2<sup>nd</sup> offense

- Change in seat assignment, temporary separation from others in the classroom, lunchroom, auditorium or playground, warning

3<sup>rd</sup> offense

- Parent notified and incident report issued for parental signature and must be returned to school with the student the following day of attendance

4<sup>th</sup> offense

- Parent meeting required, Suitable disciplinary action

5<sup>th</sup> offense

- 1-3 days of Out-of-School Suspension
- Parent is notified of student being assigned Out-of-School Suspension (OSS). Both parent and student will be required to meet with administrator(s), possible disenrollment.

The administration reserves the right to approve other disciplinary measures deemed appropriate and may make changes to the above disciplinary actions with or without written consent.



## Level II Offenses

- Level I Offenses not corrected by Level 1 Consequences
- Leaving the classroom without permission
- Disrespect to school personnel and others
- Lying
- Cheating (can also be Level III)
- Plagiarism
- Personal displays of affection
- Forgery
- Fighting
- Vehicle misconduct
- Profanity, inappropriate language or hand gestures (profanity, suggestive sexual overtones)
- A pattern of disrespect, rudeness, and insubordination to school authorities and others
- Unexcused absence from class; truancy (leaving class group or campus without permission)
- Destruction of school or personal property
- Any persistent behavior that disrupts classroom teaching or school procedures
- Stealing and theft
- Activities that threaten the safety of the student, classmates, staff, or any others
- Deliberately accessing or creating any obscene or objectionable information, language or images. This includes information on web pages, blogs, social media platforms, or other publicly-accessible sites.
- Bullying, cyber bullying, intimidation, harassment, threats, verbal abuse (i.e. name-calling, ethnic or racial slurs, teasing, derogatory statements). This may also be considered a Level III offense, depending on the severity of the incident.
- Possession or distribution of media that is immoral, vulgar, pornographic, or indecent (this includes written media or electronic material on laptops, cell phones, cameras, etc.). This may also be considered a Level III offense, depending on the severity of the incident.
- Computer Offenses – damage to computers, adding software to computers without permissions (includes running software from personal devices; accessing unapproved or inappropriate websites or materials)
- Frequent and repeated violations of Level I rules

## Level II Consequences

Consequences may include verbal reprimand/warning and incident reports issued. All offenses will be documented and parents notified. Multiple violations will result in suspension.

### 1<sup>st</sup> offense

- Incident report issued. Telephone communication to parent and written incident report will be sent home for parental signature and must be returned to school with the student the following day of attendance.

### 2<sup>nd</sup> offense

- 1-3 days of Out-of-School Suspension
- Parent notified of student being assigned Out-of-School Suspension (OSS). Both parent and student will be required to meet with administrator(s), possible disenrollment.

### 3<sup>rd</sup> offense

- Parent meeting and discussion; implementation of disenrollment procedures

The administration reserves the right to approve other disciplinary measures deemed appropriate and may make changes to the above disciplinary actions with or without written consent.

### **Level III Offenses**

- Level II Offenses not corrected by Level II Consequences
- Excessive detentions
- Truancy
- Possession or use of occult material
- Defacing school property, graffiti
- Possession or use of any tobacco products, vaping materials or any other non-prescription inhalants
- Hazing
- Activities that seriously threaten the safety of the student or classmates
- Extortion. This may also be considered a Level IV offense, depending on the severity of the incident.
- A threat or attempt to do harm, on or off campus (online), directed at a GCA student, faculty or staff member, administrator, school facilities, or property. This may also be considered a Level IV offense, depending on the severity of the incident.
- Hacking (illegal, unauthorized or attempted entry into computer files or network). This may also be considered a Level IV offense, depending on the severity of the incident.

### **Level III Consequences**

1st offense

- Parent/student meeting with Administration
- Out-of-School Suspension-up to 3 days OR Disenrollment
- Referral to law enforcement agencies depending on the severity of the incident

The administration reserves the right to approve other disciplinary measures deemed appropriate and may make changes to the above disciplinary actions with or without written consent.

### **Level IV Offenses**

- Arson or attempted arson
- Assault on a GCA staff member or administration
- Burglary or attempted burglary of the school
- Activities outside the school which call for police intervention
- On or off-campus misconduct seriously detrimental to the reputation of GCA
- Major vandalism or criminal mischief
- Possessing, delivering, using, or being under the influence of alcohol, any dangerous drug, or any controlled abusable substance or reasonable suspicion of such
- Possessing, delivering, or using any firearm, explosive, knife, or other weapon
- Sexual Harassment

### **Level IV Consequences – Administrator Intervention**

1<sup>st</sup> offense

- Parent/student meeting with Administration
- Disenrollment
- Referral to law enforcement agencies depending on the severity of the incident

The administration reserves the right to approve other disciplinary measures deemed appropriate and may make changes to the above disciplinary actions with or without written consent.

## **Grievance Procedure**

If a student or parent has questions or concerns regarding the behavior of another, he/she shall follow the principles given in Scripture as outlined below. The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in the eighteenth chapter of the Gospel of Matthew.

- First, bring the concern, question or grievance directly to the person involved, and in good faith, try to resolve the matter.
- Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority and managements.
- Third, some cases may need to be reviewed by the Executive Director if resolution cannot be found at lower levels of review. A summary of the matter, and the attempts already made to resolve the matter, must be tendered in writing prior to the matter being reviewed. The Executive Director may review and conduct a hearing on the matter personally, or she may refer the matter for review by a grievance committee appointed by the Executive Director, in order to come to a final decision on the matter.
- Finally, if the aggrieved party is not satisfied with the decision rendered by the Executive Director, they may appeal the final decision to the Board of Directors. Such a request must be in writing and explain the reasons why the party believes the decision should be reviewed or changed. If the Board of Directors declines to review the matter, any decisions rendered by the Executive Director will be considered final. If the Board of Directors decides to review the matter, any decision rendered by the Board of Directors will be considered final.

## **Child Abuse Prevention**

If you have any concern about any child's safety, you must report the situation. All calls are confidential and available 7 days a week, 24 hours a day. DCS reporting number is 877-237-0004.

## **Guidelines for Responding to Disclosure or Suspicion of Sexual Abuse of a Child**

### **1) When in doubt, REPORT!**

### **2) Suspicion:**

- a. Be available - providing a safe environment for disclosure.
- b. Ask if a child has a problem-would like to talk, etc. but do not say that you think she/he has been sexually abused.
- c. Make an opportunity to talk about okay secrets and not okay secrets.
- d. Utilize personal safety or touching lessons.

### **3) Disclosure:**

- a. ALWAYS REPORT
- b. Accept the child's statements-communicate calm, not shock. It is not your job to determine the facts or the truth, but it is important to let the child know he/she is right to tell and that you believe.
- c. Let the child know you are safe and willing to listen.
- d. Be very straight forward with the child about your need to tell someone who can help.