



K – 12 Student-Parent Handbook

*Educating for Life;
Impacting for Eternity*

2023-24 Edition

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PHILOSOPHY

Mission Statement

“Grace Academy impacts students by moving them toward knowledge and wisdom: educating from a biblical worldview for this life; evangelizing and equipping for eternal life.”

The Academy is here to assist you as a parent in laying a foundation of biblical knowledge in your child’s heart. Believing what the Scriptures say, “Without a vision, the people perish,” the congregation of Grace Bible Church has had from the beginning a vision to see young people grow up in the “knowledge of Christ” with a commitment to remain true to Christ.

Our philosophy is based on the truth of the Word of God, and we believe all things can be understood only in the light of its relationship to God in Christ. We contend that Jesus Christ is the integrating principle of all knowledge because He created and sustains both mankind and the world in which he lives.

We endeavor to train the whole child academically, physically, spiritually, and socially. These are in keeping with the example of Jesus who “increased in wisdom (academically) and stature (physically), and in favor with God (spiritually) and man (socially).” (Luke 2:52) In fact, students are encouraged to seek the guidance and counsel of their teachers to achieve these goals.

Grace Academy is a member of the Association of Christian Schools International (ACSI), an international Christian school organization with over 5,000 member schools that are committed to excellence in Christian education. We are fully accredited by ACSI and the Northwest Accreditation Commission (NWAC).

School History

Early in 1977, under the leadership of Pastor Roy Marzolf, the congregation of Grace Baptist Church began the ministry of Grace Academy. Construction started in May on a 10,000 sq. ft. educational facility. God miraculously led in the areas of planning, permits, initial funding, and the hiring of a teaching staff. The Academy officially opened

in September 1977 with 85 students in grades K through 6th, four teachers, and a principal, Ed Dorshel.

In 1978, enrollment increased to over 150 students with eight teachers in grades K through 8. That year the property expanded due to the purchase of an adjacent twenty-two acres, twelve of which were converted into two athletic fields. Bill Heacox served as principal from 1982-1984 and was succeeded by Tom Williams, who served faithfully in the school first as principal and then as chaplain until his sudden passing in 2001. In 1998, after having already served at Grace Academy and Grace Bible Church in a variety of positions since 1982, Timothy Lugg stepped in as administrator.

Enrollment increased to 222 in 1987, and construction began on the Grace Activity Center, a 22,500 sq. ft. multi-purpose facility including a gymnasium, classrooms, a performing arts stage, and shower and locker rooms. Between 1994 and 1997, Grace Academy experienced a 43% increase in enrollment. Several classrooms and an administration building were added to accommodate the growth. In February 1999, a commercial kitchen began serving hot lunches. Other improvement projects have included a full-size playground, vehicles for transporting students, and a library-media center.

In 2001 Grace Academy received accreditation with both the Association of Christian Schools International and the Northwest Accreditation Commission. This initial landmark event represented the steady improvement of programs, faculty, and facilities that have characterized the school in recent years. Since that initial accreditation, Grace Academy has undergone the accreditation process three times.

Facilities have continued to improve with attention toward classroom climate control and ventilation. In January of 2019, the school had a ribbon-cutting ceremony to celebrate the opening of an expansion of the Activity Center. This included a state-of-the-art science lab, a much-needed cafeteria and kitchen expansion, and the addition of six new classrooms. In December 2021, the gym floor was upgraded from multi-purpose to hardwood flooring.

While the facilities have been continuously improved, so have the academic achievements of our students through improved classroom instruction, participation in regional competitions, and expanded options.

Through participation with ACSI, students have been challenged in regional spelling bees, math leagues, speech meets, and other challenging events. The school has also developed its music programs, most notably the bands, which now offer music and band opportunities to students in fifth grade through high school. Robotics and STEM have been incorporated into the school program. These diverse opportunities for students in conjunction with the teaching of a biblical worldview have enabled the school to grow to over 400 students.

In 2022, after many years of service, Timothy Lugg retired as head of the school. The board named Timothy Pearce and Natelle Austin as the new heads of the school.

The IMPACT Distinctives

Teaching every subject from a God-centered world view and providing the opportunity for academic excellence in a college preparatory environment play an important role in equipping students to impact a changing world. However, only a student who has a personal relationship with Jesus Christ can truly do so. It is the school's desire that each student has a personal relationship with Jesus Christ and lives his or her life according to biblical standards with the proper motive, that is, out of love for Jesus Christ and a desire to obey Him. The following acronym, IMPACT, represents the distinctive characteristics our personnel and programs seek to instill in our students.

Integrity – Integrity involves bringing congruence to the inner person: the heart, the soul, the mind, the will, and actions. Real Christianity is found in a person who lives on the outside what he already is on the inside. The person of integrity has nothing to hide or fear because his life is an open book.

The man of integrity recognizes that he must have exclusive allegiance to God and doesn't try to love God and the world at the same time. His heart is in heaven because that is where his treasure is. I John 2:15 says, "Do not love the world or the things in the world. If anyone loves the world, the love of the Father is not in Him."

Ministry – Because ministry is an integral part of who believers are and is evidence of their salvation, ministry to one another in the body of Christ is not optional. The Christian who doesn't minister is no different than the person who doesn't breathe.

God has gifted each believer specifically and solely for the purpose of ministering to one another in the context of the local church. Grace Academy supports the local church, training students and sending them back into their local churches, where they exercise their spiritual gifts. In this way, they'll be able to make a difference for Jesus Christ in those churches. Ministry is also important at Grace Academy as the school ministers to families and churches. The Bible has established the church and the home and the Christian school exists to support them.

Purity – The concept of purity comes from I Corinthians 6:9-11, which says that as Christians we are set apart. Purity must first begin with salvation. (John 3:3, Psalm 51:7) There is nothing more important in life, not one's GPA, nor one's career; nothing is more important than one's

eternal destiny. Therefore it is our desire that all our students be saved (1 Timothy 2:4). The redeemed student will seek to live for and love Jesus Christ with all his heart, soul, and mind. (Matthew 22:37) The result is a student who, from a heart to love God, lives a right and moral life.

Accountability – Accountability requires openness between two or more people who agree to share personal victories and to question one another when they notice sinful tendencies. This is, in reality, biblical edification: the ministry of stimulating one another to love and good deeds (Hebrews 10:24). Accountability is also found as students take tests, receive grades on assignments, and are encouraged to practice righteous behavior.

Conformity – The Apostle Paul in Romans 12:2 tells us not to “be conformed to this world, but be transformed by the renewing of your mind”. In essence this is the redeemed person who understands their salvation and lives it out, the biblically functioning Christian.

It is our desire that every student at Grace Academy live a life of total dependence on God while being conformed to His image. That is a difficult goal for an academic institution! The temptation to lean on yourself when you study a course and take the test is mighty strong. And so we have to carefully balance academic confidence with dependence on God.

Proverbs 3:5-6 makes our mission of conformity quite clear: “Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge Him, and He will make your paths straight.”

Teachability – According to Proverbs, one of the chief characteristics of a wise man is a desire for learning. “The mind of the prudent acquires knowledge, and the ear of the wise seeks knowledge” (Proverbs 18:15).

To assume that we are teachable merely because we hear a lot of teaching is to deceive ourselves. A prerequisite to teachability is humility; we must know that there is always more to be learned than we already know, and we must be willing to learn from anyone, and at any time.

A wise person loves to learn because he realizes that knowledge is like precious treasure. Learning is a lifelong process; it is a spiritual discipline that characterizes the truly wise person. Never forget, however, that the fear of God is the beginning of wisdom.

Statement of Faith

Each and every section of this Statement of Faith are sincerely held religious beliefs of Grace Bible Church of Marysville and Grace Academy.

Section 1. The Bible

We believe that the Bible, as contained in the Old and New Testaments, is God's only infallible, inspired word, written by men who were divinely and uniquely inspired as they were moved along by the Holy Spirit, and that it is our supreme authority in all matters of faith and practice. We affirm our belief in the verbal, plenary inspiration of the Scriptures in their original writings (2 Timothy 3:16; 2 Peter 1:21).

Section 2. God

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (Matthew 28:19; 2 Peter 1:2).

Section 3. Jesus Christ

We believe that Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary and is true God and true Man. We affirm our belief in His sinless life, in His miracles, in His vicarious and atoning death through his death on the cross, in His bodily resurrection, in His ascension to the right hand of the father, in His ministry for us as high priest and advocate and in His personal return in power and glory (Luke 1:35; Isaiah 7:14; John 1:1-14; Philippians 2:6-11; Luke 24:50-52; 1 Corinthians 15:3-4)

Section 4. Holy Spirit

We believe in the Holy Spirit whom God sent to "convict the world of sin, of righteousness, and of judgment," and to regenerate, indwell, sanctify, comfort, and seal forever those who live for Jesus Christ (John 3:5-7; 6:27; 16:8-11; Romans 8:16-27; Ephesians 1:13-14).

Section 5. Man

We believe that the universe was created directly and instantly by God in six literal 24 hour days, and that man was created directly and instantly on the sixth day by God in his image and likeness, therefore all human life is sacred and created by God in his image. We affirm that man sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God, and that he is a sinner in thought, word, and deed (Genesis 1:27; 2:17; 3:6; Romans 5:12; 3:23; 5:18-19).

Section 6. Male, Female and Marriage

We believe that God creates each person in His image biologically as male or female, to be equal in personhood and importance and different in role and authority. These two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). This is to be practiced in the divine institution of marriage, designed as a lifetime union between one man and one woman (Genesis 2:24, Matthew 19:6; Galatians 3:27-28; Genesis 3:16, Ephesians 5:22-24, Colossians 3:18-19). Rejection of one's God-given sex (including gender and sexual identity) is a rejection of God's sovereign design for that person for life.

Section 7. Salvation

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as the substitutionary sacrifice and that all who believe in His death, burial, and resurrection are justified on the ground of His shed blood and that they are born again of the Holy Spirit, thereby becoming children of God (Romans 4:24-25; 1 Corinthians 15:3; 1 John 1:7; Acts 13:39; 2 Corinthians 5:21; 1 Peter 2:24; John 1:12; 3:5-7; Romans 8:4; 10:9-10; Galatians 3:26).

Section 8. The Church

We believe that the visible Church is comprised of local bodies of believers in Jesus Christ who have manifested credible proof of their faith, are baptized or are willing to be baptized, and who gather for worship, mutual ministry and fellowship. We further believe that the biblical ordinances of baptism and the Lord's Supper are to be practiced until the Lord Jesus Christ returns for us (Ephesians 5:20-32; 1 Corinthians 11:23-29).

Section 9. Baptism

We believe that Christian baptism is the immersion of a believer in water "in the name of the Father, and of the Son, and of the Holy Spirit." This portrays, in a solemn and beautiful picture our faith in the crucified, buried and risen Savior, and symbolizes our death to sin and resurrection to a new life (Matthew 28:19; Romans 6:4; Colossians 2:12).

Section 10. Lord's Supper

We believe that the observance of the Lord's Supper is a memorial service in commemoration of the death of the Lord Jesus Christ on our behalf as well as a celebration of His resurrection and promised imminent return and that it is for believers only (1 Corinthians 11:26).

Section 11. Unity of Believers

We believe in the spiritual unity of all true followers of Jesus Christ, the priesthood of every believer, their direct access to God, and their responsibility to God in all matters of faith (1 Peter 2:5, 9).

Section 12. Spiritual Giftedness

We believe that every believer is entrusted with unique spiritual giftedness to be used for the benefit of the body of Christ. We further believe that the miraculous sign gifts were used by God to authenticate the Apostolic message and therefore ceased at the end of the Apostolic era (Romans 12:5-8; 1 Corinthians 12:4-31; 1 Peter 4:10-11; Hebrews 2:3-4; 1 Corinthians 13:8-12; 2 Corinthians 12:12).

Section 13. Christ's Return

We believe in the blessed hope, the personal and imminent return of our Lord and Savior Jesus Christ (Titus 2:13; Acts 1:11).

Section 14. Bodily Resurrection

We believe in the bodily resurrection of the just and the unjust, the everlasting life of the believer, in Heaven with God, and the everlasting condemnation of the unbeliever in Hell with Satan (John 5:28-29).

Gender and Sexual Issues

Throughout this section, “members of the school community” includes but is not limited to staff, teachers, coaches, students, parents, volunteers, visitors, and families. As demonstrated by the school’s sincerely held belief in the Word of God and as expressed in the Statement of Faith, Grace Academy is a religious institution and outreach ministry of Grace Bible Church of Marysville, providing an education in a distinctly Christian environment by believing that its biblical role is to partner with parents, educate students for life, and impact students for eternity, in order for students to be Christlike in accordance with God’s Word. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches and sincerely holds to, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts; sexual identity or sexual orientation; rejecting one’s God-given sex (including gender and sexual identity); promoting such practices; or the inability to

support the sincerely held religious beliefs and moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

Further, as stated in Section 6 of the Statement of Faith, we sincerely believe that God immutably bestows upon each person a sex (including gender and sexual identity) biologically of either male or female only to reflect His image, and students must identify with, dress as, and use only those facilities associated with their God-given biological sex.

Notwithstanding any other policy, school restrooms, locker rooms, and showers designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where members of the school community may be undressing or undressed in the presence of others of the opposite sex (e.g., changing costumes during school theatrical productions), the school shall provide separate, private areas designated for use by members of the school based on their God-given biological sex.

We recognize there may be instances where members of the school community experience disparity between their God-given sex and their feelings about their sex (including gender and sexual identity). We encourage such members of the school community who are struggling with their gender or sexual identity to seek help from appropriate Christian advisors such as their teachers, pastors, and/or other biblical counselors who might best assist them in clarifying and defining their gender or sexual identity in accordance with God's Word.

We will at all times interact with members of the school community according to their God-given sex. A member of the school community who wishes to express a sex (including gender and sexual identity) other than his or her sex is understood to be rejecting the biblical truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth of God's Word and assist those we love in doing the same (Ephesians 4:15). A member of the school who openly or privately and unrepentantly rejects their God-given sex, either at or away from school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the biblical behavioral standards established by Grace Academy, according to the Word of God, which is cause for terminating his/her privilege of membership in the school community.

To abide by God's Word, preserve the function and integrity of Grace Academy, and to provide a biblical role model to members of the school community and the community-at-large, it is imperative that all members of the school community (e.g., students, parents, teachers, and staff) agree to and abide by the school's sincerely held religious beliefs on these issues. As such, students (and their parents in support of those students) must: 1) identify with one's God-given biological sex (including gender and sexual identity); 2) dress in conformance with one's biological sex; and 3) use the restrooms, locker rooms, and changing facilities in conformance with one's biological sex.

Leadership Development

One purpose of our ministry is to produce godly leaders who impact their generation. Regardless of their church affiliation or present standing with God, Grace Academy seeks to bring about true heart-change in each student so that they are more mature in Christ. Even the most mature student has room for growth, and the school seeks to foster it. It is the school's goal to create a deeper understanding of the Bible without promoting one denomination over another. Students are challenged to go back to their local church applying the principles learned at the school so they can lead their peers toward Christlikeness.

If we are successful, we will produce graduates who are known for their godly character, not just their academic accomplishment. Traditionally, local businesses seek our students and graduates because their character sets them above the average young person in our society. We set a high standard and do our best to reach it.

ENROLLMENT POLICIES

Admission to Grace Academy is contingent upon the procedures established by the administration and available for review in the school office. Approved returning students will be re-enrolled before new students. Please refer to the current fee schedule for all fee and tuition prices. By enrolling at Grace Academy, parents agree to abide by the school's statement of faith and policies.

Each year, presently enrolled students will be automatically re-enrolled for the following fall term, provided the student is not on probation and tuition and fees are current. Once a class has filled, additional applicants will be placed in a wait pool. Once an opening occurs a student will be

considered for placement and the family notified. New families will be allowed to enroll for grades 1-12 as openings become available.

Grace Academy admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Right to Terminate and Refuse Service

Grace Academy reserves the right to terminate or refuse service by not enrolling a student, expelling a student, unenrolling, or not allowing a student to re-enroll at the sole discretion of the administration.

Withdrawal Policy

If it becomes necessary to withdraw a student during the school year, a withdrawal notification form indicating payment arrangements must be signed by the parent or guardian. The date on this form becomes the official date of withdrawal. A \$100 withdrawal fee will be charged if a student withdraws after July 1, but before the sixth day of the first quarter. In addition, students who withdraw after the first five school days of any quarter will be charged tuition for the entire quarter, unless prior arrangements have been made with the administration. All tuition, fees, etc., must be paid in full and school property returned before official transcripts will be released.

FINANCIAL POLICIES

Families are expected to be current with tuition and fees. Tuition payment plans are according to the completed online financial agreement with FACTS Tuition.

Payments are due by the 1st, 10th or 20th of each month, depending on the payment plan you selected when completing the FACTS agreement. There is a 10-day grace period and if payments are not received at the end of the grace period a \$20 late fee will be charged. This makes it imperative that you make your payments early to ensure FACTS receives it in time. If you legitimately owe late fees, make sure you pay them each month to keep your account current. FACTS Tuition is not a collection company. They collect the tuition payments and manage the accounts on

behalf of Grace Academy, but there is no link between them and any collection company that would affect your credit.

If you have questions on your account please contact our accountant. FACTS will often just refer you back to Grace Academy so it is often better to call the school first. We will do our best to solve your issues quickly and help you avoid any further problems. The number one key to avoiding problems is paying in full and on time each month to FACTS Tuition.

If a family's account for tuition and fees becomes two full months past due, the family may be asked to withdraw the child(ren) from school until the account is made current. Likewise, the family's account must be current (including but not limited to tuition, fees, books, etc.) at the end of each quarter before report cards can be released.

Fees

The activity fee covers such things as field trips, yearbooks, day retreats, and special activities and is included with the tuition payments. Once the school year has begun, the activity fee is non-refundable. No portion of the activity fee is refunded should a student miss a field trip or activity. Students who withdraw during the school year may or may not receive a yearbook depending on availability. There may be expenses beyond the activity fee which the students will be asked to provide.

Sports fees are incurred if your student participates in the school sports programs.

Students may be held financially responsible for lost or damaged school property such as textbooks, uniforms, Chromebooks, etc.

The senior fee is due the first day of the senior year and is not refundable.

Late fees are listed on the current year fee schedule.

The facility fee is charged annually to each family for improvements and upgrades on our campus.

SPIRITUAL EMPHASIS

Grace Academy is a Christian school with a Christian mission and statement of faith. As a result of this philosophy, mission statement and statement of faith, all students, are expected to participate in chapel, Bible classes, and prayer. It is incompatible with our mission to allow promotion of any religious ideas or activities in conflict with our philosophy, mission statement, or statement of faith; though teaching on other religions is part of the curriculum. The Bible is the center of our curriculum and subject matter. Children learn Bible stories and how to apply them, Christian character building, and Scripture memorization.

The New King James version, NASB, and ESV are the official school versions for elementary students in their Bible classes. Each student should have the same reference Bible for study, memorization, and completion of assignments. In the secondary program, every student needs his or her own Bible for reading and homework assignments. Bible teachers may require a particular version for memory verse tests or assignments.

Chapel

The Academy holds chapel services each week. The purpose of chapel is to provide an opportunity for the students to worship God and to grow spiritually. Chapel provides a variety of activities directed toward worship through singing, guest speakers, testimonies, puppets, and storytelling. All parents are welcome to attend any of the chapels, and those who want to sit with their child should sit behind the classes. Some special guidelines are:

1. Students will observe normal classroom rules and conduct while attending chapel.
2. 4th-12th grade students are required to bring a Bible with them to all chapel services. Upper grade students are also required to take notes. These notes are collected by the student's Bible teacher and used as part of the Bible grade.
3. Secondary students are required to attend chapel and take notes according to teacher expectations. Failure to attend may result in a grade reduction or other consequences.

Bible Classes

Grace Academy ministers to local churches by teaching students the Bible and teaching them the importance of serving in their church. The curriculum is designed to teach students the Bible content, interpretation, and application.

Biblical Integration

The teachers work both individually and collaboratively to ensure that their curriculum includes the spiritual truths that relate to every class they teach. Grace Academy works to take advantage of every opportunity to teach the Bible and to teach it accurately.

Personal Discipleship

Because the students spend so much time at school, they have the opportunity to interact with the godly teachers on a daily basis. Teachers are selected for their desire to impact students both formally in class and informally through relationship. Sports teams, clubs, Student Leadership Council, etc. present opportunities for more interaction and input into the lives of students.

NON-ACADEMIC GENERAL POLICIES

The Eagle is the official mascot of Grace Academy and the school colors are royal blue and white, with silver and black as accent colors.

School Office Information

The school offices are open, when school is in session, weekdays between 7:45 a.m. and 4:00 p.m. During vacations the office schedule varies. Check with the office for specific days and times.

School Hours

- School hours are 8 a.m. – 3 p.m.
- Half Day Kindergarten – 8:00 a.m. to 11:15 a.m.
- Elementary and Secondary half days (per school calendar) are 8:00 – 11:40

Elementary Arrival and Dismissal

During arrival and dismissal parents of elementary children must follow the current traffic plan and may only park in designated parking areas. Parents may not leave their car in the loading zone unattended. There is no adult supervision before 7:50 a.m. or after 3:10 p.m., drop-off and pick-up must occur between these times. Because the school cannot be responsible for children left unattended after 3:10 p.m. families may incur a financial penalty should this happen.

With the exception of an immediate family member, anyone picking up an elementary student is required to be listed on the student's pick-up list in FACTS Family Portal. A parent may also call in this permission to a school secretary.

Secondary Arrival and Dismissal

Secondary students should be dropped off and picked up on either side of the gym.

The school building will be locked daily at 3:15 p.m. After this time, students are to be in the school buildings only if they are participating in an approved Grace Academy program or by special permission by a teacher or administrator. All others will be sent to wait at the office for pick-up. Students should not be dropped off before 7:45 a.m. or left after 3:15 p.m.

FACTS Family Portal

Grace Academy keeps student records in a database provided by FACTS Family Portal. Parents have access to these records through logging into FACTS Family Portal. To login, go to www.factsmgt.com, click login, then select FACTS Family Portal Login. If this is a first visit, parents will need to create a FACTS Family Portal account. Grace Academy's District Code is GA-WA. Parents are able to edit personal information, access attendance and grade information, and email staff from FACTS Family Portal.

School Closures

In the event of an emergency school closure or lockdown, the school will:

- ❖ change the message on the school telephone,
- ❖ submit information to the major media outlets so information will be available on radio and television stations, and
- ❖ send out a text message (SMS; it is labeled "GA Alert").

Sign up to receive the same email the media receives at www.flashalert.net, then "Manage Your Messages." At the bottom of the page is "Click here to set up a new Flash Alert account." Follow instructions.

Communication During School Hours

Parents should not expect to communicate with a teacher while they have responsibility for students. Concerns, suggestions, updates, etc., will not be entertained by the teacher between 8 a.m. and 3 p.m. whether the communication is in person, phone, email, text, or any other method.

The school's phone system is designed for office use only, but students are allowed to use the office phones on rare occasions with permission of office personnel. Messages for teachers will be sent to the teacher's voicemail. Our automated voicemail system allows you to direct your phone call to a specific teacher or department.

The school recognizes that parents may need to communicate with their children in the middle of the school day, but this must be done without classroom interruption. Parents may call the office and give the message and it will be sent to the classroom. The office will not, however, directly connect the parent with the student in the classroom.

Eagle Flyer

The Eagle Flyer is sent to parents every other week. The Flyer is the official means of communicating news on upcoming events, calendar changes, school policies, student news and awards, etc. The school requests that families read the Flyer completely because this is how the school communicates critical information.

Grace Academy App

The app allows parents to access a variety of important resources. This includes the school calendar, online lunches, and homework.

Birthdays/Class Parties

Each child's teacher will inform families of their classroom procedures for celebrating birthdays.

Since improperly handled food can be a source of food-borne illness, the Snohomish Health District has issued guidelines for schools to follow. These include:

- ❖ Cakes, breads, cookies, and baked goods are preferred.
- ❖ Because of the difficulty of providing adequate refrigeration, we cannot allow any foods containing custard or cream fillings. Fruit pies are fine, but not pumpkin or any custard pies made with eggs.
- ❖ Meat dishes, meat-filled pies, potato salad, and macaroni salads are not allowed.
- ❖ No home-canned products please.
- ❖ Fresh fruit is okay, as long as it's washed and cut immediately before being served. All cut melon must be kept refrigerated.

If families plan to have a private birthday party that includes schoolmates, they should *not* distribute invitations at school unless all the boys or girls (or both) are invited. This avoids hurt feelings for those who were not invited to the party. Invitations should be mailed to the home address.

Secondary Party Policy

Birthday parties for individual students or groups (e.g., summer birthdays or birthdays for an entire month) should take place only at lunch time and only in the lunchroom.

Treats can be brought to the student's class to celebrate his/her birthday, but the academic process must continue throughout the course of the period. Treats should only be brought to one period of the day.

Holiday parties are to be limited to one period of the day and hosted by the assigned teacher for that particular holiday. Parties will be limited to major holidays including Thanksgiving, Christmas, Valentine's Day, and St. Patrick's Day.

A party is when the class period is used for celebration during which time the day's lesson plans are set aside. Celebrations that further the curricular objectives are exempt from this policy. All other parties are prohibited.

Holidays

Holidays are celebrated with a strong emphasis on Christ and spiritual principles. Due to the occultist emphasis, Halloween is not recognized. During Christmas, the birth of Christ and His gift of salvation is the focal point. Santa is not displayed or generally discussed.

Occasionally, a child will ask a teacher, or there may be a discussion among students whether Santa or the Easter Bunny are real. At that point, the teacher may guide the children back to the emphasis on Christ and refer the child to talk to the parents.

Lost and Found

Elementary lost items are placed into the lost and found box located by room D-11. Secondary students should check with the secondary vice Principal for lost items. Clothing and other items lost may be picked up in this area. Unclaimed items will be given to a charitable organization at the end of each month.

Labeling Personal Items

All personal belongings should be labeled and clearly marked with the student's full name to prevent loss. This includes jackets, sweaters, raincoats, coats, etc. Use either a firmly attached label or laundry-marking pen. The school is not responsible for lost articles.

Lunch Policies

Students may bring their lunch to school or they may purchase a hot lunch. Hot lunches for K-12th grades are provided as a service to families. Monthly menus are available on FACTS Family Portal. Prices and selections are available there as well. Ordering lunch online is the primary and easiest way to provide a lunch for your student. Ordering online is a convenient way to purchase a lunch for one day or for the entire month, saving you a trip to the office. Tickets may also be purchased in packs of 20 in the school office.

The lunchroom does not accept cash from elementary students. 6th grade students may order from the secondary menu via online ordering only. (Regular elementary lunch tickets may still be purchased in the office.) 6th graders may also purchase ready-made drinks and snacks prior to being seated for lunch.

Parents need to order online by 8 a.m. or students should hand in their lunch ticket to the classroom teacher by 8:05 a.m. After 8 a.m. a late lunch will be issued which may not be the same items listed on the menu, depending on product availability.

In the event that a student with a pre-ordered lunch is not present to receive it, a refund or credit will not be issued. Parents need to notify the office no later than 10:55 a.m. to cancel a lunch due to absence or special event in order to receive a credit or refund.

Students in K-6th are not permitted to share food at lunch. Only 3-12th grade students may use the microwave ovens at lunch as long as they are taught at home how to use them. Younger children require more assistance than the staff is able to provide. Only 6-12 are allowed to use the drink machines.

When parents visit and have lunch with their children, the following practices will help make a pleasant experience for all after signing in.

1. If there is sufficient space, we will provide a special table for parents and their children.
2. The best procedure is to pre-order online or purchase a ticket by 8 a.m. in the office. If lunch is not pre-purchased, we cannot guarantee product availability.
3. When pre-ordering, parents are free to select from the daily menu or any other items available online.
4. A student may leave the lunchroom early with their parent.
5. Lunchroom management may make food substitutions to the daily menu as necessary due to product availability.

The café management seeks to stock items with nutritional value. It is incumbent upon parents to control what their children buy in the café. To help parents with this, a current list of items being sold in the café is available on FACTS Family Portal, with online ordering.

Emergency Preparedness Drills

Classes regularly practice drills to be better prepared in case of fire, earthquake, or lockdown. The staff is educated and trained concerning the proper procedures during a disaster, including first aid and CPR. All students should have an emergency comfort kit that is stored on the school grounds. A list of suggested items for the kit is sent in the Eagle Flyer.

Specifically, the staff regularly rehearses Lockdowns for when all students need to be secure in the classrooms out of sight of all windows and Secure Building Alerts when all students need to be secure in classrooms with normal classroom activities. Lockdowns are used when there is an immediate threat to our students and Secure Building Alerts are used when there is a potential threat. Parents will be notified if there is a Lockdown or Secure Building Alert but they should not come to the campus unless requested to do so. In some circumstances, our emergency plans or first-responder officials may require us to release students to parents in a careful and measured fashion to maintain proper safety and security. Should this be needed, parents must follow the directions and requirements of school officials and/or first-responders.

In the event of a lockdown or lockdown drill, or secure building alert or drill, student cellphones must be turned off and turned in to the teacher until the lockdown or drill is over.

School Provided Transportation

Academy transportation is normally provided for students participating in school-sponsored functions in designated vehicles (owned by the school or others) during the time he/she is enrolled as a student. Parents are not permitted to transport any other participants besides their own to a school-sponsored event unless the parent rides in the same vehicle with their child. The instructions of bus drivers must be obeyed at all times. Failure to obey may result in the loss of the privilege of riding a bus.

Volunteer drivers for Grace Academy will submit to a motor vehicle record (MVR) check, a background check, and affirm that the atmosphere inside the vehicle reflects the same as inside the school.

Parents sign permission slips for field trips.

In order to support parents' efforts to carpool with others, the school maintains a list of those seeking to carpool. Those interested in carpooling should contact the school office. Their name will be put on a carpool list and this list of names and phone numbers will be available to other parents interested in carpooling.

Insurance

The parents' own policy will take precedence over any of the school's insurance policies when settling claims. Grace Academy carries student accident insurance to cover accidents or injuries that happen on school grounds, at school sponsored events, or traveling to or from said events.

Lockers

Secondary students may request a locker at the beginning of the school year. Students should keep all valuables locked up. They are not to change lockers with another student without permission from the office. The locker and its contents may be thoroughly searched and the student is responsible for its contents. Jamming lockers so that they can't close and lock completely is prohibited.

Miscellaneous

Anything posted in public places must have prior approval from administration.

Any school groups or clubs that meet must have an advisor or sponsor present. Students not having a class during a period of the day need to be in an assigned room for that period or off campus. Loitering about campus or in vehicles is not permitted.

Student Vehicle Policy

Students are allowed the privilege of driving a vehicle to school provided that the student and parent sign the driving contract that contains the following stipulations:

1. A parental consent form has been filed with the school office. Upon receipt students will receive a school parking pass that must be on display in their primary vehicle.
2. The student is legally licensed and insured and documentation is on file in the school office.
3. The vehicle is operated in a responsible and safe manner. If a student is found driving a vehicle on campus in a reckless and/or unsafe manner they risk losing the privilege of driving on campus for up to the remainder of the school year.
4. Students must park in the designated parking areas.
5. Students are not to loiter in their cars on campus, use their car as a place to eat lunch, or use their car as a locker.

6. Loud music is to be turned off upon entrance to school grounds.
7. Students must sign out at the office whenever they leave campus during school hours (see “Leaving School”).
8. Campus speed limit of 10 m.p.h.
9. Notify the administration of any driving violations within one school day.
10. Student vehicles with bumper stickers or car decorations that are offensive may be asked to remove the items or park off campus.

Unsafe Behavior/Person Reporting

If for any reason, or at any time you see someone or something that seems unsafe, or potentially unsafe it is your responsibility to notify a staff member immediately.

Examples:

- Someone stating they are going to harm themselves or others.
- Someone on campus who you know is not a student or staff member and looks to be “suspicious.”
- Someone on campus claiming to have an illegal substance or dangerous weapon.
- You smell an “odd” odor such as a gas leak or something burning.
- You see an electrical outlet that is sparking.
- You see someone collapse on campus, or have a serious injury.
- Someone tells you that they know of something dangerous in a locker.
- Someone tells you that they are in fear of another person or adult.
- Someone tells you someone else touched them inappropriately.
- You hear someone being threatened or threatening another person.
- Someone shows you or you hear about them harming themselves.

Anonymous Concern Reporting System

All concerns regardless of perceived importance should be brought directly to the appropriate person, and/or staff/school administration. If at any time you don’t feel that a direct notification of a concern is possible we ask that you utilize our Anonymous Concern Reporting System (888)287-6157. Watch the Eagle Flyer for more information or contact the office.

ATTENDANCE

Regular attendance is essential to academic success and is required under state law. Excessive absences create hardships on both teachers and students and may affect future enrollment. Promptness and regularity of attendance in school is a vital part of education and preparation for work, personal, and social life. An absence is recorded whenever a student is not in class, regardless of the reason. A parent's excuse does not change the fact that it is an absence. If the absence is due to chronic illness confirmed by a physician, upon review by the principal, a student may receive credit if none of the absences are unexcused and all work is made up on schedule in a quality manner.

Elementary Absences

School begins at 8 a.m. and ends at 3 p.m. Students arriving after 8:30 or leaving before 2:30 will be marked absent for a half day on official records. Also, students absent any portion of a day will have an absent mark tallied on their report card for that particular day. A student who is considered absent for more than 7 days in one quarter will be placed on probation for the following quarter. Being on probation past one quarter may result in the student being dismissed from Grace Academy. A student will be removed from probationary status for attendance after attendance for one quarter is satisfactory.

In the event your child is marked as "Absence Unexcused" (AU) you will receive an email notice at 9 a.m. If your child is marked AU, please contact the school to excuse him or her. You will have two days from your child's return to school to excuse the absence or it will remain unexcused. In the event your child is at school and AU was marked in error, please contact the school office so we may correct the issue.

Secondary Absences

It is important to remember that in grades 7-12, attendance records are kept for each class so as to assure minimum attendance for class credit. While it is important for a student to do all required written work at a passing level, it is also important for the student to be in class to receive instruction from the teacher. Not all that is learned in a class is covered by written assignment. This is especially true of the spiritual and biblical applications made consistently in every subject. It is for this reason that a student may be absent no more than 10 class periods per semester in grades 7-12 in order to receive credit or a grade. Grace Academy does not allow make-up hours for excessive absences. The 10 may come from excused or unexcused absences.

Any secondary student who is more than fifteen minutes late to class is counted absent. Any secondary student who leaves class when there is more than 15 minutes left in class will be considered absent. These absences will be either excused (with an acceptable parental excuse) or unexcused (without an acceptable parental excuse).

In the event your child is marked as “Absence Unexcused” (AU) you will receive an email notice. Notices will be sent at 10 a.m., 12 p.m., and 3 p.m. If your child is marked AU, please contact the school office to excuse him or her. You will have two days from your child’s return to school to excuse the absence or it will remain unexcused. In the event your child is at school and AU was marked in error, please contact the school office so we may correct the issue.

A student’s grade will be reduced by 2% for every unexcused absence.

Families will receive notification of excessive absences as they accrue in any one class.

Excused Absences

Excused absences require a note, email, or phone call from the parent.

There are two ways for parents to excuse their child’s absence.

1. Provide excuse upon return to school. This excuse must be presented to office personnel by the second day following his/her return. After the second day back, any absences without a valid parental excuse will remain unexcused absences and may not be excused in the future. This two-day window policy may not be waived or appealed. See “Unexcused Absences” below for consequences.
2. Complete a “Pre-arranged Absence Form” prior to leaving. The advantage of using this form over a written excuse upon return is that it enables students and parents to have homework assignments prior to the absence. The teacher will sign the form when he/she receives it and date it when they give the homework assignments to the students. Homework will not be assigned in advance without this completed form (including parent signature and reason).

In order to participate in an athletic contest or other school events, students must attend a minimum of four periods on the day of a contest or event. This includes seniors who typically have a reduced schedule and days that are scheduled for only a half-day. The following exceptions

would apply:

- An absence that is prearranged (e.g., doctor's appointment).
- A student does not have four classes prior to departure for an away game (e.g., a departure during 4th period), but they must attend as many classes as are possible prior to departure.

Unexcused Absences (Secondary)

Unexcused absences have a direct impact on a student's academic quarter grade in each class missed. At the end of the quarter, the teacher will take off two percentage points from the student's earned percentage for each unexcused absence. For example, a student who earned an 84% but had one unexcused absence would have his/her grade lowered to an 82%.

Tardiness

It is essential that students learn the habit of prompt arrival to school so that the learning process is not disrupted. An important part of a child's education is learning discipline and responsibility, and parents can help their children develop good habits for a well-disciplined life. Tardiness should be kept to a minimum as it affects the entire class. If an unexpected emergency causes tardiness, a note or phone call from the parent is needed. Habitual tardiness may require a conference with the parent, child, and principal.

Elementary Tardiness

The classroom teacher will mark students tardy if they arrive after 8:05 whether excused or unexcused. Tardies are recorded in official school attendance records and will appear on the report card. Habitual tardiness will be addressed by the classroom teacher and administration.

Secondary Tardiness

Secondary students who are late to 1st period must check in to the office after 8:05 a.m. when the doors are locked. A student who is tardy more than 15 minutes to any class will be considered absent for that period. The teacher will inform the parent if their child earns more than two tardies. The final report card grade for a quarter will drop by .5 percentage point for every unexcused tardy after the first two. Excuses from parents for tardiness will be accepted for first period or when arriving from off campus only and must be submitted within 2 days of the infraction.

Leaving School

Any time a parent excuses a student to leave campus during school hours he/she must have an excuse from a parent or guardian, who also must sign them out at the office. The only exceptions to this are students who drive themselves (see Vehicle Policy), but they also must sign out at the office.

VOLUNTEERS AND VISITORS

Parent Visitors

All parents are screened through the Washington State Patrol as part of the enrollment process. Parents who have been arrested for and/or convicted of a crime will be subject to restrictions in regard to being on campus, attending school events, and interacting with students. These restrictions will be determined by the school administration. Grace Academy reserves the right to bar an individual from campus permanently.

Campus Volunteers

All volunteers to the Grace Academy campus must check in and submit a current driver's license to the office to ensure that the school knows who is on our campus at all times. All must have a badge except those who visit chapel only.

Volunteer Policy

Grace Academy welcomes the help and support offered by volunteers, recognizing that they are a valuable resource for the school community, that they bring energy to the campus, and that they set a positive example for our students to follow. The following policies will help guide volunteers while serving at Grace Academy.

Screening

In order to keep our students safe, volunteers will agree to an appropriate level of screening. The level of screening required for those with an organic relationship with a current student will be screened differently from those who don't have such a relationship. Organic relationships are those of family and guardianship. All volunteers, even parents, agree at minimum to a Washington State Patrol (WSP) background check, while others may be required to be interviewed by school personnel and submit more information for a more thorough background check. All requests for information by the school must be complied with and all decisions by Grace Academy personnel and board are final.

Duties

Those who volunteer are responsible to inform the school that they are on the campus by reporting to the administrative office and signing in on a register and signing out when they leave. For safety reasons, the school needs to have a record of everyone who is on campus at all times. The office will issue a name badge if there is not one already available and it is expected that it will be worn while on campus.

Volunteers will be given appropriate duties under the direction of school personnel based on the needs of the school along with the skills and experience of the volunteer. Some duties will require specific skills, experience, education, or physical requirements. At all times volunteers will be under the authority of the school board and its assigned personnel.

School-aged visitors may be on campus only by special arrangement with the administration. Generally, they will only be allowed one or two visits per year.

Expectations

Each volunteer agrees to inform themselves of the school rules and follow behavior guidelines and practice modest dress while volunteering. They are expected to meet a higher standard than what the students are expected to meet.

Volunteers are cautioned from physical contact with students of families not their own if it is anything beyond incidental and brief. It is unfortunate that formerly appropriate expressions of care and concern have changed over the years due to the abuse of a few. Likewise, the volunteer should not take the initiative to discipline students of families not their own unless it is a matter of immediate safety or a school authority has given explicit authority. Instead, they should report any misdeed to the nearest school authority.

The volunteer is often given responsibilities where they learn more information than the average person knows and it is the volunteer's responsibility to ensure that they deal with this information in an ethical manner. This means making sure that the information is not shared with people who do not need to know it and that any concerns are given to the proper school authority. If there is an instance of discovering something with which the volunteer personally disagrees, he or she has the responsibility of sharing it with the proper school authority and not with others.

The school expects that in the case of an emergency or crisis each volunteer would assist the school authorities in dealing with the situation. Likewise, volunteers are requested to be helpful to school personnel in maintaining school security by watching for people who are not authorized to be on campus and reporting it to the school authorities. The school administration welcomes all such input. At no time are volunteers permitted to bring people on campus who have not been approved by school personnel.

While Grace Academy appreciates the support of parents and their work in the classroom, they should consider the needs of the students and the teacher when deciding how much time to be in the classroom. One half day per week should be the maximum that a parent spends in the classroom.

Insurance

Grace Academy maintains general liability coverage, which only covers volunteers in the event that no other insurance covers them. Personal insurance coverage will take precedence over school insurance.

MEDICAL POLICIES

Attendance on Campus

It is vital that every parent cooperates fully with the school health program. Our regulations are designed to protect the well-being of all students and to guard as much as possible against avoidable absences for health reasons. Most illnesses frequently found at school are cold, flu, three-day measles, mumps, chicken pox and strep throat. These diseases are all spread from person-to-person by droplets from the mouth during a short period of time when the student complains very little or is not visibly ill. To protect both the individual and his classmates, parents are urged to keep a student home during the highly infectious first stages of a cold, or when an added day of rest will enable the student to return more quickly to good health.

Students may be sent home with a slight fever because of the danger of the spread of illness. The sick student who is recovering should remain home 24 hours after his temperature returns to normal.

If your student has any physical or medical problems that require special attention in school, please contact the school office.

Children that are well enough to be at school will be expected to participate in recess, PE, and outdoor activities, unless a doctor's order is brought to the school office stating the need for the child to be kept indoors. In such cases the teacher and office will coordinate supervision of the child.

Chronic illnesses that require students to stay in during recess or PE must also have a valid physician's note.

Students should be kept home with one or more of these symptoms:

- ❖ temperature over 100 degrees within the last 24 hours
- ❖ unusual lethargic behavior
- ❖ shortness of breath
- ❖ muscle or body aches
- ❖ sore throat or swollen glands
- ❖ congestion, cold, cough, or runny nose
- ❖ diarrhea, stomach ache, vomiting, or nausea
- ❖ rash, toothache, earache, etc.
- ❖ loss of taste or smell
- ❖ chicken pox or other contagious diseases (7-10 days out of school)

Immunization Policy

Washington State law states the attendance of every child in public and private schools in the state shall be conditioned upon the presentation of proof of either:

- ❖ full immunization,
- ❖ the initiation of a Schedule of Immunization,
- ❖ a Certificate of Medical or Personal*/Religious Exemption.
*the personal exemption is no longer accepted for MMR

All students must have a Certificate of Immunization Status on file in the school office. You may choose to exempt your child from immunization for personal, religious, or medical reasons. Your signature is required on the immunization form for personal or religious reasons. Your health care provider's signature is required for exemptions.

Medications

Medication must be administered by the trained school personnel only.

Prescription medications require the following:

- ❖ Appropriate form (available in office) completed by physician and parent
- ❖ Medication in its original container

Over-the-counter medications such as Tylenol and cough drops, require the following:

- ❖ Appropriate form (available in office) completed by physician and parent
- ❖ Medication in its original container with student name clearly marked

Ointments, eye and ear drops, and suppositories cannot be administered at school. Injections are allowed as medically necessary with administrative oversight.

Grace Academy does not allow any student to self-administer any type of medication including over-the-counter medication. An exception to this rule may be a student who has a current, written physician's order stating the necessity for the student to keep medication on hand at all times (e.g. inhalers for students with severe asthma). While on campus, students are not permitted to be under the influence of medications that impair physical and mental capabilities except in extreme situations.

Allergies, Allergic Reactions, and Health Alerts

Please notify your child's teacher and clearly record any health alert or severe allergic reactions on your child's enrollment information. The information will be communicated with other personnel such as lunchroom staff, recess teachers, and specialists.

Communicable Diseases

Grace Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. The County Health department will be notified. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent

physician's examination of the student or employee to verify the diagnosis of communicable disease may be required. Grace Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Parent Emergency Contact Information

It is very important that we are able to reach parents in the event of an injury or emergency. Parents have the opportunity to provide current information at any time through FACTS Family Portal. It is the parent/guardian responsibility to inform the school when emergency information changes.

GRIEVANCE RESOLUTION PROCEDURE

Through the course of a school year there are many occasions for misunderstanding between teachers, students and parents. Teachers and parents, or teachers and students, can clear up most of these with a quick conversation. However, there are times when the conflict runs deeper and requires more extensive discussion to clear up the problem. The Grace Academy school board has developed a procedure based on the Bible's teaching in Matthew 18 to give parents a method of resolving concerns in a God-honoring fashion.

1. In every circumstance, staff members and parents should go directly to each other before getting the administrator involved. Parents are encouraged to go the staff member as soon as possible so that the event is clearly recalled. Present the facts of the situation including the specific complaint as clearly as you are able so the staff member will know to what he is responding.
2. If there is no resolution at this first meeting, the parent (or staff member) should inform the administrator as a third party in order to bring the issue to resolution. The administrator welcomes the opportunity to bring understanding and clarity. Conflict is difficult, but it can be profitable. This is usually the final step.

In some situations, the issue may still not be resolved to everyone's satisfaction. The parents are encouraged to approach the school board for final resolution.

ELEMENTARY ACADEMIC PROGRAM

The academic program is based on a well-rounded, Christ-centered curriculum and has been accredited by ACSI (Association of Christian Schools International) and COGNIA. The school is approved annually by the Washington State Office of the Superintendent of Public Instruction.

The elementary program focuses on giving each student a strong foundation of the basic skills of reading, language arts, and mathematics. A phonics-based approach is used in teaching reading. The Bible is integrated into every subject. Curricula used in the elementary program include A Beka, Bob Jones, ACSI, and others.

Enrichment curricula are offered to improve the education of our students. Enrichment classes may include art, band, computer training, library, music, physical education, and foreign language.

A variety of field trips are planned throughout the year which are specifically designed to fit into learning units at each grade level.

To encourage healthy lifestyles and physical activity recess breaks occur in the morning and after lunch (K-6), and afternoon (K-4). Measures of safety are taken to encourage positive, healthy, and wholesome recess breaks. Students who engage in rough play, rock throwing, and wrestling or improperly use equipment will be subject to disciplinary measures. A list of recess rules is available upon request.

Homework that teachers assign to be completed outside of class time is work which is given to help students learn. Frequently lessons not completed during regular class time are referred to as homework though this is actually class work. Consistent work habits at school may result in no class work being taken home for the student who wisely budgets his/her class time. Homework and class work must be returned to the teacher before credit can be given. Homework is expected to be done neatly and completed on time. The faculty has been given the guidelines listed below.

The average student should expect to spend the following amount of time on his homework each night:

Kindergarten	20 minutes	Fourth Grade	50 minutes
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First Grade	30 minutes	Fifth Grade	55 minutes
Second Grade	40 minutes	Sixth Grade	60 minutes
Third Grade	45 minutes		

Students will be required to make up work for absences, whether pre-planned or because of an illness at the ratio of one day missed equaling two days allowed for make-up. In the case of an extended absence, homework assignments can be retrieved from FACTS Family Portal (fourth grade and older).

Each elementary teacher has policies concerning the acceptance and grading of late work. Teachers expect assignments to be turned in and students may be required to stay in from recess to make up late or missing assignments.

Lack of preparation is not considered a valid excuse to postpone an exam or assignment. It is the responsibility of the student to come prepared. Written parental request for postponement will be considered and may or may not be granted. Extensions of test dates are left up to a teacher’s discretion and should never be considered automatic.

At the end of the quarter, report cards are sent home. In kindergarten through third grades, grading is based on a 1-5 basis, 1 being “has great difficulty,” and 5 being “high quality.” Fourth through sixth grades are graded according to the following grading scale.

97-100	A+	4.0	73-76	C	2.0
93-96	A	4.0	70-72	C-	2.0
90-92	A-	4.0	67-69	D+	1.0
87-89	B+	3.0	63-66	D	1.0
83-86	B	3.0	60-62	D-	1.0
80-82	B-	3.0	0-59	F	0
77-79	C+	2.0			

For fourth grade and above, student progress reports are sent home once a week through email.

Elementary conferences are scheduled after the first quarter. Parents or guardians are required to meet with the teachers during these conferences to learn of their student(s)’ progress.

All students, grades 4-6, who have one F or more than two D’s on any quarter report card will be placed on academic probation for the following quarter. In addition, individual classroom teachers may also recommend

that students be placed on academic probation for habitually failing to complete or turn in assignments. Since each teacher may or may not accept late work, the grades may not reflect the students' poor study habits. Students may not be allowed to enroll for the following year while on probation. Any student consistently on probation may be dismissed from the program when intervention strategies are ineffective.

Kindergarten – 6th Achievement Testing

In order to help assess the progress of individual students and the success of the Academy's program, Grace Academy Kindergarten - 6th grade students are given a standardized test and are compared to other students who take the same test. A copy of these results is available for parents.

ELEMENTARY & SECONDARY AWARDS

Various accomplishments are recognized during a special ceremony at the end of the year. The following list includes awards that are typically presented, but it is not exhaustive.

1st through 3rd Grade Academic Awards

Outstanding Achievement

Awarded to students who demonstrate outstanding academic achievement.

4th through 6th Grade Academic Awards

Academic awards are earned based on the grade point average (GPA) from the first three quarters. Elementary enrichment classes and handwriting are not included in GPA calculations.

Gold Star Honor Student: 4.0 GPA. Receives a certificate and a gold star pin.

Student of Distinction: 3.7-3.99 GPA. Receives a certificate.

Honor Student: 3.4-3.69 GPA. Receives a certificate.

Honor Roll

An honor roll of students who earned 3.4 GPA and above is published at the end of each quarter and semester. Graduates with a cumulative GPA of 3.4 and above are eligible to wear an honor cord at graduation.

Character Awards

Students (K-6) are recognized on a monthly basis with the IMPACT Student of the Month award. One girl and one boy are chosen from grades 7-8 and grades 9-12. Elementary students are recognized on a weekly basis as well with the Citizen of the Week award. Citizen of the Week is

awarded to one student from each elementary class to recognize a biblical character quality displayed in the classroom. All awards are presented during regularly scheduled chapel services.

The IMPACT Student of the Year award is given to the students who the faculty determines have made the greatest spiritual contribution to their class and school. There is one award given from each class in grades K through 6. One girl and one boy are chosen from grades 7-8 and 9-12. No awards will be given if the faculty determines that there are no students who meet the criteria.

SECONDARY ACADEMIC PROGRAM

Academics

Grace Academy equips its students with an education that prepares them for college. The school's academic expectations satisfy and exceed the state requirements, such as required credits needed for graduation. Once the requirements are met, students earn and receive a high school diploma. Grace Academy's credits are transferable to other schools both public and private. Teachers use a variety of methods to teach the material and assess the students.

Grading

It is the philosophy of Grace Academy that grades generally reflect the amount of knowledge acquired, not the amount of effort a student has put forth.

Teachers assign grades by giving numerical points that are converted to a percentage. Progress reports and report cards reflect a letter grade according to the percentages earned.

Alpha grades are assigned according to the following percentages:

97-100	A+	4.0	77-79	C+	2.3
93-96	A	4.0	73-76	C	2.0
90-92	A-	3.7	70-72	C-	1.7
87-89	B+	3.3	67-69	D+	1.3
83-86	B	3.0	63-66	D	1.0
80-82	B-	2.7	60-62	D-	0.7
			Below 60%		Failing

Students are encouraged to keep track of their returned assignments and check their records against online grade reports.

Computation of quarter grades is done at the end of each quarter grading period on the basis of cumulative averages. Semester grades are computed by averaging the two quarter grades with the semester final exam. This results in the semester final exam being worth approximately one-seventh of the semester grade, with the quarters weighed equally.

Progress Reports

Progress reports are available any time on FACTS Family Portal; in addition, the school sends a weekly progress report to parents' email.

Secondary parent-teacher conferences are scheduled by means of a conference night in the Activity Center after the 1st quarter and any other time as requested by the school or parent. Please call the office and make an appointment for special conferences.

Report Cards

Report Cards are issued at the end of each nine-week quarter. The first quarter report cards can be picked up at the parent-teacher conferences, or they'll be mailed home the next day. The second, third, and fourth quarter report cards will be mailed unless other arrangements are made.

Students in grades 9-12 who receive a failing grade for the semester in a required subject must take that subject again. The failing grade will continue to appear on the transcript along with the passing grade. Both grades will be a factor in figuring the grade point average.

An honor roll of students who earn 3.4 GPA and above is published at the end of each quarter.

Secondary Probation Procedure (7-12th Grade)

All students who have one F or more than two D's on 1st or 3rd quarter report card grades, or 1st or 2nd semester report card grades will be placed on probation for the following quarter. In addition, any teacher or administrator may suggest a student for possible probation between grading periods. They will be placed on probation if all his/her teachers are in agreement.

Other students may be placed on probation for behavior or attitude. The principal will arrange a meeting with all of the student's teachers. Each teacher will present his/her concerns about the student. The student will be placed on probation if the student's teachers are in unanimous agreement.

The parents of students on probation will be notified by letter. The letter will state the duration of probation. A student may be on probation for

more than one quarter and may remain on probation for up to two consecutive semesters if grades or behavior continue to place the student on probationary status.

At the end of the quarter, all probationary students' work and/or attitudes will be reassessed:

- a. Those on probation for grades who have not raised their grades to the minimum level will continue on probation. The principal will call a meeting with his/her parents to discuss progress and strategies for improvement.
- b. For students who are on probation for behavior and/or attitude, another meeting will be scheduled with teachers. A student will be removed from probation if the teachers are unanimous that he/she should be removed. A letter will be sent home informing his/her parents of the faculty's action. A meeting will be scheduled should either the parents or school request it.
- c. If the teachers decide not to remove the student from probation, a meeting will be scheduled with his/her parents to discuss progress.

Consequences of Probation:

If a student receives one F or more than 2 D's for more than one semester, he/she may be asked to leave Grace Academy.

Student Activity Participation Policy

A grade check will take place on the first school day of each month beginning in October. If a student has one F or more than two D's, he will be placed on Activity Restriction. Also, on the first school day of each month, a student can earn his way off of Activity Restriction.

Activity Restriction applies to athletics and leadership positions. National Honor Society, Worship Team, Student Leadership Council and other leadership organizations will determine how Activity Restriction will be applied. While on Activity Restriction, athletes and team managers will be able to participate in practices, but will not participate in or travel to competitions. This includes playoff or state competitions.

Students will be notified directly by administration and an email will be sent home any time there is a change in activity participation eligibility.

Quarter and semester grade checks will still be administered to determine Academic Probation. Academic Probation and Activity Restriction are separate policies but are not meant to conflict with one another.

Activity Restriction Appeal Process

Students who have been absent for extenuating circumstances such as extended illness, will be given special consideration. This deliberation may not automatically result in removal from Activity Restriction.

All other students wishing to appeal must go before an Appeals Board and fulfill the following:

1. The student may have been placed on Academic Restriction for only one class. Students placed on Restriction for more than one class may not appeal.
2. The student must wait 14 calendar days before any appeal can be made.
3. The student must demonstrate significant academic improvement* in the class that was the cause of Academic Restriction at the monthly grade check.
4. The student must not have dropped below a C in any of his other classes.
5. The student and teacher of the class in question will present a plan showing how the student will continue to improve his work and/or effort in class.

*Significant academic improvement will be determined by the Appeals Board which will consist of the secondary vice-principal, athletic director and the teacher of the class being appealed.

Students who are seeking appeal who fulfill above items 1-5, still may not be granted release from Activity Restriction from the Appeals Board.

If a student is granted appeal and is then placed on Academic Restriction at the next monthly grade check, he is not eligible for appeal during that month.

Stewardship Grades

Grace Academy uses a 1 to 5 scale with a 5 being the highest to evaluate students' stewardship of their God-given gifts. This evaluation is based on teacher in class observations and interaction with the students. The stewardship evaluations are not put on transcripts, which become a permanent academic record for 9 through 12th grades.

There are three general areas of stewardship that are evaluated:

- The student's approach to his academics (faithfulness to submit assignments in a timely manner, amount of effort, etc.).
- The student's relationships with others (being a good citizen, showing kindness, etc.).
- The student's general attitude (positive or negative, teachable, obedience to classroom rules, etc.).

If a student has accumulated discipline points in the office, they are not reflected in his/her stewardship evaluation unless there has been an incident in the class that led to a student being sent to the office. Each teacher makes his or her own determination based on his/her observations of the student's words and actions.

- 1 – Indicates that the student is performing unacceptably in some aspect and should be an issue of concern for the student and parents. The student has been given correction and refuses to make changes.
- 2 – Indicates that the student is not at an acceptable level in some aspect but that there is an effort to improve.
- 3 – Indicates that there is neither any major area that the student is evident of being deficient, nor is there any area that he/she is notable.
- 4 – Indicates that the student not only meets a satisfactory level of stewardship in the class but also shows exemplary level in some aspect.
- 5 – Indicates a student who is exemplary in more than one aspect of his/her stewardship and intentionally seeks to have a positive impact on his/her classmates.

Bible class has a stewardship evaluation just like the other classes. This evaluation reflects the issues outlined above, plus the student's spiritual fervor. The Bible teacher's evaluation will help parents and students to gain an understanding of how well the student's interest in spiritual things is evident in the classroom. This should not be viewed as a judgment on their eternal standing with God, but as an evaluation based on his/her words and actions in class. This evaluation is important since the Bible

teaches that Christians should live holy lives (the P for Purity in our IMPACT statement) and that our holiness should be evident to all (1 Corinthians 3:10-15; Galatians 5:19; 1 Timothy 4:15; 1 Peter 1:16).

Class Schedule Changes

Schedule changes will be considered through the the first five school days after the beginning of the semester. A Schedule Change Request form may be obtained from the office. The form must be filled out and approved by teachers of both classes and the parents, then returned to the office. Administration must also approve the change, and until they do and the student receives a new schedule the student must continue to attend the original class.

Class Withdrawal

After the final day of drop/add week each semester, secondary students may not withdraw from any course at any time during the semester, including the middle of the semester between quarters, unless the student is withdrawing from the school. Full-time students may elect to “audit” a class and just not receive credit or a grade for the class, but the decision must be made by the drop/add deadline. All grades earned, including failing grades, will appear on the transcript. If a student does not earn credit in a course due to excessive absences, the grade is F, which is 0 credits. Occasionally students may be rescheduled into different classes by administration during the semester. Performance classes (i.e. choir, PE, etc.) may be repeated for credit. The grade earned each time the course is repeated will appear on the transcript. Non-performance classes (math, history, etc.) may be repeated for a better grade. When students repeat a course regardless of the original grade, the repeat grade and original grade will both appear on the transcript and will both be calculated in the GPA. Credit can be earned for each time the class is repeated, but double credit cannot be applied toward fulfilling the minimum number of graduation requirements or subject requirements. (For instance, if the 1st semester of US History is repeated for a better grade, only 0.5 credits for 1st semester US History will be applied toward the 4.0 Social Studies credits needed for graduation).

Homework

Grace Academy operates with the philosophy that thoughtful homework assignments aid in the educational process. As a general rule, secondary students can expect 30 minutes per class per night. Students have the responsibility to have their assignments completed on the date and at the time due. Students will be held responsible for finding out due dates. If a

student is absent on the day an assignment is given, it is up to the student to inform himself of any information missed. Each secondary teacher has policies regarding the acceptance and grading of late work.

Make-up Work Due to Absences

If a student has an excused absence on the due date of a test or assignment, he must turn in the assignment or take the test on the next class day attended without penalty. If a student is absent the day a daily assignment is given, he will have two days past the given due date to turn in the assignment without penalty. If a student is absent for more than one day during which several daily assignments accumulate, he will be given two days for each one day absent to complete all make-up work, not to exceed ten school days of make-up time. The maximum deadline for making up work for incomplete quarter grades is ten school days into the new quarter. Projects and long-term assignments may require a different time period for completion. Special arrangements may be worked out with the teacher. It is the responsibility of the student to go to a teacher to acquire these special arrangements before the above due dates come about; otherwise, the above deadlines will be in effect.

Lack of preparation is not considered a valid excuse to postpone an exam or assignment. It is the responsibility of the student to come prepared. Written parental request for postponement will be considered and may or may not be granted. Extensions of test dates are left up to a teacher's discretion and should never be considered automatic.

7th – 10th Achievement Testing and College Entrance Testing

In order to help assess the progress of individual students and the success of the Academy's program, Grace Academy 7th - 10th grade students are given a standardized test and are compared to other students who take the same test. A copy of these results is available for parents.

To high school juniors, the Preliminary Scholastic Aptitude Test (PSAT) is given in October of each year. This ranks students with other college-bound juniors and gives them their first experience with college entrance aptitude tests. Parents should make themselves aware of the date for this test (from the school calendar) and read the information given to the student. Students will have this information a minimum of four weeks in advance.

Seniors who will be attending college may need to take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The school will assist the student by providing forms and information.

Junior High-Specific Academic Information

A variety of curricula are used in junior high. We seek to use a curriculum that will academically stimulate the student.

Classes are designed to prepare the student for high school. Students are required to complete 3.5 credits each semester. This equates to 7 class periods per day. Students must attain proficiency in core academic classes. Credits and grades received in junior high are not carried over to the high school transcript. (The exception would be a high school class taken under recommendation by a teacher, such as Algebra).

Junior high provides a foundation for the rigors of high school requirements. Because our goal in academics is to have students that will function to the best of their abilities, we begin in 7th grade helping students to achieve a mastery of discipline in their academic pursuits. We seek to accomplish this through the following:

Academic Requirements:

7th grade

Bible
English
World History
Mathematics
Science
1 Semester PE
1 Quarter Keyboarding
Electives

8th grade

Bible
English
United States/Washington State History
Mathematics
Science
1 Semester PE
1 Quarter Intro to Word
Electives

High School Credit for Courses Taken in Grades 7 and 8

Credits and grades received in junior high are not carried over to the high school with the following exception: students in seventh or eighth grade who complete courses for which Grace Academy normally gives high school credit may be given credit towards high school graduation. According to WAC 180-51-030 A student who has completed high school courses as defined in RCW 28A.230.090(4) with a passing grade before attending high school shall automatically be given high school credit which shall be applied to fulfilling high school graduation requirements, unless requested otherwise by the student and the student's parent or guardian. Junior high students enrolled in a combined junior/senior high choir or band will not receive high school credit for participation in the combined choir or band.

Notebook Guidelines

7th and 8th grade students should keep their notebooks neat and organized, according to subject matter. This will save trips to the student's locker and aid in organization. Each class that your child has should have an index divider. It is a good habit for your child to keep all papers and tests appropriately filed by subject sections. This may seem trivial, but the discipline of keeping track of all assignments is extremely helpful in reviewing for tests and finals.

*Students should save all assignments and tests in case a discrepancy should arise.

Assignment Books

In the 7th and 8th grade, assignment books will be provided by the school. These are to be filled out daily to keep track of the date assigned and the date due. These will be randomly and periodically checked for completion by the student's homeroom teacher.

Homework Requirements

Students are also required to keep informed of class work that is missed while absent.

HIGH SCHOOL SPECIFIC ACADEMIC INFORMATION

High School Graduation Requirements

Students entering high school

English	4.0
Mathematics ¹	3.0
Science ²	3.0
Social Studies ³	4.0
Bible ⁴	4.0
Foreign Language	2.0
Physical Education	1.5
Health	0.5
Occupational Education ⁵	1.0
Fine Arts	2.0
<u>Additional Credits⁶</u>	<u>1.0</u>
	26.0

1 semester equals .5 credits

¹For students entering the 9th grade on or after July 1, 2017 Algebra 1, Geometry, and a third year of high school mathematics is required that aligns with the student's interests. A student who prior to ninth grade successfully completes one or more high school level math courses with a passing grade that is automatically transcribed on the student's high school transcript in accordance with RCW 28A.230.090 and WAC 180-51-030, or a student who demonstrates mastery in high school math subjects and has received credit for them, may use these credits to meet their math graduation requirements. A student who prior to ninth grade successfully completes one or more high school level math courses with a passing grade and opts to receive no high school credit for such course(s) in accordance with RCW 28A.230.090 and WAC 180-51-030, or a student who demonstrated mastery in these subjects but did not receive high school credits, may either:

- Repeat the course(s) for credit in high school; or
- Earn three credits of high school mathematics in different math subjects than those completed before high school. The student must take algebra 1 and geometry in high school if the student did not complete these courses at a high school level prior to high school, but the student does not need to repeat courses if the student already passed the courses at a high school level. This is

commensurate with Washington Administrative Code 180-51-068.

²Of the 3.0 science credits, at least 2.0 credits must be in a lab science.

³Grace Academy requires a total of 4.0 Social Studies credits (3.5 with the condition that Washington State History was taken in the 8th grade) and must include the following courses: Washington State History (.5), Civics (.5), US History (1.0), World History (1.0), and Global Perspectives (1.0) [Global Perspectives must be taken at Grace Academy]. Transfer students must meet these specific course requirements as well. The 1st semester of World History and one semester of Global Perspectives will count towards the Additional Credits required. If a student enters Grace Academy in the 11th or 12th grade, has not already had Washington State History but has taken a state history course from another state, Washington State History may be waived if given approval by the Grace Academy Administration.

⁴Students must take Bible every semester enrolled at Grace Academy. For each semester the student did not take Bible before enrolling at Grace Academy, .5 credit is waived. Two of the Bible credits will count towards the Additional Credits required.

⁵4.0 additional credits are required per Washington Administrative Code 180-51-068. 1.0 Social Studies credit and 2.0 Bible credits are applied to the 4.0 additional credits required. The fourth credit can be any approved Grace Academy course.

⁶Commensurate with the Washington Administrative Code 180-51-068, a total of 4.0 Additional Credits are required. Due to the increased state requirements, we are allowing 1.0 credit of Social Studies and 2.0 credits of Bible to apply to the 4.0 Additional Credits required to graduate.

All students entering high school at Grace Academy must meet the graduation requirements published in the handbook the year they entered high school. If a requirement has since been eliminated, it is not required for students even if it had been when a student entered high school. All high school students will yearly receive a copy of their graduation requirements progress checklist, which reflects the graduation requirements applicable to that student.

All students attending Grace Academy all four years of high school are required to complete all credits necessary to meet their graduation requirements. Exceptions will be granted only in cases where a student cannot meet the requirements due to transferring in, scheduling problems, academic deficiencies, and/or physical limitations. The administrator will grant these exceptions only after consultation with the parents and students.

Students in grades 9-11 are required to take seven classes both semesters, six of which must be taken on the Grace Academy campus with the exception of juniors enrolled in the Sno-Isle Vocational Skill Center. All arrangements for off-campus educational opportunities during the school day must be approved first. Without prior administrative approval students may not leave before the end of a period or arrive late to a period consistently and still receive credit for the class. Off-campus learning opportunities must not interfere with the student taking the minimum class load on campus, including public school sports and driver education. If time is missed during part of a class for drivers education or sports, all assignments must be made up in order to get credit for that course.

Seniors (grade 12) are required to take at least four $\frac{1}{2}$ credit classes each semester on the Grace Academy campus. Seniors are encouraged to take a full seven-period load, maximizing opportunities to take upper division math and science classes. These classes require the higher-level thinking skills necessary for success in college.

High School Credit-Independent Study & Alternative Courses

Grace Academy has the following policy regarding awarding high school credit for courses taken independent study and from other schools.

Only courses needed to fulfill Grace Academy graduation requirements will be added to the official transcript. Once credits are added to the official transcript, they may not be removed. When a grade is not assigned by an institution, a pass or fail grade will appear on the transcript. As a school in the state of Washington, we are under state law for private schools regarding issuing credit for independent study while a student is enrolled at Grace Academy. Regulations involve the certification of the teacher and how the student is to be evaluated. To ensure that credit is awarded by state law, all independent study and alternative courses must have prior approval from administration. The following items are examples of acceptable credit-granting activities.

- ❖ Courses offered at Grace, but worked on independently during another period of the day due to scheduling conflicts. Grace Academy, upon parental request, may arrange for students to take a class that they cannot physically attend, but with the stipulation that they work on assignments at the exact same pace as the class that teacher currently teaches. Students are responsible for mastering the material on their own, but the teacher is available for consultation. They must complete all assignments and submit them by the due date, with appropriate penalty applied to late work. They also must make arrangements to take all quizzes and tests with the instructor or assigned proctor. If the teacher does not teach that class that semester or the student does not maintain pace with the class, then the school will assess a fee for the teacher's services. This arrangement, including fees, must also be approved by administration.
- ❖ Homeschool Courses (credit not awarded by an accredited institution). Homeschool students are under different state regulations during the time that they are homeschool students. Therefore, while we accept some transfer credits from homeschool students after careful evaluation, once the student is enrolled at Grace, a different evaluation process is in effect. Regulations regarding certification of the teacher, evaluation methods, and time spent on the course apply. While a Grace Academy student, any type of homeschool course that you would like credit for would need to be approved on a case by case basis. If Grace offers the course or a similar course that would meet our graduation requirements, requests to homeschool that course will most likely be denied. A certified teacher from Grace Academy would need to evaluate materials used, student progress, and time spent on the course. The teacher would need to be compensated for their services. This arrangement, including fees, must be approved by administration.
- ❖ Local Schools and Non-Grace Academy Distance Learning Courses (credit awarded by an accredited institution). Grace Academy will accept credits from public high schools, colleges, and approved accredited institutions as transfer credits while a student is also enrolled at Grace. Credits will also be accepted by transfer from electronically mediated and correspondence courses offered from approved accredited institutions. Approved schools include

members of the National University Continuing Education Association and those accredited by the Distance Education and Training Council. Other institutions may be approved after evaluation of a particular course offering. The credits are earned at the institution offering the program, and Grace Academy will accept those credits as transfer credits after evaluation of an official transcript. (Courses taken from institutions that do not award credit, do not issue a transcript, or are not accredited are classified as home school courses and are regulated as described above.)

- ❖ Music lessons. Grace Academy can award fine arts credit for applied music instruction received from a qualified teacher who evaluates the student's progress according to state guidelines. Specific requirements and qualifications are on file with the registrar in the office.
- ❖ Other Out-of-School Learning. A proposal for approval of credit for approved learning experiences may be submitted for administrative review, revision, approval, or disapproval prior to the experience and shall include length of program, objectives, instructional materials used, evaluation methods, and how and by whom the student will be supervised. Out-of-school experiences include courses worked on during the school day on the Grace campus supervised by a Grace teacher that is an individual learning plan not offered during the current semester in the traditional classroom setting.
- ❖ Sno-Isle Vocational Skill Center. We recognize that some students may be called to vocations that require specialized training or do not require college. Therefore, we do try to accommodate students who desire to be trained at the Sno-Isle Skills Center, a cooperative effort of several local school districts. The program is open to juniors and seniors. Transportation is the student's responsibility. Students earn 1 ½ credits of occupational education each semester. Certain programs may be considered for fine arts credit.
- ❖ Running Start. Students who desire to take part in Running Start can do so on a limited basis while enrolled at Grace as long as they comply with all other Grace Academy policies. A 5.0 credit quarter college class or a 3.0 credit semester class (100 level or higher) is the equivalent of one full year of high school credit (1.0). Anything below 100 level is accepted at .5 credits.

SENIOR POLICY

1. An “open campus” is in effect as a privilege for seniors. Senior students may leave the campus during free periods, provided they have parental approval. Seniors must remain in dress code as long as they are on campus. Seniors must sign out in the office before leaving campus and must sign in upon their return. Repeated tardiness or absence resulting from abuse of this policy will invalidate this privilege. Senior must sign their own signature (first and last name in cursive) in the sign-out book when they leave. No student may sign another student’s name. While on campus, students must have an assigned location each period. Seniors returning to campus early must wait in the office until 5 minutes prior to their next class.
2. A student must attend a full year at Grace Academy as a senior to receive a diploma. Exceptions will be considered on a case-by-case basis.
3. The minimum load for a senior is three 1/2 credit classes taken on the Grace Academy campus each semester (with the exception of students enrolled in the Sno-Isle Skills Center). Most seniors will need more than four classes to fulfill graduation requirements. Additional classes may be taken off campus or on campus.
4. Any high school student who fails a course required for graduation must repeat the course until a passing grade is achieved.
5. Any student who is more than 1 credit short may not be invited back for their senior year.
6. A student lacking more than 1 credit will not participate in commencement exercises. A student who lacks 1 credit or less may participate in commencement exercises, but these students will receive a Certificate of Academic Achievement only after completing all the requirements for graduation.
7. Seniors are able to participate in the vocational program offered by the Sno-Isle Skill Center or the college courses through Running Start. This may require that students miss some classes needed for graduation. These must be made up on the student’s own time. In order to participate, students must have the approval of both their

parents and Grace Academy, and the student's public school district. Students who wish to attend either of these programs will need to plan their academic program so that they will be able to complete all of their graduation requirements before the commencement of their senior year.

Senior Graduation

Senior graduation is held on a Friday night in early June. Speakers for graduation are selected by the administration with input from faculty and the student body. The Valedictorian is the student with the highest overall GPA of all high school credits (excluding pass/fail credits), with the Salutatorian having the second highest overall GPA. Occasionally in the case of a tie, there may be more than one Valedictorian or Salutatorian. There will be no salutatorian if there are two or more Valedictorians. The final announcement of who receives these awards is not made until just before graduation after final exams are graded and second semester grades are complete. The student speaker at graduation is a student who represents the values of the school and has achieved academically.

SECONDARY OPPORTUNITIES

Advisory

Advisory is a time for students at Grace Academy to meet monthly in groups of 10-12 students and discuss practical items for their current schooling as well as preparation for the future. Some topics of advisory include; practical study skills, college applications, goal setting, career options, and financial stewardship. Each 7-12 grade student will be appointed to an Advisory group. Advisory groups are divided by grades: 7 & 8, 9 & 10, 11 & 12.

College in the High School

Students at Grace Academy have opportunities to participate in the College in the High School (CHS) program through Everett Community College. Each of our CHS courses can contribute towards fulfilling course requirements for a college degree. We strongly encourage all students to participate in this program. Please ask any of the participating teachers or Mr. Pearce if you have any questions about the program or your student's participation. You can also visit www.everettcc.edu/chs for further information.

National Honor Society

Grace Academy is pleased to have a National Honor Society (NHS) chapter. The NHS is a nationwide organization for high school students. Selection is based on four criteria; academic achievement, leadership, service and character. Service to the community, school and other organizations is a requirement. The time spent working on these projects contributes towards the monthly service hour requirement. In addition, NHS chapters typically elect officers, who, under the supervision of the chapter adviser, coordinate and manage the chapter as a student organization. Applications are available during 4th quarter of each school year.

Clubs

Clubs are intended to encourage leadership and teamwork and it is considered a privilege to be a member. Students who are on academic probation will be allowed to attend meetings; however, they will not be allowed to participate as an active member in decision-making and activities.

Athletics

Students have the opportunity to participate in many athletic activities. All sports have an athletic fee and require a doctor's signature on a medical release form and a signed Concussion and Sudden Cardiac Arrest Awareness form. Sports participation is regulated by the Grace Academy athletic handbook.

Grace Academy is a member of WIAA (Washington Interscholastic Athletic Association) for high school sports only, and as such is required to adhere to the rules and guidelines of WIAA. Students wanting to be involved in varsity sports at Grace must be deemed eligible before they can participate. If a student has transferred from another high school, they may be required to attend an eligibility hearing.

When Grace Academy offers a sport on the varsity level, students are not allowed to participate in that particular sport at another school. However, if Grace does not offer a varsity level sport, students may participate in the sport at the public school (no private schools) in the district where they live. For further details, see the WIAA handbook.

Student Leadership Council

The purpose of the student council organization is to promote unity of spirit within the student body and to provide leadership in the areas of Academy activities. Student Council members have an excellent opportunity for leadership training. Membership is open to boys and girls in grades seven through twelve who are not on academic probation. It is a privilege to sit on the council; therefore, discipline problems, negative attitudes, or academic concerns may lead to dismissal from the council.

Junior High Retreat

At the beginning of the school year, 7th and 8th grades will participate in the “Fall Away”. This is a three-day, two-night retreat designed to build unity among the classes and throughout the junior high. Many organized activities are scheduled and guest speakers are invited. There will be an additional cost for all students attending the retreat, and an additional charge is required for voluntary participation in activities like the high ropes course, and the climbing wall. All students are encouraged to attend. Retreat days will be counted as school days and absences from the retreat will be considered absences from school.

Junior High Winter Olympics

While the high school is away at their winter retreat, junior high students attend morning classes as usual. During the afternoon, students have the opportunity to take a break from the regular schedule and participate in the Junior High Olympics. This is a time of healthy competition between the two junior high grades.

High School Spring Banquet

In the spring, the high school students enjoy a semi-formal banquet. Special speakers and music, along with friends and good food, make this a memorable evening. There is an additional cost for this event. Students may bring guests who are currently in high school and have a signed permission form (available in the office).

High School Winter Retreat

Our high school students go away each year for a time of teaching and fun in the snow. A special speaker challenges them spiritually, friendships are made and deepened, and snow activities add to the fun! There is an additional fee for this retreat. Parents may excuse their students from the retreat, but they will count toward their total number of absences.

First Week of School

On the second day of school, the Student Leadership Council sponsors activities and games in the afternoon in order to give high school students an opportunity to interact with old friends and make new ones. The Friday after the first day of school, the junior high enjoys an afternoon of competition and recreation at Jennings Park.

STUDENT CONDUCT

Dress Code

How we dress speaks about our character. In the same manner, how our students appear reflects on the Academy, and since the Academy has a testimony for Christ, it is incumbent on each student to take responsibility that his or her dress reflects our Christian standards. There are no specific scriptures that tell us how to dress because clothing styles are culturally determined. However, there are principles that guide us in formulating clothing policy.

Uniform Guidelines

	BOYS & GIRLS K-6	BOYS & GIRLS 7-12	VENDORS*
TOPS	Royal Blue, Light Blue, Navy, Black, White	Red, Light Blue, Navy, Black, White, Red	Tommy Hilfiger, Dennis, Lands' End, French Toast, Action Sports*
Polos			
Sweaters (logo wear only)	Royal Blue, Light Blue, Navy, Black, White	Light Blue, Navy, Black, White	Tommy Hilfiger, Dennis, French Toast, Action Sports*
Sweater Vests (logo wear only)	Royal Blue, Light Blue, Navy, Black, White	Light Blue, Navy, Black, White	Tommy Hilfiger, Dennis, French Toast, Lands' End, Action Sports*
Dress Shirts	White, Light Blue	White, Light Blue	Tommy Hilfiger, Dennis, Lands' End, French Toast
Fleece Jackets (logo wear only)	Black, Navy		Tommy Hilfiger, Dennis, Lands' End, Action Sports*
Sweatshirts (logo wear only)	Designated days only. Approved styles and colors may vary		Tommy Hilfiger, Dennis, Lands' End, Action Sports*
BOTTOMS	Khaki, Navy	Khaki, Navy, Black	Tommy Hilfiger, Dennis, Lands' End, French Toast
Pants			
Shorts			Tommy Hilfiger, Dennis, Lands' End
Skirts/Skort/Jumpers (K-12 Girls)	Adams Plaid, Khaki, Navy	Adams Plaid, Khaki, Navy, Black	Tommy Hilfiger, Dennis, Lands' End, French Toast
Knit Dresses (K-6 Girls)	Blue, Navy	None	Tommy Hilfiger, Lands' End, French Toast

This list is not exhaustive and represents the items that have been selected as approved Grace uniform garments at this time. Detailed lists indicating which colors and styles are available from each vendor can be found at each vendor's website. Some uniform items may be purchased from a local company, Action Sports*.

General Guidelines for All Students:

- ❖ Shirts must be completely buttoned with the exception of the top button. This also applies to elementary PE and casual days.
- ❖ Clothing must be clean, neat, and modest. No torn, ripped, or frayed clothing.
- ❖ Leggings may be worn under dresses or skirts, but not as stand-alone pants.
- ❖ Any extreme is not permitted.
- ❖ A uniform shirt also must be worn at all times. Uniform outerwear does not remove this requirement.

General Guidelines for Elementary Boys and Girls:

- ❖ Girls may wear non-uniform shorts under dresses and skirts to allow for playground activities.
- ❖ Boys' shirts with tails must be tucked in, but polo's don't need to be.

General Guidelines – Secondary Boys and Girls:

- ❖ Secondary boys must wear a solid black or brown belt with pants and shorts.
- ❖ Boys' shirts must be tucked in at all times.

Accessories/Hair: Boys' hair must be neatly trimmed and cut off the eyebrows, off the collar, and must not extend below the middle of the ear. Sideburns should not extend below the bottom of the ear. Facial hair, beards, and/or mustaches are not permitted on students. No extreme hairstyles are permitted. Bleaching or dying of hair is permitted as long as it is a naturally-occurring color. Hats may not be worn inside buildings. Girls may pierce their ears, but all other piercing by all students is prohibited. Tattoos are prohibited for all students. Loose necklaces and large hoop earrings should not be worn due to safety concerns. A medical alert necklace or bracelet is the only exception.

Physical Education: Elementary students should wear uniform shorts or pants on PE day. Girls should not wear skirts or dresses. Elementary students may wear approved sweatshirts on PE day. Secondary students must wear a PE uniform, purchased through our approved vendor, which

will affect the PE grade if not worn. Students must bring designated athletic shoes for PE.

Sweatshirts: Elementary students may wear dress code sweatshirts on PE day. Secondary students may wear dress code, athletic dress code, or state sweatshirts on Fridays. Academy athletes may wear approved athletic sweatshirts on game days of that particular season (e.g., basketball players may wear them on days when they have basketball games). A dress code shirt must be worn underneath the sweatshirt.

Chapel (Girls): K-12 girls must wear a uniform skirt or skort to chapel. K-6 girls may also wear a uniform jumper or dress.

Chapel (Boys): K-6 boys may wear a polo shirt if it is worn under a sweater or sweater vest. They may also wear a button up shirt without a sweater or sweater vest. 7-12 boys must wear a button up shirt. Polos are not allowed. Ties are optional for chapel, but only approved ties may be worn. Shorts are prohibited.

Ties: Ties that contain uniform colors are allowed, but novelty ties are prohibited.

Fit of Clothing: Although uniform garments will not fit all students the same, uniforms should be the appropriate size for the student and should be worn as designed. Uniform skirts, jumpers, skorts and shorts are designed to be near knee length and should not be altered to be shorter unless altered to knee length. Some skirts are designed to ride on the hips, not the waist, in order to be the appropriate length. Garments should fit comfortably and fabric should hang freely rather than being tight and form fitting. Clothing should fit properly without being too tight or baggy, too long or short. Pants should not drag on the floor. At no time should skin show between tops and skirts or pants. Undergarments should never show.

Footwear: Appropriate shoes must be worn at all times. Flip-flops, slippers/lounge shoes, neon footwear and extreme styles are prohibited. Sandals must have straps and shoes must have material around the heels. Socks for boys and girls and tights/leggings for girls must be a solid color (black, navy, royal blue, light blue, brown, white).

Jr. High Students: Clothing items that are allowed in 6th grade, but not allowed in secondary, may be worn until the garments are outgrown.

Outerwear: Only approved logo outerwear and lettermen's jackets may be worn inside buildings. Uniform sweaters/vests may also be worn. Sweatshirts may only be worn in buildings on designated days. Lettermen's jackets may be worn inside buildings at any time.

Club/Organization Shirts: School clubs/organizations wishing to have individualized shirts, may design a club/organization logo and must select an approved uniform polo shirt on which to apply that logo. These may be worn on special days with administration permission.

All logos must include the name Grace Academy and must be pre-approved by administration. All other non-approved club/organization t-shirts, sweatshirts, etc. are prohibited.

Dress Code Violations: Students in violation of the dress code may be sent to the office and the parent may be called to rectify the situation or the student may be sent home. Discipline points may be assigned.

Formal Event Dress Code

(Such as high school banquet and 8th grade banquet)

“Don’t be concerned about the outward beauty that depends on fancy hairstyles, expensive jewelry, or beautiful clothes. You should be known for the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God.” 1 Peter 3:3-4

“Whatever you eat or drink or whatever you do, you must do all for the glory of God.” 1 Corinthians 10:31

For boys, chapel dress is a minimum standard.

For girls, the most important thing is overall modesty at the neckline, sleeves, back, and length.

- ❖ Necklines should extend from armpit to armpit. Make sure to check from above.
- ❖ No strapless dresses are allowed.
- ❖ Sleeveless tops are fine provided the style and cut of the dress is modest and the above guidelines are adhered to, but check arm holes so that nothing is revealing—especially when you sit. Modest tank top styles are fine.
- ❖ Any back openings cannot be lower than the normal line of a bra.
- ❖ Length is the same as school length (to the top of the knees) including slits.

Coverings: In some instances a garment that does not comply with all the above guidelines may be worn provided an acceptable covering is worn to completely and securely cover the area of the garment that is not in compliance. The covering must remain on and be held securely in place at all times including during pictures.

Other School-Related Functions

We ask that while students participate in a school function, they maintain Grace Academy's standards.

While each Grace Academy event requires a different level of dress, the moral aspects of the dress code are always in effect. Student dress at field trips, sporting events, concerts, senior graduation, senior tea, retreats, social activities, etc., should comply with previously mentioned standards regarding modesty. For girls, while more casual styles may be allowed, depending on the nature of the event, school dress code regarding length of skirts, dresses, tops, and footwear will be enforced.

BEHAVIOR EXPECTATIONS

One of the goals of Grace Academy is to create within each student a desire to obey God, desiring to be accountable to him and his Word rather than to man and his arbitrary rules. This will produce students who live for the glory of God in a job-oriented society. Our policies regarding student conduct are divided into two categories: those that are specific commands from the Bible and those that are written by the administration to help create an environment that most honors God.

If the administration, for any reason whatsoever, decides a student may be a threat to others, whether physical or emotional, the administration has the right to remove that student from participation in school for an indefinite amount of time up to and including expulsion. The administration may require a student to receive a professional evaluation or counseling.

All 7-12th students and their parents are required to sign a Student Agreement Form. In doing this, they affirm that they will abide by the standards set forth in the Kindergarten – 12 Student Handbook.

Biblical Mandates to Live Righteously:

Love for One Another

The Bible calls Christians to love one another (Col. 3:12-14), though this love is not always easy. Students are to love, honor, and prefer one another and manifest this in their lifestyle.

Submission to Authority

Students are to maintain a respectful, submissive attitude toward anyone in authority at all times. Romans 13:1-7 calls Christians to have an attitude of submission towards all authorities because they are God-ordained. Students are expected to obey instructions from school authorities and it is expected that it will be the first time they are given.

Stewardship

Proverbs 3:9 calls on God's people to honor him with all their possessions. This means that money, time, belongings, skills, and abilities are to be used to glorify God.

Modesty

Believers are called to exhibit modesty, which is demonstrated in speech, action, or in choice of clothing or personal appearance. Romans 12:16 says to “not be haughty in mind,” meaning to have a humble opinion of one’s self based on the reality of one’s true moral position before God.

Biblical Mandates to Avoid Unrighteousness:

Anger

Galatians 3:20 says that anger is a fruit of the flesh. Christians are to look out for the needs of others rather than their own (Phil 2). Anger comes when personal goals are thwarted or blocked.

Jealousy

People often want what others have because they think they deserve it or are better than someone else. Christians are to be content with what God has provided for them (Phil 4:10-14).

Deception

Ephesians 4:25 calls believers to lay aside falsehood and speak the truth with others. Deception may be as bold as an outright lie, but it may also be leading others to think something that is not true, whether about ourselves, others, or circumstances.

Unwholesome Speech

The Christian is to use their speech for building up others up and is warned against using their speech to tear down others, gossip, disrespect others, intend to hurt others, or that contain course or sensual joking (Ephesians 4:29). We desire that students speak words that edify.

Stealing

First identified in the Bible as one of the Ten Commandments, stealing is not something of which God approves. The prohibition against stealing includes property, money, and academic work. Therefore, cheating, plagiarism, and any violation of copyright laws are strictly forbidden and a zero will be given for any instance of cheating on any assignment or test.

Lust

The biblical concept of lust is broad enough to include sexual desires, material desires, or proud desires. 1 Peter 2:11 urges Christians to abstain from “fleshly lusts,” and gives the reason, they “wage war against the soul.” Students are to manifest self control. It is also the Christian’s responsibility to love others by setting aside dress, speech, or possessions which unnecessarily tempt others.

Sexual Issues

Students are expected at all times to maintain the highest moral standards in matters of sexuality, including modesty, decorum, and conduct. God’s Word explicitly forbids any sexual activity except between one man and one woman in the context of marriage, so this is our standard as well (1 Thessalonians 4:3-5). God’s standard is purity and holiness with both the desires of the heart and actions of the body (Matthew 5:28). This is the standard for our students both at or away from school. As stated in Section 6 of the Statement of Faith, and in the paragraphs on Gender, Sexual Identity, and Sexual Issues, students must identify with, dress as, and use the facilities associated with their God-given biological sex (including gender and sexual identity). Students must abstain from all intimate sexual conduct outside the marital union of one man and one woman. Public display of affection is not appropriate, and students will be dealt with on an individual basis.

Sexting

In keeping with the school’s responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of sexting. *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and if appropriate, the notification of local

law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

Substance Abuse

Ephesians 5:18 calls believers to not be drunk with wine but be filled with the Holy Spirit. The Christian is to be controlled by the spirit, not anything else. Use of tobacco, vaping products or devices, alcoholic beverages, or illegal drugs in school or out, is strictly prohibited. Use, possession, or distribution of these will call for disciplinary action and may result in suspension or expulsion from school.

Behavior Expectations General Policies

The care and respect for property (school and others) is important. Students who willfully, carelessly, or accidentally damage or steal property (belonging to the school or others) will not only face disciplinary measures, but will also be financially responsible for the repair or replacement of such property.

1. Gum chewing is not permitted any time during school hours.
2. Students are not to set the temperature in any room, touch the fire extinguisher, or touch the intercoms or windows/window shades without permission, except in an emergency.
3. The concrete areas adjacent to the school buildings are for walking; running is prohibited.
4. Students are not to sit or slide on rails, chains or poles.
5. Skateboards are not allowed on campus.
6. Bicycles are to be parked during school hours.
7. A student should be in a classroom only when an authority is present or when specific permission has been given.
8. The school campus and buildings are off limits to students outside of school hours when unsupervised by a school employee.
9. Certain areas are off limits to students unless they have been given special permission: teachers' offices, teachers' desks, the roof of any building, janitor and maintenance utility rooms, and landscaped areas.
10. Unless teacher permission is given, students are not to use personal electronic devices during school hours. This includes smart watches,

cell phones, laptops, etc. The penalty for doing so is immediate confiscation. Confiscation of a device may result in loss of privilege to have them at school in the future. A first infraction will require the student to pick up the item at the end of the day from the teacher who confiscated it. A second infraction will result in the item being kept until the last day of school unless other arrangements are made directly with the student's parents.

Students in grades 7-12 (Secondary) are governed by the following rules during the school day:

Cell phones are to be turned off and stowed in the student's backpack for the entire school day, upon exiting their vehicle, including breaks, between classes, and at lunch. Students may make calls or text only under teacher supervision.

Tardies due to phone usage will not be excused under any circumstances.

Students who violate these policies will have their cell phones confiscated. The first time a cell phone is confiscated the student may retrieve it from the front desk at the end of the school day. Subsequent confiscations will require a parent or guardian to retrieve the cell phone from the front desk. Every time a cell phone is confiscated the student will earn 10 discipline points.

Please Note: If a phone is confiscated, the administration may examine its content including pictures and videos.

11. Students are not to bring guns, knives, fireworks or any other potentially hazardous items to school.
12. Students are not allowed to throw objects that could endanger others (i.e. rocks, sticks or snowballs), nor are they to push, shove or kick other people. Striking another with intent to do bodily harm is a serious offense, and therefore risks expulsion.
13. Any item that a student brings to school may be searched by school personnel, including but not restricted to bags, backpacks, pockets, electronics, automobiles, etc.

14. Students may not use class time to order food delivery (Grub Hub, Door Dash, etc.) Food must be delivered to the office and may only be picked up during lunch or break.

Academic Integrity

Academic integrity is at the core of education. Faculty assign essays, exams, quizzes, projects, and so on both to extend the learning done in the classroom and as a means of assessing that learning. When students violate the academic integrity policy (i.e., “cheat”), they are committing an act of theft that can cause real harm to themselves and others including, but not limited to, their classmates, school faculty, and the caregivers who may be funding their education. Academic dishonesty confers an unfair advantage over others, which undermines educational equity and fairness.

Academic dishonesty is prohibited by Grace Academy. Academic dishonesty may result in 20 discipline points and a zero on the assignment.

1.1 Cheating is the unauthorized or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Examples of cheating include:

- Copying from another student or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third-party platforms and websites beyond those assigned for the class, such as commercial homework aggregators, without the proper authorization of a teacher.
- Unauthorized collaboration on assignments or examinations.
- Taking an examination or completing an assignment for another person or asking or allowing someone else to take a test or complete an assignment for you, including exams taken on a home computer.
- Allowing others to research and write your assigned papers or other assignments, including using commercial term paper services.
- Submitting someone else’s work as your own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by digital paraphrasing tools.

- Fabricating and/or falsifying data (in whole or in part).
- Assisting acts of academic misconduct/dishonesty.
- Altering a response on a previously graded exam or assignment and then attempting to return it for more credit or a higher grade without permission from the teacher.
- Submitting substantial portions of a paper or assignment to more than one course for credit without permission from each teacher.
- Unauthorized use during an examination of notes, prepared answers, or electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, or send information.

1.2. Plagiarism is the act of presenting another person's ideas, research, or writing as your own. Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.

- Retaining, using, or circulating examination materials that clearly indicate that they should be returned at the end of the exam.

1.4. Artificial Intelligence: To maintain a culture of integrity and respect, AI tools (i.e. ChatGPT) should not be used in the completion of course assignments unless a teacher for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each instructor, and then only in the ways allowed by the instructor.

Discipline Procedure

Discipline is training that corrects, guides, molds, and perfects the mental, physical, emotional, and spiritual aspects of our lives. Proverbs 22:6 states, “Train up a child in the way he should go, even when he is old he will not depart from it.” Discipline at Grace Academy is a ministry of love to perfect the potential of each child which will enable him to become what God has planned for him to be. Students are expected to conduct themselves in a manner that insures welfare, safety, and respect of all involved in the school community.

School personnel are responsible for corrective action and students are expected to submit to those placed in authority over them. We attempt to discipline from a posture of cause and effect, i.e., let the students know what is expected and then provide appropriate consequences for choices made. Equal respect for custodians, librarians, cooks, office workers, and aides will be expected of students attending our school. Teachers post classroom expectations and consequences for failure to comply with these expectations in an obvious place. Discipline problems or unacceptable behavior in or out of the classroom, on or off campus, may result in the following types of discipline:

- ❖ Loss of a classroom privilege
- ❖ Loss of part or all of a recess
- ❖ In-school detention
- ❖ Suspension or expulsion from school

To adequately bring about change students and their families must cooperate and support the school. This support should be public and any concerns brought privately so that the spirit of Matthew 18 is practiced. The basic elements necessary to assure resolution to problems are a student’s attitude of repentance, submission to authority and a verifiable change in behavior.

HOW I ACT

Each teacher in grades K-5 uses an in-class discipline system based on the acronym HOW I ACT. The letters stand for:

H	Hubbub (K-3), Harming others or property (4-6)
O	Obedience
W	Work habits
I	Inappropriate remarks
A	Attitude
C	Careless behavior
T	Talking

Disciplinary Point System

The point system is almost exclusively used with secondary students, as well as 6th grade students, but may also be used with students in grades 4-5. Points will be assigned at the discretion of the administration in accordance with the schedule below. If these points add up, they subsequently result in consequences, which encourage students to change their behavior.

Points of less than 40 are erased at the beginning of each semester. Point accumulations of 40 or more will be erased when 60 consecutive calendar days have passed during which the student has received no additional points or until the beginning of the next semester, whichever is later. Points do not carry over from one school year to the next.

Those students who are on the worship team, Student Leadership Council, and others in places of leadership, will be required to step down from their position if their point total should reach 40 points. Because of their high profile, they are literally ambassadors of Grace Academy and must therefore be held to a higher standard than other students. Students who are members of athletic teams who accumulate 60 or more points will be required to step down from their position.

Categories

Misconduct has been classified into three categories, depending on the severity of the violation. Discipline points may be assigned for offenses in any category.

CATEGORY III

Violation of United States, State, or City laws. Activities, which seriously threaten the safety of the student and/or classmates. Activities that show

flagrant lack of respect for authority or property. Frequent and repeated violation of Category II rules.

Category III Rules: Examples include but are not limited to consumption or possession of alcohol, drugs or tobacco, premarital sex, assault, possession of weapons, destruction of property, theft.

Consequences: Offenses shall result in suspension or expulsion/ withdrawal from Grace Academy.

Threatening words or behavior	25*
Assault/Fighting.....	25*
Use of Alcohol, tobacco or vaping products.....	25**
Illegal drugs	25**
Immoral/unethical conduct	25**
Legal substance abuse.....	25**
Theft.....	25**
Weapon possession	25**

*Potential suspension/expulsion

****Will result in suspension or expulsion**

CATEGORY II

Activities and attitudes that show a lack of respect for authority. Violations of specific Category II rules. Frequent and repeated violations of Category I rules.

Category II Rules: Examples include but are not limited to harassment of any kind, truancy, hazing, fighting, profanity, vulgar, obscene or abusive expression/behavior, irresponsible driving, insubordination, cheating, lying, mocking or scorning what Grace Academy stands for.

Consequences: Offenses may result in student-principal conference, parent-principal conference, and/or Category III consequences for recurrent offenses.

Cheating/plagiarism	20 + automatic zero
Disobedience.....	20
Disrespect.....	20
Inappropriate language/gesture	20
Falsehood (lying)	20
Bullying/Harassment.....	20*
Tobacco use	20*

Vandalism 20*

*Potential suspension/expulsion

CATEGORY I

Activities that violate Category I rules. Any other minor disturbances that prevent classroom order and instruction.

Category I Rules: Examples include but are not limited to dress code violations, causing classroom disruption, not obeying classroom rules, excessive tardiness, public display of affection, poor chapel, assembly or lunchroom conduct, cell phone violations

Consequences: Offenses may result in additional work, detention (lunch time or after school), parent contact, parent-teacher disciplinary conference, student-principal conference, or Category II consequences for recurrent offenses. Any offense in this category will result in a minimum of 10 points.

Dress code violation.....	10
Classroom disruption or disturbance.....	10
Public display of affection	10
Improper cell phone use.....	10
Touching other's property.....	10

Point Accumulation

Level #1 - 20 points – Counsel with administration, one-hour after school detention, and contact with parents.

Level #2 - 40 points – Counsel with administration, two one-hour after school detentions served on two consecutive school days, and parents are notified. There is also a loss of leadership privileges.

Level #3 - 60 points - One day in-school suspension, including mandatory conference with parents. The student will work on assignments from all classes.

Level #4 - 80 points - Two-day, out-of-school suspension. Conference with parents and student will work on assignments from all classes. Parent or other responsible adult should be home to supervise these days. It is highly recommended that TV and other recreational activities be suspended for the duration of this time. Parent/teacher/principal conference will be held

after the suspension to determine if the student should be expelled or removed from school at this time.

In-school and out of school suspension days will be counted as an unexcused absence from all classes and a 2% reduction in the student's quarter grade per class per day.

Level #5 - 100 points or more - Immediate expulsion.

Bullying

A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons and when a power imbalance exists. Individual and rare episodes, do not constitute bullying, nor do rude or mean actions. Typical bullying behaviors are verbal in nature, such as teasing and verbal harassment, but it also includes unwanted touches, physical attacks (hits, kicks, scratches, pokes, etc.), and ostracism. When bullying occurs, students must report any such behavior to a staff member immediately. Likewise, parents should inform the administration immediately when they suspect their child is subjected to bullying. The administration takes all reports and observations of bullying behavior seriously and investigates for an appropriate response.

Sexual Harassment Policy

1. It is the policy of the school to prohibit any form of sexual harassment. Any case of suspected sexual harassment should be immediately reported, and appropriate corrective measures will be taken by the school.
2. Sexual harassment is defined as unwelcome advances of a sexual nature that is unsolicited and nonreciprocal. This includes comments, jokes, rumor mongering, or innuendoes, about sexual issues, whether verbally or in text, or touching, gestures, or taunting. In a general sense, any behavior of a sexual nature that makes a person uncomfortable can be considered harassment.
3. Any student who believes he or she has been the object of sexual harassment should report the alleged act immediately to a teacher, administrator, or adult monitor.
4. All complaints will be heeded and addressed in an appropriate manner. Confidentiality will be maintained as much as possible but cannot be guaranteed.

5. False claims of harassment are detrimental to all involved and will bring an appropriate response from administration if discovered.
6. Retaliation against the alleged victim is prohibited and will likewise result in corrective action by the administration.

After-School Detentions

Detention is a form of discipline that requires a student to reflect on his/her behavior for a period of one hour. Sports-related or other extracurricular activities will not be considered a valid excuse from serving detention.

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